



PARENT-STUDENT

HANDBOOK

**2019-2020**

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This Parent/Student Handbook is for all family members concerned with St. Michael Catholic School. As with any handbook, it is constantly changing, and it is constantly being developed to meet the needs of the students and the school. The school maintains the right to change or withdraw any policy or matter set forth herein at any time and will notify school families of such changes.

Dear Parents:

Welcome to St. Michael Catholic School. St. Michael is an elementary school of the Archdiocese of Galveston/Houston. The mission, policy, and regulations of the school are consequently consistent with the teachings of the Catholic Church.

All policies, programs, and explanations included in this handbook are designed to help facilitate the development of our students as spiritually, academically, socially, and psychologically well-rounded individuals. Through the success of our students comes the greatest reward, fulfillment, and growth for each of our school staff members.

This handbook contains our school policies and procedures. Your presence here makes you a part of the school family and signifies your agreement to observe school policy. Success comes from working together. We thank you for your cooperation and efforts in working with us to make your child's Catholic school experience a positive one. With the Lord's guidance, we will find success for each of our students. Please keep this handbook available for reference.

Blessings,

A handwritten signature in cursive script that reads "Kathleen Cox".

Dr. Kathleen Cox  
Principal

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# **1 SCHOOL OVERVIEW**

## **1.1 MISSION STATEMENT OF THE ARCHDIOCESE OF GALVESTON-HOUSTON**

Catholic Schools in the Archdiocese of Galveston - Houston call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ. In collaboration with families, we teach the values of our faith and tradition, serve our community, and ensure academic excellence. Our schools are committed to the evangelizing mission of the church to educate and form witnesses who transform the world.

## **1.2 MISSION STATEMENT OF ST. MICHAEL CATHOLIC SCHOOL**

The mission of St. Michael Catholic School is to form disciples of Christ through an education focused on faith, conscience, scholarship, and service.

## **1.3 PHILOSOPHY OF ST. MICHAEL CATHOLIC SCHOOL**

St. Michael Catholic School Community:

- Is committed to providing students a balance between spiritual growth and academic excellence.
- Believes faith is the manifestation of all virtue and integrity and the guiding principle for our school community.
- Believes that students should be held accountable for what is good, right, and just.
- Is dedicated to developing students with a strong moral conscience.
- Believes in scholarship focused on lifelong learning and high expectations that lead to academic excellence.
- Believes that our students should be aware of the needs of others and take responsibility in serving others to build a Christian community.

## **1.4 CATHOLIC EDUCATION – A SHARED EXPERIENCE**

When you enroll your child at St. Michael Catholic School, you enter a partnership of the Church, School, yourself, and your child. This partnership is dedicated to the development of your child as an individual with an awareness of his/her role within the Christian community. The success of the partnership depends on the cooperation of all involved.

Education is one of the most important ways in which the Church fulfills its commitment to the dignity of the person and the building of community. Recognizing the importance of this ministry, the Parish, the Pastor, the Parish staff, and the Pastoral Council strongly support the school with their spiritual, emotional, financial, and physical resources.

The faculty and staff of St. Michael Catholic School share with you the responsibility of guiding your child's growth in all areas of his/her life: spiritual, intellectual, physical, psychological, and social. In accepting your child as a member of the St. Michael Catholic School family, we pledge our time and talents to his/her growth and development.

As the parent/legal guardian in this partnership, you bring your support, your time, and your talents to our joint effort. You, as parents, are the primary educators of your children in the values and responsibilities of Christian community.

Your child accepts the responsibility to become the best person he/she can be in all areas of life and to prepare him/herself as a leader in both a Christian and a secular world. Parents who decide that the direction of the school is no longer acceptable for their child(ren), have the ultimate right to choose another school. If, in the opinion of the administration, the partnership is no longer viable the school reserves the right to require the parent/legal guardian to withdraw the student from the school. The success of this experience in Christian community requires the best efforts of all involved.

#### Code of Ethics

“Jesus said to His disciples, “I give you a new commandment: Love one another.” (John 13:34) St. Michael Catholic School is committed to providing excellence in education within a Catholic environment. An essential component of this mission is to ensure that the faith and moral teachings of the Catholic Church are lived-out by all members of the school community: staff, students, families and visitors.

At the foundation of the moral life is the teaching of Jesus Christ. Virtues such as integrity, prudence and respect are to be practiced by all members of the SMCS community. As such, language, actions or attire which demonstrate a violation of moral values, or disrespect or disregard for members of the SMCS community cannot be tolerated. The school administration must hold students and parents (including families/visitors) accountable when their words or actions violate common courtesy, respect, modesty and the like. In the extreme, vulgar language, comments that are prejudicial or degrading to a staff member or student, heckling at sports activities (on campus or elsewhere) or any language that is perceived as demeaning or threatening will not be tolerated. Conduct that creates an atmosphere of fear or harm will not be tolerated.

Depending on the situation, violations will be addressed by the principal (or present school official if the principal is not available) either immediately (e.g. removal of the person from the premises) or after investigation. All violations will be addressed according to internal incident and the circumstances surrounding the violation. Unless otherwise restricted by Archdiocesan policy or school procedures, all school administration decisions regarding a disciplinary response are considered final.

As a Catholic educational institution located on the campus of our parish church, SMCS is on holy ground. All persons who are on the school campus are to respect this blessed truth and act in accordance with due regard for the precepts of the Catholic Church in faith and morals.

#### Nondiscriminatory Policy:

St. Michael Catholic School follows a policy of non-discrimination with regard to race, color, or ethnic origin within its Christian philosophy. The policy of non-discrimination refers directly to, but is not limited to, the employment of all school personnel, the acceptance and participation of all students, and the solicitation and acceptance of gifts and donations.

## 1.5 ADMINISTRATION

### 1.5.1 Role of Pastor

The pastor is responsible for fostering, nurturing, guiding and coordinating the ministries of the parish. He delegates the administration of the school to the principal who administers the school in accordance with diocesan policies and guidelines. Satisfactory and effective administration depends on the cooperation and mutual support of both pastor and principal in matters of local education policy.

Based on the guidelines of the Catholic Schools Office, the pastor is responsible for hiring the Principal.

Any consideration of school foreclosure, change in a school's grade levels, or name, shall include consultation with the archdiocesan superintendent and may be effected only with the expressed approval of the Cardinal Archbishop.

### 1.5.2 Role of Principal

As the leader of the school, the principal is accountable to operate the school in accordance with the Texas Catholic Conference Accreditation Commission (TCCAC) and the guidelines of the Archdiocesan Catholic Schools Office (CSO). The principal is responsible for all aspects of the operation of the total school program. The principal works under the direction of the pastor.

#### *1.5.2.1 Designated Person Responsible*

If the principal is off campus, the Assistant Principal will be the designated person responsible for the continued operation of the school.

### 1.5.3 Role of School Commission

Catholic schools boards are advisory to the principal and pastor in parish schools or the principal and designated pastor in Archdiocesan regional schools. Boards assist the principal and pastor in parish schools or the principal and designated pastor in Archdiocesan regional schools to recommend policy, identify and articulate the educational needs and aspirations of the school and school community, and engage in long-range strategic planning.

All school boards function for the good of the persons they serve. To insure their proper structure and function, guidelines have been established for board members, executive officers, and pastors. The principal of each school is the educational professional to guide and assist the board members in their role, as it relates to the school.

## 1.6 ORGANIZATION

St. Michael Catholic School is an integral part of St. Michael Catholic Church.

The chief executive officer of the school is the Pastor of St. Michael Catholic Church with the Principal. They are responsible for the administration and instructional program of the school. The St.

Michael Catholic School Commission cooperates with the Pastor and the Principal in developing the philosophy and goals of the School and in formulating policies which will enable the attainment of these goals.

St. Michael Catholic School is accredited by the Texas Education Agency (TEA) through the Texas Catholic Conference Education Department (TCCED). St. Michael Catholic School is staffed by degreed and certified teachers and qualified staff chosen, supervised, and evaluated by the Principal for their competence and dedication to the development of each student to his/her potential.

## **1.7 FACILITIES**

St. Michael Church and Parish School occupy approximately nine acres of land in the 1800 block of Sage Road in the Galleria area of Houston. The school includes the following: administrative offices, 26 homeroom/classrooms, science lab, computer rooms, reading resource center (lab), library media center, art and music studios, two gym-auditoriums, sports/activities field, RN staffed clinic, and cafeteria/kitchen. St. Michael Catholic School is a smoke-free campus. St. Michael Catholic School continues to be in compliance with all federal and state asbestos regulations and information pertaining to this can be found in the Business Office.

## **1.8 ASBESTOS**

The asbestos report is on file in the maintenance office. You may review it at any time.

## **1.9 HOURS OF OPERATION**

School Hours: 7:50 a.m. – 3:25 p.m.

Office Hours: 7:30 a.m. - 3:45 p.m.

After Care Extended Day Hours: 3:25 p.m. - 6 p.m.

More detailed information can be found in “Arrival/Dismissal Information, Section II.”

## **1.10 INSURANCE**

Students are ordinarily included in their family’s insurance program. Parents must complete an Insurance Verification Information Form each year. St. Michael Catholic School, including all staff, assume neither responsibility nor liability obligations that result from injuries related to participating in curricular, extra-curricular, or other school-related programs provided by the school.



## **2 SCHOOL POLICIES & PROCEDURES**

## **2.1 ADMISSIONS-ENROLLMENT-WITHDRAWAL POLICY**

The Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, religion, or national/ethnic origin in the administration of its admission, loan, athletic, or scholarship programs.

Students entering St. Michael Catholic School must be qualified by their previous education to pursue the course of studies they are electing. Students are expected to have a record of good standing from the school from which they transfer. All students are accepted on probation for a minimum of nine weeks.

Qualified applicants will be accepted based upon available space. Early Childhood applications from current siblings and alumni will also receive priority status.

### **2.1.1 Pre-Kindergarten (PK) through First Grade Requirements**

- A pupil entering PK(3) must have reached his/her third birthday on or before September 1.
- PK(4) must have reached his/her fourth birthday on or before September 1.
- A pupil entering kindergarten must have reached his/her fifth birthday on or before September 1.
- A pupil entering first grade must have reached his/her sixth birthday on or before September 1.

The birth certificate, baptismal certificate, social security card, report card/progress report, results of standardized tests (if administered), St. Michael Catholic School teacher recommendation form, and the required evidence of prescribed immunizations and vaccinations must be provided prior to enrollment. Screening is required for all PK through first grade applicants. The ultimate approval of any applicant is at the discretion of the administration.

If a shorter PK program is desired on a regular basis, parents are to prearrange a pick-up schedule with their respective teacher. (See “PK Early Dismissal” in this section)

### **2.1.2 Second through Eighth Grade Requirements**

Students transferring to St. Michael Catholic School in second through eighth grade will be given an admissions screening test and be interviewed by administration. Students are ordinarily accepted to a grade level based upon their previous successful academic record. The birth certificate, baptismal/sacramental certificates, social security card, most current report card, transfer notice, St. Michael Catholic School teacher recommendation form, the required evidence of prescribed immunizations and vaccinations, and standardized test results are required for enrollment. A copy of the cumulative record will be requested from the previous school for every transfer student.

### **2.1.3 Custody Information**

Divorced or separated parents must file a court-certified complete copy of the divorce or separation

decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known to the school.

#### 2.1.4 **Special Testing**

Under the advisement of the administration, counselor or teachers, your child may be referred for academic, behavioral or speech therapy evaluations. Lists for referral recommendations including HISD may be obtained in the counselor's or learning specialist's office. Parents may also choose to use their own private health care providers. Once the testing, evaluations or assessments are completed, a meeting is held at the school to discuss results and recommendations for your child's academic success at SMCS. A copy of the test results must be provided to the school office.

If a student has been tested for special concerns, a copy of the complete test results must be submitted to St. Michael Catholic School. Failure to provide this information may prohibit the staff of St. Michael Catholic School from meeting the individual needs of the student, and consequently, present reason and provide cause to question his/her continuation in the school program.

#### 2.1.5 **STUDENT WITH LEARNING DIFFERENCES AND REFERRALS**

##### Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, St. Michael Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

##### *2.1.5.1 Legal References to Special Services*

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for St. Michael Catholic Schools, the local district is Houston ISD). This "child find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. Michael and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational

institutions are only required to make minor adjustments to accommodate eligible students.

#### **2.1.6 Records for Students with Learning Differences**

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to St. Michael Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

#### **2.1.7 Criteria for Acceptance of Students with Learning Differences**

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the needs of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements;
- Record of student's ability to follow school rules and regulations; and
- Student's ability to meet the physical requirements of attendance.

#### **2.1.8 St. Michael's Services for Students with Learning Differences**

**New Students** – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the Principal, Assistant Principal, and Learning Specialist will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a Catholic Accommodation Plan.

**Currently Enrolled Students** – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Assistant Principal, and then meet the Intervention Specialist as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results; Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student.

The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The Principal will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a Catholic Accommodation Plan.

#### *2.1.8.1 Student Success Expectations for Students with Learning Differences*

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

#### *2.1.8.2 Accommodations for Students with Learning Differences*

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student must meet certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the Learning Specialist after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the Principal, Assistant Principal, and Learning Specialist after all available information is reviewed.

#### *2.1.8.3 Standardized Assessment for Students with Learning Differences*

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Assistant Principal or Learning Specialist. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

### 2.1.9 **Serious Chronic Illness**

Parents will inform the Principal if their child has a serious and possibly life-threatening chronic illness or condition before entry into school. Prior to the first day of school, parents will meet with the Principal or appropriate staff to develop an “Individualized Healthcare Plan” that will include instructions for observation of the illness, care and treatment, medication orders and special instructions such as calling EMS or parent notification. (Asthma, Epilepsy, Diabetes, Allergy, Food Allergies, etc.). If medications or treatments are involved, the “Scheduled and “As-Needed” (PRN) Medication Permission Form” must be completed and signed by the physician or a nurse practitioner and returned to the school. A statement signed by the physician or health care provider with the same information may also be provided. Any medication or equipment must be provided to the school by the parents. If necessary, students may carry and self-administer asthma medication with physician orders and St. Michael administration/staff approval. Special forms for these students must be completed by the parent/legal guardian and will be kept on file in the clinic.

### 2.1.10 **Re-Registration**

Re-registration packets inviting students to return to St. Michael Catholic School for the following school year are sent to parents electronically in January/February. Following recommendation by the School Commission, the school announces approved tuition and registration fees for the coming year at this time.

### 2.1.11 **Withdrawals**

To officially withdraw a student, notice in writing must be given to the school office prior to the date of withdrawal. **Any family who withdraws must wait one (1) full calendar year before reapplying.**

## 2.2 **ARRIVAL AND DISMISSAL INFORMATION**

### 2.2.1 **Carpool Guidelines**

Rationale: In order to provide safety for the students and to improve traffic flow, St. Michael Catholic School expects to limit pedestrian crossing in the parking lot during the time of arrival and dismissal. It is imperative that the school have the cooperation of all parents and students.

- Parents must work in cooperation with the school and act as a model to the students of the need to follow safety rules.
- Every school family must have a car tag number registered in the school office. This includes students who walk to and from school, families who only have one student in their carpool, etc.
- Every driver must hang their car tag number from their rear view mirror so that it may be seen by the teachers on traffic duty.
- For everyone’s safety, traffic parking patterns must be observed by all. Please observe 5mph speed limit and do not pass other vehicles.
- Students are required to wait in the lower school hallway or cafeteria in the afternoon.
- Parents should not devise shortcuts--all students are expected to be picked up in the

carpool line.

- Students may not cross in between the exiting cars in the carpool line unless accompanied by a faculty member.
- Parents should instruct their child(ren) to always walk in front of their own car when loading or unloading.
- During morning drop-off, parents should stay in their vehicle and students should exit the vehicle in a prompt and organized manner.
- No student is allowed to walk through the parking area to a parked car unless accompanied by an adult.
- Students are not allowed to run, play ball, etc. in the carpool loading area.
- The use of cell phones when operating a vehicle on the church/school grounds is prohibited. (See “Cell Phones/Electronic Devices/Telephone Use”, this section)
- Parents must handle exceptions or emergencies before or after the regular pick-up, i.e. (before 2:45 p.m. or after 3:30 p.m.) If assistance is needed, the parent should call the school office.
- Group transportation (athletic games, scouts, etc.) will be coordinated so as to limit interference with the regular pick-up procedure. (See “Special Dismissal Circumstances”, this section)
- Parent offenders of any statement in this policy are subject to a conference with the Principal and to further consequences at the Principal’s discretion.

### 2.2.2 Morning Drop-off/Arrival Procedure

During morning drop-off, cars may enter the campus through the main entrance from both Westheimer and San Felipe at the direction of the police officer. Drive straight towards the school and turn right or left to unload. By turning right, you will be exiting in the direction of Westheimer and by turning left, you will be exiting in the direction of San Felipe. Please make sure children are sitting on the side of the car closest to the building to exit the car. Students will not be allowed to walk between cars during drop off.

Early arrival (7:15-7:30 a.m.) – All students arriving between 7:15 a.m. and 7:30 a.m. may enter through the front door and gather inside the hallway near the gym only when a teacher is present.

At 7:30 a.m. all students will go to the gym.

Arrivals from (7:30-7:50 a.m.) – All students will enter through the front doors and go to the gym for morning assembly. There will be teachers on duty and students will be asked to sit quietly. They will sit with their classmates in an assigned area.

Please do not park and walk your children to the doors. It is dangerous to have pedestrian traffic moving between the carpool lines. It slows down the drop off and places our children at risk. Thank you for helping us make this process as safe as possible.

#### 2.2.2.1 PK Drop-off Procedure

Parents may walk PK3 and PK4 students to the classroom for the first week of school. For the remainder of the school year, PK3 and PK4 students will follow the morning drop-off and afternoon pick-up procedure. Middle School students will be available to walk the younger students to the gym from the carpool line for the first few weeks of school.

### 2.2.3 Afternoon Pick-up/Dismissal Procedure

Everyone must use the carpool system to pick up students from 3-3:45 p.m. Any student who has not been picked up by 3:45 will be taken to Kidventure. The first time your child goes to Kidventure will be free and you will receive a letter explaining the charges for future visits to Kidventure.

Parents must not walk up to retrieve their child(ren) from the gym or cafeteria.

Afternoon Carpool: There are two dismissal times.

**First dismissal carpool** (students in grades PK3-K without an older sibling) will be identified with tags 1-99. **First dismissal carpool is at 3:00 p.m.** Cars may begin lining up for first dismissal no earlier than 2:30 p.m.

- Enter from the Westheimer side and use only the right lane along the curb, leaving the left lane open for other campus visitors to enter the property.

#### **Second Dismissal (3:25 p.m.)**

Second dismissal is for the remainder of the students. Westheimer side will be identified with car tags 100-250. San Felipe side will be identified with car tags 251-400.

**Second dismissal carpool will begin at 3:25 p.m..** Second dismissal cars may begin lining up no earlier than **3:15 p.m.** so as not to interfere with the first dismissal. It is **IMPERATIVE** that you not line up before 3:15 p.m. Arriving before 3:15 blocks the entrance lanes to the campus and creates traffic congestion on Sage. Any cars that are in line or waiting in the parking lot before 3:15 may be asked to circle back onto Sage and join the dismissal line.

- When entering the campus, both the right and left entrance lanes will be used during afternoon carpool.
- Westheimer carpools (car tags 100-250) must turn right off Sage into the right entrance lane and stay right long the sidewalk curb.
- San Felipe carpools (car tags 251-400) must turn left off Sage into the left entrance lane and stay in the left lane. Continue driving straight to the entrance of the school and turn left along the curb.
- Arrive no earlier than 3:15 p.m.
- Dismissal will begin at 3:25 p.m.



#### 2.2.4 Early Dismissal

On the last Friday of each month\* students are dismissed at 1:15/1:30 p.m. for faculty professional development. *\*(In November the early dismissal day is Thursday, November 21.)*

PLEASE BE ON TIME TO PICK UP YOUR CHILDREN TO ENSURE THAT ALL STAFF MEMBERS MAY ATTEND THE FACULTY PROFESSIONAL DEVELOPMENT MEETINGS. If you arrive after 1:50 p.m., it will be necessary for you to sign your child out in the cafeteria through Kidventure which will result in a late fee. Please make every effort to schedule routine medical, dental or other appointments on this early release day to minimize disruption to students' academic schedules.

#### 2.2.5 Changes must be made by noon

If a student must leave school early, the student must bring a signed note from the parent to obtain an early dismissal slip. The note must state the time of dismissal and the designated person picking up the child(ren). Early dismissal pick-up must be before 3:00 p.m. It is the student's responsibility to be in the school office at the early dismissal time. (Younger students are walked to the office by a teacher). Classes will not be interrupted to call students to the office.

A parent/guardian or designated person must come to the office to sign the student out of school. If a student returns to school the same day, he/she must check in through the school office to obtain an admit slip before proceeding to class. A teacher will not admit a student to their class without an admit slip.

PK Early Dismissal: If a PK student will not be staying for the full day, the school allows for dismissal after lunch at 11:30 a.m. If a parent/guardian wishes to pick up a PK student(s) at 11:30 a.m., a note from the parent/guardian must be sent to the teacher in the morning. When a parent/guardian comes to pick up a PK student(s) at 11:30 a.m., he/she must park in one line at the curb alongside the academic building (or under the canopy if it is raining) and remain in the car.

#### 2.2.6 Special Dismissal Circumstances

##### 2.2.6.1 Volunteer/Attending (Meetings before 3:20)

If a volunteer arrives early for meetings he/she must park in a parking space. Walking up to retrieve students in the carpool waiting area or making requests to pick up additional carpool students early is strictly prohibited.

##### 2.2.6.2 Walkers

Approval will be granted only to students who actually walk to their home in the neighborhood. Directions will be given to these students upon approval.

Forgotten Items: If a student has forgotten an item at school after he/she has been picked up in carpool, the driver should park and the student should cross at the crosswalk with supervised assistance.

### 2.2.6.3 *Choir, Scouts, Sports, Play Practice, etc.*

Students should go directly to the designated room/location for their activity.

### 2.2.6.4 *Groups picked up by a parent (B-day parties, etc.)*

Call the office to make special arrangements. Students will wait with parental supervision in a pre-arranged designated area. After 3:30 p.m., the supervised students may be walked to parked cars.

## 2.2.7 **After-school activities**

All students must be picked up in carpool unless they are participating in after school sports or a school sponsored activity immediately after school.

All students attending games or events must be supervised by a parent (or an adult appointed by the parent if the child's parent is not attending). Students in violation of this rule will be sent to the office to phone for pick-up. Parents are responsible for the supervision of students who attend games or events. Students are not to leave the gym or go outside. This includes younger siblings who must not be unsupervised at any time. The behavior of any student attending a game or event must comply with the rules and regulations of the school. Students who misbehave at games or events are subject to disciplinary action.

## 2.3 **ATTENDANCE**

### 2.3.1 **Absence**

In compliance with Texas Catholic Conference Education Department (TCCED) and the State of Texas Family Code, Schools of the Archdiocese of Galveston-Houston follow compulsory attendance laws. (Archdiocesan Policy)

St. Michael Catholic School establishes and publishes a school calendar prior to the beginning of each school year. Parents/guardians are expected to honor the calendar established by the school. Daily school attendance is the only effective way to assure continued academic progress. We strongly discourage extended vacations outside of scheduled school holiday periods.

Excused absences are: personal illness, injury, weather or road conditions making travel dangerous, a natural disaster such as a hurricane, student participation in a court proceeding, days missed as a runaway as defined by Texas Law, celebrations of sacraments for family members, and illness or death in the family. Other extenuating circumstances must be submitted in advance to the Principal for review. Vacations and business trips with the family will not be considered extenuating circumstances.

If a student accumulates ten (10) or more unexcused absences and/or tardies during a quarter, a conference will be scheduled with the parents, teacher and administrator to review the nature of the absences and/or tardies. Excessive absences may jeopardize the student's school success, continued enrollment or re-enrollment for the following year, and can contribute to a recommendation for student retention.

Students are expected to make-up assignments, quizzes, and tests given during absences. Students will be given an allowance of one school day for each day absent to complete make-up work. If the absence is prolonged (more than 3 consecutive days), this allowance will be extended to students only with a written excuse from the doctor. Students will be given assignments upon their return to school. Assignments for students absent for 2 or more days may be picked up through the office. Assignments will not be given in advance of an absence. If a parent/guardian opts to schedule activities that warrant student absence on compulsory attendance days, the school staff is not obligated to provide special services or make special arrangements for the student.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of a vacation. Students will not be allowed to make up work that is missed due to vacations that are scheduled before or after school holidays. Students will receive an “incomplete” for this work and it will not be counted in their grade average.

Notes:

Family Emergency – If a family experiences an emergency such as a death in the immediate family or a serious or prolonged illness, it is always handled on an individual basis. Special care and consideration for the student and his/her family dictates the procedure that the school follows in such circumstances.

Absence due to Illness – If a student is unable to come to school due to illness, the parent/guardian is expected to notify the school office by 9 a.m. Parents/guardians are to send a written note upon the student’s return to school.

### 2.3.2 Tardiness

The tardy bell will ring at **7:50 a.m.** when morning assembly begins. A student who is late is required to be walked into the front office **with their parent** to obtain a tardy slip from the school office before being admitted to class. Habitual tardiness seriously affects school performance. Students must also report to class on time during the school day. Adequate time is allowed in the schedule to change classrooms. Excessive tardiness will be subject to administrative review.

## 2.4 BIRTHDAYS, PARTY INVITATIONS, GIFTS, SNACKS, ETC.

The school invites parents/guardians to join their child for lunch on their child’s birthday. If your child’s birthday falls on a weekend or holiday, you may choose another day on which to join your child. Please don’t wait until the last week of school. **If your child has a summer birthday, you may celebrate the birthday on your child’s half birthday or another day that is arranged with the teacher.** Snacks in individual servings (i.e., cupcakes, cookies, etc.) can be distributed at lunch in the cafeteria to all classmates. Because classes eat together, snacks need to be provided for the entire grade. No other celebration is permitted, i.e. balloons/flowers/posters/locker decorating. Each homeroom teacher **or grade level** will have an electronic calendar for parents to sign up to bring birthday treats in order to make sure that no more than one birthday treat is brought in per grade level per day.

Some key notes:

- Bring treats for the entire grade level
- Birthday treats can also be pencils, stickers, erasers, etc.
- Treats MUST be small (mini cupcake, brownie bite, cookie, donut holes)
- No colored icing (please stick to white)
- No nuts of any kind
- All treats must be pre-cut and ready to serve
- No frozen treats

Party invitations may NOT be distributed at school unless all students in the class or all students of the same gender in the class are included.

Each child's birthday will be recognized at morning assembly. Wednesday birthdays will be recognized on Tuesday because of School Mass. Birthdays that fall on a weekend or holiday will be recognized on the day before the weekend or holiday. Summer birthdays will be recognized in May (For example, June 1, July 1, and August 1 would be recognized on May 1.)

## 2.5 CELL PHONES AND ELECTRONIC DEVICES

**Students are not permitted to have or use electronic devices (cell phones, Ipods/Ipads, smart watches, fitness trackers) on campus.**

**Students are not permitted to bring cell phones on campus.**

**Students are not permitted to have cell phones during school sponsored after school activities.**

**Cell phones are not permitted on any class trips or retreats.**

On overnight trips, pictures will be shared on Instagram and two trip chaperones will have a cell phone number that is shared for emergencies.

The school office phone may be used for emergencies. Calling parents for forgotten homework, projects, or making social plans, etc. does not constitute an emergency.

Middle school students are not permitted to email parents during the day from their Chromebooks without teacher permission with approval from the Assistant Principal.

Consequences for Violating the Cell Phone and Electronic Device Policy

- For the first offense (all grades), confiscated cell phones and electronic devices will be held and returned to the student at the end of the school day. The student will receive a citation if in 5th-8th grade.
- For the second offense, the confiscated electronic device will be held by the Assistant Principal until picked up by the PARENT at the end of the school day. **The student will also have a morning detention.**

- For the third offense, the confiscated electronic device will be held by the Assistant Principal and returned to the parent after a \$25 fine has been paid. **The third offense will be recorded on the student's discipline record.**

Should any further offenses occur, the student will be placed on probation and will lose the right to participate in extracurricular activities.

The school is *not* responsible for any confiscated items.

Parents/Legal Guardians:

**Emailing students during school hours (7:15 a.m.–3:45 p.m.) is strictly prohibited.** Messages of an emergency nature will be relayed to students if you call the school office. We ask that you please respect this policy so as not to place your child in a disciplinary situation.

Parent cell phones must be turned off or put on vibrate while on the school campus or while attending school activities. All cell phone use must occur outside the building.

***For the safety of our students, the use of cell phones by drivers during carpool is prohibited.***

Specifically:

- During morning carpool, cell phone use is prohibited from when a vehicle enters the campus until the vehicle exits the campus.
- During afternoon carpool, cell phone use is prohibited from when the line begins to move until the last car exits the campus.

Offenders of this policy are subject to a conference with the Principal and to further consequences at the Principal's discretion.

## 2.6 CHILD ABUSE POLICY

In order to protect the students, St. Michael Catholic School, the Archdiocese, and the Church, the school has a child abuse policy which addresses: (1) identification and reporting of child abuse and (2) training school personnel and volunteers to identify child abuse. School personnel in the Archdiocese of Galveston-Houston have a moral and legal obligation to report child abuse or neglect. The school personnel will document all observations and conversations and report to the Principal immediately, and to the Child Protective Services within twenty-four (24) hours. The Principal will determine the need to follow up with the child and/or the parents.

## 2.7 CHILD PASSENGER SAFETY INFORMATION/BOOSTER-SEAT-LAW

Texas law requires that everyone within a vehicle wear the proper restraints. For older children, teenagers, and adults, this means the seatbelt provided within the vehicle. Adults will be ticketed for their own violations of this law. For younger children, seatbelts are inappropriate. Instead, children under the age of 8, except those who are taller than 4 feet 9 inches, must be secured within the proper child car seat or booster seat while the car is moving.

Texas booster seat laws, including §545.412, state drivers will be ticketed for any children younger than 8 years old who are not properly secured in a child safety seat within the vehicle. They will be charged with a misdemeanor, punishable by a fine from \$25 to \$250 plus the court costs. The purpose of this law is to ensure everyone's safety in case of an accident.

### **USING THE PROPER CHILD SAFETY SEAT**

The Texas Department of Transportation outlines the guidelines for using the proper child safety seats.

#### **From 0 to 2 years or up to 35 pounds:**

- Use a rear-facing car seat
- Follow all of the manufacturer's installation, use, and care instructions
- Chest clip must be secured even with the child's armpits
- Harness straps must fit snugly to the child's body without any slack at the shoulders
- Use the harness slot on the safety seat at or below the child's shoulders

#### **From 2 to 4 years or up to 80 pounds:**

- Use a forward-facing safety seat
- Follow all of the manufacturer's installation, use, and care instructions
- Chest clip must be secured even with the child's armpits
- Harness should fit snugly to the child's body without any slack at the shoulders
- Use the seat belt or lower anchors to secure the child safety seat, but do not use both

#### **From 4 to 8 years or a minimum of 40 pounds:**

- Use a booster seat based on the child's height and weight
- Install properly with use of both lap and shoulder belts
- Lap belt should be fastened across the child's thighs, not stomach
- Shoulder belt should rest across the child's chest, not neck

## **2.8 PARENT/GUARDIAN GRIEVANCE PROCESS**

### **Purpose**

The purpose of this process is to provide parents/guardians of students enrolled in any parish or regional school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere.

### **Scope**

No person shall be discriminated against because of filing or participating in this grievance process, and no reprisals of any kind shall be taken against any person because of participation in this complaint process.

The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by legal counsel during any phase of the process.

This process replaces all previous processes and statements regarding the institution and processing of

complaints at both the local and Archdiocesan levels.

### **Exclusions**

A parent who has withdrawn their student from the school may not avail themselves of this grievance process.

During an investigation by local, state, or federal officials, a student will be placed on Student Extended Leave. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. A parent/guardian may not avail themselves of the grievance process when a student is placed on Student Extended Leave.

### **Level One- Informal Resolution/Conciliation (Campus)**

It is the intent of this policy to resolve parent/guardian complaints at the lowest possible administrative level and in a cooperative Christian atmosphere through subsidiarity. This process is not intended to be adversarial in nature. Prior to using the steps set forth below, the parent or guardian shall meet with the person with whom he/she is having a dispute. If the concern is not resolved, he/she should move to the person's direct supervisor in an effort to find resolution. If the matter is not satisfactorily resolved with the person's direct supervisor, the parent/guardian should request a meeting with the principal. If the matter is not satisfactorily resolved with the principal, the parent/guardian should request a meeting with the pastor. If the pastor agrees with the principal's decision, the pastor may decline to meet. If the pastor agrees to meet, but the matter is not then settled satisfactorily, the parent/guardian may appeal the decision to Level Two after the parent/guardian has informed the pastor and principal of their intent to do so.

### **Level Two - Grievance Committee (Catholic Schools Office)**

If a satisfactory resolution is not reached at Level One and after notification to the principal and pastor, the parent/guardian may appeal, in writing, to the Level Two Grievance Committee. The Catholic Schools Office for the Archdiocese of Galveston-Houston has established a Parent/Guardian Grievance Committee for the purpose of hearing complaint appeals from Level One of the Parent/Guardian Grievance Process. The committee reviewing the complaint will consist of an assistant Superintendent from the Catholic Schools Office and two Archdiocesan principals. The following procedure shall then be utilized:

- a. The parent/guardian shall contact the Catholic Schools Office at 713-741-8704 to request the level Two Appeal/Grievance Form.
- b. The written appeal shall be submitted to the Level Two Grievance Committee within five (5) working days following the parent/guardian's receipt of the Level Two Appeal/Grievance Form to submit their grievance in writing (using the form provided) to the Catholic Schools Office via an email addressed to [csogeneral@archgh.org](mailto:csogeneral@archgh.org) along with any additional materials or documentation the parent/guardian would like reviewed by the committee. The principal and pastor will receive a copy of the Level Two Appeal/Grievance Form and other attachments filed with the Catholic Schools Office. The principal and pastor will forward their response to the Level Two Grievance Committee within five (5) working days of their receipt of the Level Two Appeal/Grievance Form submitted by the parent/guardian.

- c. The record for the Level Two Grievance Committee's consideration shall consist of all materials submitted by the parent/guardian and the written response provided by the pastor and principal. The committee has the discretion to accept or deny an appeal based on the evidence presented. If the appeal is denied, the decision rendered at Level One of the Parent Grievance Process will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.
- d. If the appeal is accepted for review, the Level Two Grievance Committee shall then schedule a conference with the parent/guardian and/or school administration, if necessary, within fifteen (15) working days from the date the written appeal is received. The committee will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the committee shall hear the appeal and review the materials presented, as well as any other information the committee deems relevant.
- e. In an Archdiocesan parish school, the Level Two Grievance Committee shall make a recommendation for decision to the pastor within five (5) days after the scheduled conference has been held and a copy of the recommendation will be sent to the Archdiocesan Superintendent. The pastor may accept, reject or modify the Level Two Grievance Committee's recommendation. The pastor's decision will be communicated to the principal, parent/guardian and Superintendent within five (5) working days upon receiving the Level Two Grievance Committee's recommendation.
- f. If the Pastor does not issue a written decision within the five (5) working day limit, that will be deemed as acceptance of the committee's recommendation who will then communicate the decision to the parent/guardian, principal, pastor and Superintendent.
- g. In an Archdiocesan regional school, the Level Two Grievance Committee shall make a recommendation to the Archdiocesan Superintendent. The Archdiocesan Superintendent may accept, reject or modify the committee's recommendation. The Archdiocesan Superintendent's decision will be communicated to the principal and parent/guardian within five (5) working days upon receiving the Level Two Grievance Committee's recommendation. If the Archdiocesan Superintendent does not issue a written decision within the five (5) working days limit, that will be deemed an acceptance of the committee's recommendation. The Level Two Grievance Committee will then communicate the decision to parent/guardian and principal.
- h. Decisions at Level Two reached by the pastor (parish schools) and Superintendent (regional schools) are final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

**Appeal and Review of Expulsions and Extended Suspensions (Archdiocesan Superintendent of Catholic Schools)**

A parent/guardian may appeal directly to the Archdiocesan Superintendent when the issue is concerning an



expulsion or a discipline issue involving suspension (in or out of school) of a student from classes lasting five (5) or more consecutive school days. In such cases, the following procedure shall be utilized:

a. A written appeal shall be submitted to the Archdiocesan Superintendent within five (5) working days following the parent/guardian's notification of expulsion or suspension lasting five (5) or more consecutive school days.

b. The record for the appeal to the Archdiocesan Superintendent shall consist of a written statement setting forth with specificity the reason(s) for the parent/guardian's dissatisfaction with the decision to expel or suspend the student lasting five (5) or more consecutive days. It will also consist of information provided by the principal including, but not limited to the student's probationary status, disciplinary record, and/or behavior plan.

c. In consultation with the Chancellor and Moderator of the Curia for the Archdiocese of Galveston-Houston, the Archdiocesan Superintendent has the discretion to accept or deny any appeal based on the evidence presented. If the appeal is denied, the decision rendered by the principal and pastor will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

d. If the Archdiocesan Superintendent accepts the appeal for review, he/she shall then schedule a conference with the parent/guardian within ten (10) working days from the date the written appeal is received. The Superintendent will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the Superintendent will hear the appeal and review the materials presented provided as a matter of record.

e. The Archdiocesan Superintendent shall make a recommendation for decision to the Chancellor and Moderator of the Curia within five (5) working days after the scheduled conference has been held, and a copy of the recommendation shall be forwarded to the parent/guardian.

f. The Chancellor and Moderator of the Curia, in consultation with the Archbishop, may accept, reject, or modify the Archdiocesan Superintendent's recommendation, or take any other action he deems appropriate. The Chancellor and Moderator of the Curia's decision will be communicated in writing to the parent/guardian within fifteen (15) working days of receipt of the Archdiocesan Superintendent's recommendation, and shall be final for all purposes.

g. No provision of this process shall be understood to limit the ecclesial authority of the Chancellor and Moderator of the Curia and/or Archbishop. The Chancellor and Moderator of the Curia and/or Archbishop may, in their sole discretion, choose to intervene in this process at any stage if they deem it necessary.

### **Procedural Issues**

While the grievance process is designed to accommodate all parent/student disputes that may arise within the Archdiocese, it is understood that some situations require flexibility. Any issues regarding the use of Level One or Two, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan

Superintendent of Catholic Schools.

### **Computation of Time**

The time limits of the complaint process shall be based on working days, i.e., Monday through Friday. If any of the timeline falls on school holidays or breaks; the timeline shall be extended to add the corresponding number of working days to the timeline. Time limits may require flexibility and, if necessary, may be modified at the discretion of the Catholic Schools Office.

## **2.9 DELIVERIES DURING SCHOOL HOURS**

An important part of building responsibility in children is allowing them to experience logical and natural consequences. When a student has to leave class to call home for forgotten items, he/she is losing valuable instructional time.

Classes will not be interrupted to deliver books, and homework, etc. Students will not be allowed to use the school phone to call home for forgotten items.

## **2.10 EMERGENCY POLICY/PROCEDURES**

A crisis management plan is designed to provide immediate assistance in case of an emergency. The crisis management plan addresses concerns regarding safety, receiving accurate information and a long-term plan to minimize the effects of the crisis. Every Archdiocesan school has a crisis management plan. Teachers know procedures to shut down classrooms and contact administrative officials in the school in case of an outside threat and are also trained in case of an inside threat (i.e. fire, gas leak, etc.) which would result in an evacuation of the school. St. Michael Catholic School follows the guidelines of the Archdiocesan School Office for bomb threats, fire drills and tornado drill procedures.

St. Michael Catholic School follows the guidelines of the Archdiocesan School Office and Houston Independent School District regarding weather-related school closings. During periods of severe inclement weather, the local radio/TV stations carry frequent bulletins of the Catholic Schools and/or H.I.S.D. school closings. If the Catholic Schools or H.I.S.D. close, St. Michael Catholic School also will be closed. St. Michael Catholic School uses email blasts to notify parent/guardian of these and other situations. It is of vital importance that SMCS has updated email addresses and phone numbers for all of our families. [St. Michael Catholic School will also use RenWeb Alert system to send text messages for inclement weather and other school closings.](#)

Because of the wide area from which our students come, conditions near each home may require special consideration; therefore, parents/guardians are expected to exercise their own judgment regarding their child's safety and security.

## **2.11 EXTENDED DAY / AFTER SCHOOL CARE**

The After School Care Program provided by Kidventure is offered for students who are enrolled at St. Michael Catholic School. This is an extension of the school day and as such, will follow the official school calendar and rules in the Parent-Student Handbook. Extended Care/Kidventure hours are 3-6 p.m. This program is ordinarily not scheduled on school holidays. [Information about Kidventure is available on the school website under the Parents tab.](#)

## **2.12 FIELD TRIPS**

Class visits to places of cultural and/or educational significance enrich classroom instruction. Teachers shall coordinate field trip plans. Permission slips must be signed and returned so that students can participate. Permission cannot be given over the telephone. All field trips are part of regular school curriculum and are considered regular school days. If a student does not participate in a field trip, he/she may not come to school on that day.

When a parent/guardian is asked to chaperone a field trip, he/she is responsible for students who must receive chaperones' undivided attention. This makes it impossible to bring young siblings along. Please note this when volunteering to chaperone.

Students must leave from school and return to school with their class on field trip days. They may not be dropped off or picked up at the site of the field trip.

## **2.12 FINANCIAL INFORMATION**

### **2.12.1 Financial Account Responsibilities**

Parents are expected to keep current all financial accounts at St. Michael Catholic School. Report cards, transcripts and school records are not released if an outstanding debt exists. All past financial obligations to the school must be fulfilled, including any assessed late fees, for the school to consider re-registration or admission to a new school year.

It is assumed that all checks payable to St. Michael Catholic School have sufficient funds for their deposit. Checks are ordinarily not held for any period of time and post-dated checks are not accepted. Any returned check is subject to a \$25.00 charge.

### **2.12.2 Tuition**

St. Michael Catholic School is an integral part of St. Michael Church and exists primarily to serve children of active and supportive parishioners. The annual tuition rate is established upon the recommendation of the School Commission following a review of the annual operating budget. The operating budget for the school includes revenue from the Annual Fund Drive, as well as, parish subsidy.

The parish subsidy enables the school to continue to provide assistance for families with multiple students and financial aid for students in need.

Tuition is collected on an annual basis at St. Michael on a designated date in June. Parents who wish to make periodic payments for tuition may do so with a bank loan through the school. Failure to pay tuition in full on a designated date in June may result in loss of enrollment.

### 2.12.3 Financial Aid

Applications for tuition assistance for students in grades K-8 may be found through this link <http://www.chosecatholicschools.org/tuition-assistance-program/> during re-enrollment and must be completed and submitted prior to March 30 to PSAS for any consideration. Families are notified by the school administration of available assistance in April and again in July. Qualifying students must maintain satisfactory academic progress and a record of good conduct and attendance. Participants are expected to keep the school apprised of changing financial needs following acceptance of assistance.

### 2.12.4 Athletic Fees

Students who participate in interscholastic athletic activities are assessed a fee per athlete for each sport. The fee enables the school to help provide uniforms, officials, transportation, entrance, and participation fees. The Athletic Director coordinates fees for student/athlete participation with the administration.

### 2.12.5 Financial Delinquency Policy

30 Days Delinquency:

1. Access to Renweb is restricted
2. Report Cards/Progress Reports will not be released
3. Transcripts and school records will not be released

45 Days Delinquency:

1. All of the above
2. Mandatory meeting with the Principal and Business Manager

60 Days Delinquency:

1. All of the above
2. Students will not participate in extracurricular activities including, but not limited to: athletics, field trips, school clubs, competitions, or performances.
3. The school reserves the right not to allow students to take final exams if tuition or other fees are delinquent past 60 days.

St. Michael Catholic School will not release records, including records of student performance (i.e. report cards, progress reports, etc.) and will not certify student for advancement or transfer until the delinquent account is paid in full. If there are recurrent problems in tuition collection, this could affect acceptance of registration for the next school year.

## 2.13 HOMEWORK REQUESTS

If a student is unable to come to school due to illness, the parent/guardian is expected to notify the school office by 9:00 a.m. It is the student's responsibility in grades 5-8 to obtain notes for missed class time. Parents/legal guardians are to send a written note upon the student's return to school.

## 2.14 LITURGY AND WORSHIP

All students in grades PK-8 ordinarily attend 8:15 a.m. mass on Wednesdays when school is in session. If a Holy Day occurs during a week, students will attend the Holy Day Mass and the Wednesday morning Mass. PK4 students start attending school Mass at the end of September, and PK3 students start attending school Mass in January. Each student in PK4-8th grade will be assigned an "Angel Buddy" to sit with during school mass. "Angel Buddies" are pairs of students who sit together at weekly mass and participate in activities together during the school year.

All parents are invited to worship with us on Parent Mass Days that are listed on the school website calendar. We ask that parents model appropriate church behavior of attentive listening so as not to distract others. Parents should dress in attire appropriate for church. Please do NOT schedule doctor's appointments during school mass. In addition, students will be given opportunities during the year to participate in other types of worship in keeping with our Catholic faith and traditions.

## 2.15 LUNCH

### 2.15.1 Lunch Options

Students have the option of bringing their lunch from home each day or purchasing a lunch from the contracted catering company. No soft drinks may be consumed by students during school hours with the exception of brown bag lunch days. Estimated cost is \$6.00 for regular lunch. Hot lunches are prepared and served each day. All lunches are served in the cafeteria. Lunch menus are posted on the school website.

### 2.15.2 Lunch Schedule/Visits

Lunch is considered part of the regular school day. Parent lunch visits are limited to birthdays or half-birthdays and our Brown Bag Days. Time spent outside of the classroom is important teaching and learning time in school. Our teachers are spending lunch time with their classes and value that time with their students in another environment. Students need this time together to build social skills and to learn to interact with each other outside of the classroom. Thank you for helping us with this important aspect of your children's education. Parents must sign in at the school office and receive a visitor tag for birthday lunches.

**Students must either bring their lunch or purchase their lunch in the cafeteria. Forgotten lunches will be accepted until 9:00 am in the school office. If it is not possible to deliver your child's forgotten lunch by 9:00 am, we will be sure that he/she is provided a lunch from the cafeteria.**

Students are expected to follow all school rules and cafeteria rules throughout the lunch periods. They are expected to clean up after themselves and refrain from any activity such as throwing food, running, shouting or any other disruptive behavior while at lunch.

### **2.15.3 Brown Bag Lunch**

On designated days throughout the year, parents are invited to have lunch with their child(ren) during their regular lunch period. Please refer to the school calendar for these dates. Fast food lunches may be brought in for this special occasion. The students and parents look forward to this special day.

### **2.15.4 Water Bottles**

Students are allowed to have water bottles with them in the classroom. All water bottles must have sports tops. Water bottles must be used for **water** only. Any student who does not comply with this policy will lose the privilege to have a water bottle in the classroom.

## **2.16 MEDICATION/CLINIC**

St. Michael Catholic School has a school clinic staffed by a registered nurse. A student will be taken to the clinic if illness or injury occur. No student is to be left at the school clinic once ill or injured. The clinic is a temporary place for an ill or injured student to wait as comfortably as possible until a parent/guardian or designee can pick up the student and best provide for the student's welfare.

Texas State Law forbids the dispensation of medications by school employees without the written request of the parents or legal guardians.

Schools of the Galveston-Houston Archdiocese follow a standard policy regarding the dispensing of medicines.

Parents/guardians are encouraged to schedule the administration of student medication in such a manner that medicine brought to school will be kept to a minimum. For example, the physician may be able to prescribe medication before/after school and at bedtime.

Medicine (prescription AND non-prescription) may be administered to students only upon the written request of the parent AND a physician. This means the school cannot dispense aspirin/acetaminophen without a physician's signed request. A copy of the physician's request for administration of medication by school personnel is at the end of this handbook. This form is also available in the school office and clinic. The form which will be used by every school in the Archdiocese contains a liability release which must be signed by a parent/guardian before a medicine is dispensed.

Students are not allowed to transport medicine back and forth to school. Parents, guardians, or a designated

adult must deliver and pick up medicine to be administered. The school will keep the medicine as long as requested by the physician or until end of the current school year. After such time, an adult will be responsible for picking up unused medicine or it will be discarded.

Texas State Law also requires that the medicine be sent in the ORIGINAL PHARMACY CONTAINER (prescription or non-prescription) labeled with the student's name.

All medicines will be kept in the clinic and be dispensed by the clinic staff. It is the student's responsibility to come to the clinic when it is time to receive his/her medication. If a student requires a medication that needs to be given on a long-term basis (i.e. six weeks or longer), a permission form must be completed by the physician prescribing the medication. These forms may be obtained from the school clinic. If deemed necessary, students may carry and self-administer asthma medication with physician's orders and St. Michael administration staff approval. Special forms for these students will be kept on file in the clinic. (See Section VIII for examples of forms).

No student should be sent to school with a fever (temperature of 100 degrees or above) or vomiting. The student should remain at home until fever free or no vomiting for 24 hours. This requirement is for the safety of the student and his/her classmates.

## **2.17 RELEASE OF STUDENT TO AN IMPAIRED PARENT/LEGAL GUARDIAN**

No student will be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (i.e. inebriated) and, therefore, unable to care for the student. Another person from the student's emergency contact list will be called.

## **2.18 SACRAMENT PREPARATION AND ELIGIBILITY REQUIREMENTS FOR 2019-2020 ACADEMIC YEAR**

- Enrolled in 2<sup>nd</sup> grade or above
  - Completed one (1) year of faith formation during the 2018-2019 academic year. (Enrollment in a St. Michael Children Faith Formation program or in a Catholic School fulfills this requirement).
- and*
- Enrolled in St. Michael Children Faith Formation program or Catholic school during the 2019-2020 academic year.
- and*
- Baptized in the Catholic Faith.

It is a requirement that your child be enrolled in the Sacrament Preparation program in addition to attending St. Michael Catholic School. Registration for sacrament preparation is on the parish website at [www.stmichaelchurch.net](http://www.stmichaelchurch.net).

***\*\*Attendance at a Catholic School does not guarantee eligibility for reception of the sacraments***

*of*  
***First Reconciliation and First Eucharist.***

**Parental Responsibilities in Sacrament Preparation**

- Provide a copy of your child's baptism certificate if your child was baptized at St. Michael Catholic Church, on or before the FIRST parent meeting in September/October 2019.
- Provide a copy of the baptism certificate if your child was **not** baptized at St. Michael Catholic Church, on or before the FIRST parent meeting in September/October 2019.
- Attend introductory parent meeting for Sacrament Preparation in September/October 2019.
- Attend one (1) small group discussion and practice session for First Reconciliation in November 2019. It is preferable that both parents attend, however, only one parent is required to attend.
- Attend two (2) parent meetings for First Eucharist in January/February 2020. It is preferable that both parents attend, however, only one parent is required to attend.
- Teach your child the content in the student books according to the schedule of lessons distributed at the parent meetings.
- Attend one (1) First Reconciliation Workshop with your child in November/December 2019 and one (1) First Eucharist Workshop in late February/March 2020. Each retreat is generally no longer than two (2) hours. It is preferred that both parents attend although only one parent is required to attend.
- Read and comply with the mandatory dress code for First Penance & Reconciliation, and First Eucharist.

**Celebration of the Sacrament of First Eucharist at St. Michael the Archangel**

- First Eucharist takes place during regularly scheduled Masses on May 3 and May 17.
- St. Michael the Archangel Catholic Church provides a photographer and videographer for each First Eucharist Mass planned by the Children Faith Formation office.
- All photographs are taken by the parish photographer after the conclusion of the Mass.
- The parish photographer takes one group photo, and one photo of each First Communicant with the Celebrant.
- Due to the rapid succession of Masses, no other photos are taken in the church or with the Celebrant.
- Photos and First Eucharist certificates will be available for pick-up in the parish office by mid-June.

**Sacrament Dress Guidelines**

**First Penance and Reconciliation  
"Sunday Best"**

**Girls**



\*A nice dress of appropriate length (no shorter than the top of the knee, no longer than the ankle) or nice

slacks and a blouse/sweater.

\*No jeans, shorts, or leggings.

\*Top of shoulders and back of shoulders must be covered. It is recommended that the girls wear a sweater to stay warm in the church.

\*No sleeveless dresses.

\*Dress shoes or sandals with a back. No backless shoes.

\*No flip flops, high heels, Toms, or any type of sneaker.

### **Boys**

\*Dress slacks in traditional colors: navy, black, gray, khaki, or white.

\*White or ivory dress shirt, tucked in.

\*Nice sweater or blazer.

\*Tie (traditional, understated color; not bright, loud or neon).

\*Black or brown belt.

\*Socks.

\*Black or brown ***LEATHER*** dress shoes.

\*No sneakers, Vans, Converse, or flip flops. No neon colored Sperry topsiders.

\*No shorts, sport jerseys, sport uniform or sport attire, or jeans.

## **First Eucharist Dress Guidelines**

### **Girls**

\*A white, ivory, or crème colored short sleeve dress of appropriate length (no shorter than the top of the knee, no longer than the ankle). Sleeveless dresses, dresses with spaghetti straps or halter top dresses are not permitted.

\*Top of shoulders and back of shoulders must be covered. It is recommended that the girls wear a light white sweater to stay warm in the church.

\*Girls must wear a veil. ***Veils are not optional*** and must be pinned securely. If a child chooses to wear flowers in her hair, she must wear them ***with*** a veil. Flowers cannot be worn in lieu of a veil. A veil will be provided by the parish if a child arrives at the church without one.

\*White or crème colored dress shoes or sandals with a back. No backless shoes.

\*No flip flops, high heels, Toms, or any type of sneaker.

\*No shawls, gloves or purses.

\*Rosaries, prayer books, and candles may be presented after the Mass if a family wants them blessed.

### **Boys**

\*A suit, or coat and tie ensemble.

\*Dress slacks in traditional color: navy, black, gray, khaki, or white.

\*White or ivory dress shirt. No other colors are permitted.

- \*Tie (traditional, understated color; nothing bright, loud or neon).
- \*Black or brown belt.
- \*Socks
- \*Black or brown **LEATHER** dress shoes.
- \*No sneakers, Vans, Converse, or flip flops. No neon colored Sperry topsiders.
- \*Rosaries, prayer books, and candles may be presented after the Mass if a family wants them blessed.

Children enrolled at St. Michael the Archangel Catholic School are not required to attend *Sunday Faith Formation* classes since they receive faith formation at school. However, they are required to enroll and participate in the parish *Sacrament Preparation* program which requires submission of sacramental records, attendance at parent meetings, parent retreats and rehearsals, and completion of all reading and writing assignments. **Fulfilling all policies, guidelines and expectations, attendance at all meetings and retreats, and completion of the textbook & worksheets are required for a child to be considered eligible to receive the Sacraments at St. Michael the Archangel Catholic Church.** Failure to comply with all requirements and expectations will result in a child's ineligibility to receive the sacraments during the current academic year.

## 2.19 SECURITY

St. Michael Catholic School teachers, Extended Care staff, and the night cleaning company have been instructed to keep the gates locked at all times. The cleaning crew has been instructed NOT to open the gates or doors for anyone; please refrain from asking. [An armed Police officer will be on campus during regular school hours. All parents and visitors will be required to show identification at the front desk and be processed by the RAPTOR system before entering the building.](#)

## 2.20 SUPPLIES/BOOKS

Annual tuition includes the use of school-owned textbooks and the annual purchase of consumable books. Students are responsible for the care of the books issued to them. If a student loses a book, he/she is responsible for notifying the teacher. The student will be charged the price to replace the book so that a new book can be purchased. Consumable workbooks/materials are also issued to the students. If a workbook is lost, the student must pay the full price for a second workbook.

At the end of the school year, the books are returned to the school. Students will be fined for books that are damaged while in their possession. Fines will be assessed according to the amount of damage and/or misuse during a given school year.

## 2.21 UNIFORMS & DRESS CODE

St. Michael students wear uniforms in grades PK-8. In an effort to teach our children that it is not the clothing nor the possessions that make each person special, St. Michael Catholic School requires all

students to wear the uniform prescribed for their grade level. It is the responsibility of the parent/guardian to see that students conform to the uniform regulations. Failure to cooperate with the school in this area will be addressed.

All uniform items, except the P.E. uniforms for grades 6-8, are available through [Dennis Uniforms](#). All clothing must be in good condition and clearly marked on the inside with the student's name. All students are required to have the current logo on their clothes.

### 2.21.1 Required Dress Uniform

The following dress uniform will be required whenever students attend all-school liturgies and at any other time as directed by the administration. If a student is not dressed appropriately when the dress uniform is required, he/she is at risk of participation in the activity.

## **GIRLS:**

### **Girls PK-4th grade: Required Dress Uniform**

- Plaid jumper with navy modesty shorts, and hem to fall no shorter than the top of the knee
- Blouse: Peter Pan collar style long- or short-sleeved, with SMCS monogram on collar
- Socks: White knee socks
- Shoes: Flat navy/black dress shoes or navy/black/tan topsiders must be worn (no athletic/sports shoes)
- Navy cardigan, with SMCS monogram, may be worn for warmth

*Optional items that may be worn on days other than dress uniform days:*

- Culottes: Plaid
- Shorts: Plaid
- Shirt: White/Navy knit polo shirt, long- or short-sleeved, with SMCS monogram
- Pants: Long khaki (cold weather)

### **Girls 5th grade: Required Dress Uniform**

#### **Option 1:**

- Skirt: Plaid with navy modesty shorts, and hem to fall no shorter than the top of the knee
- Shirt: White oxford shirt, long- or short-sleeved, with SMCS monogram
- Vest: Lightweight navy sweater vest with SMCS monogram
- Shoes: Flat navy/black dress shoes or navy/black/tan topsiders must be worn (no athletic/sports shoes)
- Socks: Thin white knee socks

#### **Option 2:**

- Plaid Jumper with navy modesty shorts, and hem to fall no shorter than the top of the knee
- Blouse: Peter Pan collar style long- or short-sleeved, with SMCS monogram on collar
- Shoes: Flat navy/black dress shoes or navy/black/tan topsiders must be worn (no athletic/sports shoes)
- Thin white knee socks

*Optional items that may be worn on days other than dress uniform days:*

- Shorts: Plaid walking shorts
- Shirt: White/Navy knit polo shirt long- or short-sleeved, with SMCS monogram
- Pants: Long khaki (cold weather)

### **Girls 6-8 grade: Required Dress Uniform**

- Skirt: Plaid with navy modesty shorts, and hem that falls no shorter than the top of the knee
- Shirt: White oxford shirt long- or short-sleeved, with SMCS monogram
- Vest: Lightweight navy sweater vest with SMCS monogram
- Shoes: Flat navy/black dress shoes or navy/black/tan topsiders must be worn (no athletic/sports shoes)
- Socks: Thin white knee socks

*Optional items that may be worn on days other than dress uniform days:*

- Shorts: Plaid walking shorts
- Skirt: Khaki, with navy modesty shorts, and hem that falls no shorter than the top of the knee
- Shirt: White/Navy knit polo shirt long- or short-sleeved, with SMCS monogram
- Shirt: Light blue short-sleeved knit polo with SMCS monogram
- Pants: Long khaki (cold weather)

## **BOYS:**

### **Boys PK-8: Required Dress Uniform**

- Pants: Khaki
- Shirt: White oxford shirt, long- or short-sleeved, with SMCS monogram
- Vest: Lightweight navy sweater vest with SMCS monogram
- Belt
- Shoes: Black, brown, navy loafers, topsiders, or dress shoes (no athletic/sports shoes)
- Socks: White only

**Grades PK-5:** *Optional items that may be worn on days other than dress uniform days:*

- Shorts: Khaki
- Shirt: White/Navy knit polo, long- or short-sleeved, with SMCS monogram

**Grades 6-8th grade:** *Optional items that may be worn on days other than dress uniform days:*

- Shorts: Khaki
- Shirt: White/Navy knit polo, long- or short-sleeved, with SMCS monogram
- Shirt: Light blue short-sleeved knit polo with SMCS monogram

#### **2.21. Belt**

A belt must be worn with shorts and slacks that have belt loops. (Exception is made for PK3 and PK4 students).

#### **2.21.3 Socks**

White socks (available at Target, Academy, etc.) are to be worn daily and visible above the shoe. Students in grades 6-8 have the option of black socks, with the exception of dress uniform days. On dress uniform days, all girls will wear thin white knee-high socks (available at Dennis Uniforms) and all the boys will wear white socks.

#### 2.21.4 Shoes

##### All Grades

- Athletic type shoes are preferred for comfort and safety
- Athletic type shoes must be solid navy, black, gray, or white
- Athletic shoes may have slight accents that do not clash with the uniform
- Laces must be solid navy, black, gray, or white
- Laces must be tied and Velcro must be fastened on any type of shoe
- Must have white or light colored soles as the black soled shoes are damaging to our gym and building floors
- Rubber soled shoes must be worn daily
- Brown or black buckle or tie oxford or Mary Jane style
- Slip-on athletic/sport shoes are not permitted for safety reasons
- No boots, sandals, open-back, open-toed, or high tops may be worn

#### 2.21.5 Tights

Girls: White or navy, and must have feet.

#### 2.21.6 Turtlenecks

White or mock turtlenecks may be worn under the uniform shirt for added warmth on cold days. Turtlenecks or mock turtlenecks may not be worn alone with shorts, slacks, jumpers, or skirts.

#### 2.21.7 T-Shirts

Short sleeved plain white t-shirt may be worn UNDER the uniform shirt. T-shirts worn under the uniform shirt must not be turned inside/out or have anything printed on it.

#### 2.21.8 Bows/Headbands

Girls may wear small hair bows or headbands.

#### 2.21.9 P.E. Uniforms

All students in grades 6-8 are required to change into a P.E. uniform. The uniform consists of a grey shirt and black shorts. All athletes will practice in their PE uniforms. **Students may wear this year's or last year's PE uniforms. Consequences for not dressing out for PE will be explained by the Athletic department of the beginning of the school year.**

#### 2.21.10 School Sweatshirts/Jackets

Only the monogrammed solid navy school sweatshirt or solid navy school fleece jacket (purchased from [Dennis Uniforms](#)) may be worn during school hours. For added warmth, any jacket or coat may be worn to and from school and when going outside.

#### 2.21.11 Non-Uniform Days

During the school year, special days may be designated as non-uniform days (Halloween, Rodeo/Go

Texan). Students will be instructed as to what constitutes appropriate attire for these occasions. Failure to dress appropriately will result in the student being given a school uniform from lost and found, or sent home, or excluded from the special activity/event.

#### **2.20.12 Spirit T-Shirt Day**

Fridays throughout the school year are designated as Spirit Days. Students may purchase Spirit t-shirts to wear on these days with uniform shorts, pants, skirts, or jumpers. Students may wear any St. Michael school spirit shirt on these days.

#### **2.20.13 Jewelry**

Jewelry and other accessories are not part of the school uniform. **Small stud earrings (girls only) are allowed.** Wireless-enabled wearable technology devices are not allowed in school (Fitbit, Apple watches, etc.).

***The school will not be responsible for the loss, breakage, or theft of jewelry and/or other personal items.***

#### **2.20.14 Fingernail Polish/Make-up**

**For girls in PK-8th grade: Only solid color fingernail polish is allowed. No make-up should be worn to school.**

#### **2.20.15 Hairstyles**

Hair color and styles which are deemed distracting are not acceptable for any student. Boys' hair length may not cover the eyebrows or be longer than the collar of a shirt. A parent/guardian will be notified by the Principal to remedy distracting appearance deemed not suitable for continued enrollment.

## **2.21 VISITORS AND GUESTS**

### **2.21.1 Visiting Procedures**

For the protection of every student in attendance at St. Michael Catholic School, no one is allowed on the school premises without first receiving clearance from the school office. State law prohibits the interruption of a teacher during class time or while performing any official duties.

**All parent volunteers, visitors, and guests are required to check in at the desk in the foyer of the school. All visitors must provide identification and be processed by the RAPTOR system before entering the school.** All visitors must obtain a visitor/volunteer badge to be worn while he/she is on the school campus.

Student visitors to St. Michael, such as family members and graduates, are expected to make arrangements in advance with the Principal. These visits are ordinarily limited to the lunch period. Our expectations are that all visitors will remain well-mannered and be well-dressed while on campus. All visitors are expected to check in and out of the school office. Volunteers are asked to sign in and designate where they are

assisting. This will enable the office staff to locate them if they receive an emergency call at school or need to be reached.

### 2.21.2 **Volunteers**

*In order to volunteer, all parents are required to have Safe Haven training and be up-to-date with the compliance requirements. If you are not sure if meet the Safe Haven requirements, please contact the school office.*

All parent volunteers are required to check in at the desk in the foyer of the school. All volunteers must provide identification and be processed by the RAPTOR system before entering the school. All volunteers must obtain a visitor/volunteer badge to be worn while he/she is on the school campus. Upon completion of work, volunteers must sign out in the office and return their volunteer badge. Please refrain from visiting classrooms. Volunteers are encouraged to ask for assistance as needed. Please make other arrangements for younger siblings as they may not be brought to school during volunteer hours. Volunteers represent the church and school. They should show support for the school and governing policies at all times. Archdiocesan ethical and moral conduct policies hold all volunteers bound by confidentiality. Administration may terminate service of any volunteer who fails to uphold the policies and procedures of the school. All comments and concerns should be addressed with school administration.

If you are at school as a room parent or by teacher request during school hours, you are considered a chaperone which means you need to devote full attention to the supervision of students. Younger siblings cannot accompany parents to classrooms during school hours.

### 2.21.3 **Safe Haven (Required for all volunteers)**

All volunteers are required to follow specific guidelines. The Archdiocese of Galveston-Houston requires that volunteers in the Catholic school system complete the Application for Volunteer Service, Volunteer Code of Conduct, Criminal Background Check, and take the **Safe Haven** training class. A criminal background check will be conducted on each volunteer.

**Safe Haven** is a child sexual abuse awareness program adopted by the National Council of Catholic Bishops. Everyone who takes the training will be registered with the archdiocesan database and will be added to the SMCS Approved Volunteer List.

### 2.21.4 **Volunteer Dress Code**

Volunteers should dress appropriately for a Catholic school campus. Overly casual attire, exercise clothing, sports attire, or shorts/skirts of an inappropriate length should not be worn.

### 2.21.5 **Volunteer Responsibilities**

As a volunteer, you are responsible for:

- Arriving on time and staying for the agreed upon time;
- Notifying the appropriate persons if you are going to be absent or tardy;
- Performing your tasks to the best of your ability;
- Understanding that the administrator values your service, but may not always be able to honor your preferences for days, times and places of service;
- Supporting the authority of staff and administrators;
- Upholding parish and program rules;
- Keeping confidential information that you have gained during your volunteer service that is private to young persons and/or their families;
- Promptly making known the confidences of young persons that involve issues of health, life and/or safety;
- Keeping young people under your supervision safe and appropriately occupied;
- Notifying your supervisor or the administration about unsafe conditions or issues causing you concern;
- Supporting the teachings of the Catholic Church and living in accordance with those teachings;
- Enjoying being part of our ministry team; and
- Praying for our community and the youth we serve.

Volunteers in Catholic Education by Mary Angela Shaughnessy, SCN (NCEA, 2007)



### **3 STANDARD OF CONDUCT**

### **3.1 PHILOSOPHY**

The true goal of any discipline program is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning and in action which is consistent with good moral principles. Clearly a program of discipline is based on the premise that a school operating within defined limits will provide an effective learning environment for all students. The plan consists of well-defined regulations and logical consequences for student behavior.

### **3.2 DISCIPLINARY POLICY**

The school's discipline policy is based on the assumption that children have the capacity to make choices in their behavior that will either help or hinder their own growth and development. Parents/legal guardians and educators are called to work together to provide an atmosphere that will enable children to accept their decision making ability and understand both the positive and negative consequences of their behavior.

Students who misbehave and/or infringe on the academic process will be disciplined. Parents/guardians will be notified whenever a child has seriously misbehaved within the classroom or during extracurricular activities. Prior to a telephone call or email, parents/legal guardians can be assured that the student has been spoken to regarding the misconduct and subsequent consequences. The phone call or email serves to alert parents/legal guardians to the situation and to request their assistance in disciplining their child.

Specific breaches of discipline in the classroom are under the authority of the supervising teacher. However, all teachers have jurisdiction over all students, regardless of age or grade. Students are expected to adhere to the principles of self-discipline, respect of others and their property, and the use of good judgment in the area of academics and behavior. School rules are designed to establish clear guidelines for student behavior. The expectation is that all students choose behavior that is appropriate at school. If students choose to break rules, they must accept the consequences related to their behavior.

The Principal reserves the right to place a student on probation or home study or to suspend or expel a student as deemed appropriate to the circumstances. The Principal is the final recourse in all disciplinary matters and can waive any disciplinary action for just cause.

### **3.3 BEHAVIOR EXPECTATIONS**

Teachers, parents, and students are expected to conduct themselves in a manner befitting the reputation of St. Michael Catholic School, both on campus and at school sponsored activities. Failure to do so will result in disciplinary action. The Administration reserves the right to amend, suspend, or add new rules or guidelines to school disciplinary policies. Furthermore, the Administration reserves the right to enforce standards of conduct and behavior not mentioned in this document.

### 3.3.1 Acceptable Behavior

All students are expected to:

- Be respectful to the Principal, teachers, staff, and one another;
- Be respectful to any adult on our campus;
- Be courteous and considerate of others;
- Obey classroom rules;
- Maintain quiet in the hall when classes are in session;
- Treat school property with respect;
- Be honest and trustworthy;
- Obey school-wide rules.

### 3.3.2 Unacceptable Behavior

Academic Dishonesty will not be tolerated. Students are expected to collaborate but are to conduct themselves honestly and with integrity in their work. All forms of test procedure violation, cheating, and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy homework or answers from one's test or quiz;
- Using any other method to get or give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give to others;
- Copying information from a source without proper references or attribution; and
- Misrepresenting as one's own, either in whole or in part, papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the severity of the violation, prior violations, and other factors, as determined by the Assistant Principal and the teacher(s) involved. Disciplinary measures include, but are not limited to, receiving a zero on a particular assignment, redoing an assignment or retaking a test, receiving a failing grade on the assignment, project or test; receiving a lower overall grade in the class; sport or extracurricular activities ineligibility, detention, suspension, or expulsion.

[St. Michael Catholic School unequivocally opposes any and all forms of harassment and/or intimidation by any person through face to face communication, written communication, or through technology.](#)

Harassment subverts the Mission of Catholic Education and threatens the educational experience and the well-being of all affected persons. Harassment is considered a severe infraction and will result in the student being sent to the Assistant Principal immediately. Harassment includes, but is not limited to, the following:

- Unwelcome and persistent behavior that makes a student feel threatened, humiliated, uncomfortable, or unsafe;

- Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes or comments, social ostracizing, and/or personally damaging statements made about others;
- Behavior that is sexual or lewd in nature including sexual advances, physical contact, and other verbal, physical, or visual conduct of a sexual nature;
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play;
- Retaliation or intimidation for having reported or threatened to report harassment;
- Cyber stalking;
- Cyber bullying: Any form of electronic communication that severely degrades, threatens, or humiliates another student. Cyber bullying includes, but is not necessarily limited to the following:
  - Cruel instant voice/text/image messaging, Snapchats, Instagrams, or otherwise threatening or demeaning e-communications;
  - Mean, repeated cell phone text or SMS messages;
  - Creating a website for the purpose of mocking certain students, or school personnel;
  - Posting humiliating photo shopped or digitally modified images of certain students or school personnel;
  - Transmitting or forwarding private photos or videos to other students;
  - Pretending to be someone else by using someone else's real or online screen or identity.

Students are encouraged to report any incident of harassment to the teacher or Principal. The Principal has the responsibility to investigate harassment or bullying complaints in an expeditious manner.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in immediate and escalated disciplinary action.

### 3.4 CONSEQUENCES

Any student who engages in bullying or harassment of another individual is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside of the school environment come to the attention of the school, this may serve as grounds for discipline, as students of this school are expected to align their lives to Christian principles at all times. Off-campus or off-network incidents that cause a substantial disruption to the operation of the school may be treated as if they had occurred on-campus.

A charge of bullying or harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action up to, and including, expulsion. [Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the](#)

alleged bully or harasser may be sent home pending conclusion of the investigation from the school. All St. Michael Students in grades 2-8 are required to sign the St. Michael Bullying Policy included at the end of this handbook.

### 3.5 STUDENT RESPONSIBILITY

- It is the student’s responsibility to behave in a manner that contributes to a positive school environment. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and/or respect of other students, teachers, or staff members.
- Rudeness and talking back are not tolerated.
- Gum chewing is not permitted on campus at any time. This includes after school hours and extra-curricular activities.
- No food, nor candy, nor drinks, are to be consumed on the campus anywhere other than the cafeteria unless approved by the Principal or teacher. Grade levels may have specified exceptions for water bottles and designated snack times.
- No selling of items or products on campus except those explicitly sponsored by St. Michael Catholic School.
- **No electronic devices or cell phones are allowed on campus.** They will be confiscated and kept by the administrator until a parent comes to retrieve them.
- No toys, dolls, stuffed animals, or games may be brought to school without the approval of the Administration. If not approved, these items will be kept by the administration until **a parent comes to the school to collect the item.**
- No magazines or Internet materials may be brought to school, except those requested by the teacher.
- Students may not draw or write on themselves or others.
- Glass containers are not to be brought to school.
- School officials may conduct searches at any time **even when the student is not present with their belongings.** This includes requesting students to empty book bags, backpacks, pockets, sport bags, or pencil bags.

### 3.6 CAMPUS RULES

- Treat all members of the school community with Christian respect.
- Follow directions the first time they are given.
- Lights out, bells rung, or whistle blown means immediate silence.
- Keep hands, feet, and objects to yourself.
- Comply with uniform policy.

### 3.7 SPECIALIZED AREA RULES

#### 3.7.1 In the HALLWAYS, students are to:

- Keep to the right.
- Walk (not run) at all times.

- Be silent when requested.

**3.7.2 In the CAFETERIA, students are to:**

- Follow cafeteria directions.
- Refrain from throwing food or any object.
- Remain seated.
- Clean area before leaving.
- Talk only to people at their table.

**3.7.3 On the PLAYGROUND, students are to:**

- Remain in assigned areas.
- Use playground equipment properly.
- Refrain from throwing any object.

**3.7.4 Regarding the RESTROOMS, students are to:**

- Use the restroom during assigned times.
- Refrain from loitering, yelling, playing, or vandalizing.

**3.7.5 During CARPOOL, students are to:**

- Remain quietly seated in assigned area.
- Follow directions of teachers.
- Enter parking lot only with an adult.

**3.7.6 In the CHURCH, students will:**

- Be silent when entering and leaving.
- Actively participate in a reverent manner.
- Sit, kneel, and stand straight.
- Keep feet off kneelers.
- Move song books and kneelers quietly.

**3.7.7 In HOMEROOM, students will:**

- Be attentive to announcements and opening/closing exercises.
- Follow the teacher's directions.
- Be respectful of one's own property, the property of others, and school property.

## **3.8 IMMEDIATE CONSEQUENCES**

Bullying, retaliation, fighting, inappropriate computer use, threatening, or illegal behavior warrants an immediate office referral. If a conflict is involved, or bullying is suspected, students are immediately referred to the Assistant Principal.

Students who exhibit unkind or disruptive behavior on a regular basis will be asked to sign a behavior agreement\*. A copy of the signed agreement will be emailed to the parent(s) of the student.

(A sample behavior agreement is included in the appendices.)

The use of defiant rudeness, vulgarity, and or obscenity in language or actions is considered a severe infraction, and the student is immediately sent to the Assistant Principal with the required note.

### **3.9 BEHAVIORAL CONSEQUENCES**

For students in Pre-Kindergarten through fourth grade, teachers address rule infractions in their classroom. Weekly conduct reports are sent in Wednesday folders with each student.

For students in fifth through eighth grade, CITATIONS are given for infractions of campus or specialized areas rules. They are a written notification to the student that he/she has broken a campus rule. Accumulation of several citations indicates a lack of self and school respect and will require further action. MORNING DETENTIONS may be assigned in these grades for serious rule infractions as well as for disregarding a teacher’s warning that a classroom rule has been broken. The accumulation of citations and detentions may lead to ineligibility for activities, suspensions, or expulsion. **The assistant principal has the option to assign lunch detention to students whose inappropriate behavior warrants this consequence.**

#### **3.9.1 CITATION**

Citations may be issued in grades 5-8.

##### **ACCUMULATION OF CITATIONS in grades 5-8**

After a student receives 3 citations, they will have a morning detention.

#### **3.9.2 MORNING DETENTION**

The Assistant Principal for 5th-8th grade holds morning detentions on Tuesday of each week from 7:00-7:45 a.m. The assistant principal will give the family notice of an assigned detention. Students should report to the assigned room by no later than 7:05 a.m. If a student arrives after 7:10 a.m., they will have morning detention again the following week.

If a student misses their first detention assignment, they will have a second detention assigned by the Assistant Principal, but all those missed thereafter will result in additional disciplinary consequences up to and including in-school suspension.

### **3.10 IN SCHOOL AND OUT OF SCHOOL SUSPENSION**

It is the philosophy of this school that every child should be privileged to attend classes every day of the school year in order to receive thorough instruction in all subject areas. **Under certain circumstances,**

however, it may become necessary to place a student in in-school or out of school suspension. When a student is suspended, he/she will be allowed to make up tests and quizzes.

A student who has received a suspension may not participate in any school or extra-curricular activities during his/her suspension.

A student **MAY** be suspended for the following reasons:

- Vandalizing or defacing school property;
- **Involvement in a physical altercation;**
- Persistent disobedience or violation of school regulations;
- Forging names of parents or guardians;
- Abusive or vulgar language and/or actions;
- Stealing;
- Possession of pornographic materials;
- Bringing to school items that threaten the safety of the students and or school;
- **Making threats of any kind to harm the students, the staff, and or the school;**
- **Violation of any part of the harassment policy.**

A student **WILL** be suspended for the following reasons:

- Smoking or possession of tobacco including vapor cigarettes;
- Use of or possession of harmful substances;
- Possession of fireworks;
- Possession of pocket knives or weapons.

### 3.11 **EXPULSION**

Expulsion is an extremely serious matter. Immediate expulsion can take place for:

- Possession of controlled substances, not limited to marijuana, narcotic drugs, hallucinogens, depressants, or stimulants;
- Possession of any type of weapon;
- Drinking or possession of alcohol;
- Persistent violation of harassment policy;
- Accumulated suspensions;
- Parent behavior or actions that cause a disruption to the school and/or the satisfactory delivery of the curriculum, or parent behavior or actions that are threatening, illegal, or immoral will likely result in the expulsion of their child(ren);
- Behavior deemed unacceptable by the Administration.

### 3.12 **STUDENT EXTENDED LEAVE**

During an investigation by local, state, or federal officials, a student will be placed on Student Extended Leave.

These absences will be excused, and the student will have an opportunity to complete assignments without



reduced credit during the leave.

A parent/guardian may not avail themselves of the grievance process when a student is placed on Student Extended Leave.

### **3.13 CARE OF SCHOOL PROPERTY**

All buildings, equipment, supplies, materials, and books are considered to be the property of St. Michael Catholic School. Students who cause willful damage to such property will be assessed all costs to cover repair and/or replacement. Students may also be subject to disciplinary action.

### **3.14 DRUGS AND CONTROLLED SUBSTANCES**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

A student on school property or attending a school-sponsored or school-related activity is subject to removal from class, suspension, expulsion and/or referred for prosecution if he/she:

- Uses a chemical substance, possessing for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs; alcohol, inhalers, marijuana, or a controlled substance);
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana, or a controlled substance;
- Misuses or overdoses on prescription or over-the-counter medication.

Upon discovery of a drug-related situation stated above, the Principal reports the incident to the superintendent, and notifies the parent/legal guardian immediately, and requests a conference. After a conference with the parent/legal guardian and student, the student is subject to removal from class, suspension, expulsion, or referral for prosecution. A recommendation to the parents/or legal guardians is made for evaluation and possible treatment for the student. (Archdiocesan policy)

### **3.15 WEAPONS AND FIREARMS**

The unlawful possession, use or concealment of a weapon/firearm is prohibited. A weapon is any instrument which may produce serious bodily harm or death. A student on school property or attending a school-sponsored or school-related activity may be subject to removal from class, suspension, expulsion, and/or referred for prosecution if he or she possesses, uses, or conceals a weapon/firearm.

Upon discovery of a weapon/firearm, the Principal will immediately confiscate the weapon/firearm and notify the parent/guardian and the proper authorities as warranted.

## **4 INSTRUCTION, GRADING & COMMUNICATION**

## 4.1 INSTRUCTIONAL PROGRAM

The core curriculum of St. Michael Catholic School complies with time allotment and subject requirements of the Texas Education Agency (TEA), Texas Catholic Conference of Bishops Education Department (TCCBED), and the Archdiocese of Galveston-Houston. Various education and athletic opportunities are available to our students as extracurricular activities.

## 4.2 COMMUNICATION AND CONFERENCES

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. In the event concerns continue, referrals for additional assistance and resources may be pursued through the school learning specialist or administration.

Appointments with the administration and/or with teachers need to be scheduled in advance. A teacher attempts to return phone calls and emails within 24 hours during the school week. Please note that messages left for teachers may not be retrieved until the close of the school day.

WEDNESDAY FOLDERS – Students in Grades K-4 will bring home a folder each Wednesday. The folder will contain communication from the office, weekly reports on progress and behavior, and student's work. Please review this with your child. Parents are required to provide a signature as acknowledgement and return the folder on Thursday.

PARENT CONFERENCES – Your child's progress is important to us. Teachers are available to discuss issues during the regular school day by appointment only. Contact the school office, send a note with your child or email the teacher to request a phone call or a conference. Teachers will attempt to return calls or emails within 24 hours of receipt of the message during the school week. Formal parent/teacher conferences are held twice a year, once in the fall and once in the spring. **Students in grades 5-8 may be asked to attend these conferences with parents.**

INTERVENTION CONFERENCES – Parents of students who are experiencing academic, social, and/or behavioral problems may be asked to conference with the team of teachers and administrators who work with students daily. The student may be asked to attend the conference when appropriate.

PROGRESS REPORTS – Formal progress reports for grades 1-8 will be made available electronically at the midpoint of each quarter for each class. Progress report dates are indicated on the school calendar.

Student success can only be attained through cooperation between parents and educators. If it is determined that the school's resources cannot meet the needs of a student or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the Principal may request withdrawal of the student or deny admission for the following year.

## 4.3 GRADING AND REPORT CARDS

### 4.3.1 Grading System

The school year is divided into four nine-week quarters. As much as possible, every grade given, both academic and conduct, will be the result of an honest, careful evaluation of all phases of the student's work and effort.

Students in grades 1-8 receive report cards at the end of each quarter. These dates are marked on the school calendar.

For all students in grades 1-8, the following grading designations are used:

Outstanding	Above Average	Average	Below Average	Failing	Letter Grades
A+ 99-100	B+ 91-92	C+ 84-85	D+ 76-77	F Below 70	E-Excellent
A 95-98	B 88-90	C 80-83	D 72-75		S-Satisfactory
A- 93-94	B- 86-87	C- 78-79	D- 70-71		N-Needs Improvement
					U-Unsatisfactory

### 4.3.2 RenWeb

**RenWeb** provides classroom news and teacher/parent communication for PK-3rd grade. Additionally, 4th grade will post test and quiz dates. Beginning in 1st grade and continuing through 8th grade, student grades will be posted by subject on a weekly basis. Teachers will post grades to the grade book within 7 days of the assignment.

### 4.3.3 Conduct Grades

The following criteria have been defined to assist in interpreting conduct grades earned by students.

Excellent – Exceeds behavioral expectations

Satisfactory – Meets behavioral expectations

Needs Improvement – Progress is clearly needed in behavior

Unsatisfactory – Behavior is unacceptable

## 4.4 PROMOTION AND RETENTION

### 4.4.1 Promotion

A student is promoted if, considering his/her abilities, he/she satisfactorily completed the work of the current grade. Promotion from Early Childhood shall be based upon accomplishing the required essential curriculum elements as well as progress made in social, emotional, and physical growth.

#### 4.4.2 **Retention**

A student may not be retained more than twice from grades K-8 and no more than once in the same grade. Every effort should be made by the school administrator to provide alternative programs or adjust the regular program for children with special needs.

If a student receives a cumulative grade below 70, the student fails the subject. If two core subjects are failed, the student may be recommended for retention. Parents must be informed of the likelihood of a student's academic failure and possible retention before the end of the school year.

If all avenues have been explored, and the school is unable to meet the needs of the student, or the parent(s) have not acted on the school's recommendations regarding diagnostic evaluation and/or treatment, the Principal has the right to request withdrawal of the student (if currently enrolled) or to refuse re-admittance.

### 4.5 **HOMEWORK POLICY**

If a student is unable to come to school due to illness, the parent/legal guardian is expected to notify the school office and request homework assignments by 9 a.m. for grades 1-4. It is the student's responsibility in grades 5-8 to obtain notes and assignments for missed class time. Homework assignments for upper school should be accessed on [RenWeb](#). Absences of more than three days should be communicated to the Assistant Principal.

St. Michael Catholic School policy does require homework which includes both written assignments and review/study of material presented in class. There is no absolute minimum or maximum length of time per evening, as each student's needs and ability will dictate the amount of time needed to complete home assignments or study projects and maintain or master basic skills. Assignments may be given which are due over a period of time. It is the student's responsibility to plan for adequate progress on a continual basis thus avoiding last minute completion.

Each student in grades 2-8 is given an assignment book to record his/her daily assignments, tests, and long-range projects. Many parents verify completion of homework by initialing the assignment book.

All students are expected to have homework completed and turned in on time.

Frequent failure to complete homework assignments will seriously affect the student's grade and a parent-teacher-student conference may be requested.

### 4.6 **STANDARDIZED TESTING**

Standardized tests are tests that contain the same questions administered under the same conditions for every student and scored the same way. Students have approximately the same number of days of instruction each school year before the test.

In norm-referenced tests such as the Iowa, the objectives on which the children are tested are aligned with the National Council of Teachers of Mathematics (NCTM) standards, the national science standards, national reading standards, etc. that students across the country should learn.

Each spring, we administer the Iowa Test, a series of achievement tests in the areas of vocabulary, reading comprehension, language skills, math, science, social studies, and sources of information. Although assessment of students happens daily in many ways and is ongoing (such as through observation, questioning and responses, practice exercises, portfolios, PowerPoints, quizzes, tests, projects, hands-on activities), norm-referenced standardized testing provides us with the following:

- Information about current student achievement in a variety of areas and skills.
- Annual growth of a student's achievement.
- Information about our student and school performance levels in comparison to the national average.

Receiving results before the end of school provides parents and teachers the opportunity to work and plan together for the academic progress of each child for the next year.

Teachers have access to both class average scores and individual student scores, helping them determine areas which are strong, as well as areas where additional instruction is needed. Teachers can also determine which students may need to review certain skills.

#### **4.7 RECORD REQUESTS**

Parents/Legal guardians who wish to send records to another school or to a physician's office must sign a records' release form in the front office. Report cards, transcripts and school records are not released if an outstanding debt exists. All records requests must go through the front office.

#### **4.8 RECORD VIEWING**

Parents/legal guardians wishing to view student records must make the request in writing twenty-four hours in advance.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or a copy of the custody section of the divorce decree.

## **5 PARENT RESPONSIBILITIES**

## 5.1 EXPECTATIONS OF PARENT/LEGAL GUARDIAN

The education of your child is a collaborative effort between you, your child and the faculty and staff of St. Michael Catholic School. Our teachers are dedicated professionals who have the education, training and skills to provide an education which is centered on Catholic values, moral character, and academic development.

In order to demonstrate your commitment, full support and cooperation with the faculty and staff of St. Michael Catholic School in this partnership, we request that you meet the following expectations:

- Be a supportive partner with the Parish, the school and the teachers and provide assistance and support to your child/children as needed for academic and social success, and hold your child/children responsible for his/her own choices and behavior.
- Understand and support the spiritual mission and identity of the school.
- Read all communication from the school and request clarification when necessary.
- Observe parent-teacher conference dates and special requests for meetings.
- Obey all classroom rules, guidelines, and procedures.
- Discuss concerns or problems with the appropriate personnel instead of resorting to or listening to gossip.
- Address concerns and problems with the person(s) most directly involved, within the appropriate time frame, before contacting higher authorities. Contact with teachers and administrators should be during school hours and not at home on their personal time or at any school sponsored event, social, athletic, or otherwise.
- Demonstrate thoughtful stewardship by being actively involved with the life of the school and volunteer assistance to the best of your ability.
- Understand that all students and parents are responsible for the good name of the school, knowing that behavior outside of school that is non-exemplary or harmful to the school or others is not acceptable.
- Honor your financial obligations to the school through timely tuition payments and support of the Spirit of St. Michael Annual Fund and other fundraising efforts.
- Arrive on time each day for morning drop-off and afternoon pick-up and adhere to the carpool guidelines in the handbook.
- Monitor your student's use of TV, computers, video games, social networking sites and other media.
- Sign in at the front desk using the RAPTOR system, check in with the front office, and wear a visitor's badge while on campus during school hours.
- Turn phones off or to vibrate while on campus or at school functions.
- Refrain from bringing any device on campus that would threaten school and student safety, such as a firearm or knife.
- Refrain from calling or texting students on their cell phones during school hours.
- Refrain from emailing students during school hours.
- No one may use the school name, logo or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, without specific prior permission of the Principal.
- All parents are asked to be Safe Haven certified. All parents who volunteer in any capacity, i.e., Read-A-Story, Room Parent, Chaperone, etc. must be Safe Haven certified.



- Trust that the school faculty, staff and administration are doing everything in their power to facilitate your child/children reach their potential.

We acknowledge that we are not the school for all families and we will exercise the right to ask families to leave if any of the above expectations are seriously breached.

## 5.2 SCHOOL COMMISSION

The School Commission consists of nine people who are appointed by the Pastor after a discernment process. The purpose of this group is to advise the Pastor and the Principal in areas dealing directly with general policy, budgeting, and finances of the school.

Scheduled meetings are found in the annual school calendar. Parental attendance is always welcomed and encouraged. Parents wishing to speak at [or attend the meeting](#) must contact the [Principal](#) at least one week prior to the meeting in order to be added to the agenda.

## 5.3 PARENTS LENDING USEFUL SUPPORT – P.L.U.S.

St. Michael Catholic School recognizes that volunteers are valued members of our school community. Parent Lending Useful Support (P.L.U.S) is the parent volunteer service organization of the school which assists the school in activities during the year. The P.L.U.S. Welcome Back Coffee is generally held during the first week of school and volunteer opportunities are available. [All P.L.U.S. volunteers must be Safe Haven certified.](#)

## 5.4 ANNUAL FUND DRIVE

Parents are selected to chair the Annual Fund Drive. The chairs actively seek contributions from all parents of the school as well as parishioners and patrons. It is the goal of St. Michael Catholic School to achieve 100% school family participation in the Annual Fund Drive.

## **6 TECHNOLOGY & TELECOMMUNICATIONS**

## **6.1 TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) AGREEMENT FOR PARENTS AND STUDENTS**

St. Michael Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on the Permission for Internet Usage, Media Release, & Parent-Student Handbook Acknowledgment located on the last page of this handbook. Should a parent prefer that a student not have Internet access, use of the computer is still possible for more traditional purposes such as word processing. However, all students without parental permission will not be able to go to the computer lab and participate in projects which require research. Research will have to be done outside of school hours.

## **6.2 INTERNET ACCESS**

Internet access will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. The school has a firewall that prevents students from entering inappropriate sites and is continuously updated. The school believes that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents/legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the school supports and respects each family's right to decide whether or not to allow for access.

## **6.3 Expectations**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

## **6.4 RULES OF USAGE**

Rules of Appropriate Use

**Personal Safety and Personal Privacy** – Students will not post personal contact information about themselves. Personal contact information includes their home address, telephone number, address, etc. This information is not to be provided to an individual, organization, or company, including websites that

solicit personal information.

**Social Networking** – Accessing social networking websites (e.g. Facebook, Instagram, etc.) are off-limits on school property. The use of circumventors to get around school network security is prohibited. [School email addresses should not be used for any Social Media LogIns.](#)

**Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks; nor should students copy other people’s work or intrude into other people’s files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret.

**Inappropriate materials or language** – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant messaging, blogs, and discussion forums is also prohibited. A good rule to follow is never view, send, or access materials which the user would not want his/her teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

## 6.5 SUCCINCT ADVICE

Students need to follow the guidelines below to prevent the loss of technology privileges at school:

- Do not use technology to harm other people or their work.
- Do not damage the network or any technology resource in any way.
- Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
- Do not violate copyright laws.
- Do not view, send or display offensive or pornographic messages or pictures.
- Do not share your password or in any way obtain another person’s password.
- Do not waste technology resources such as disk space or printing supplies.
- Do not trespass in another’s folders, work, or files.
- Do notify an adult immediately if by accident, you encounter materials, which violate the Rules of Appropriate Use.
- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

## **7 ATHLETICS**

## 7.1 SCHOOL ATHLETIC PROGRAM

*The mission of our school sports program is to provide an opportunity for our students to learn the skills of each sport while giving them an opportunity to interact with their peers outside of the classroom.*

St. Michael Catholic School sponsors interscholastic athletic programs for our 6th - 8th grade students directed by employed coaches.

It is our philosophy that athletics should teach fair play, sportsmanship, and an understanding and appreciation of teamwork.

St. Michael Catholic School participates within the [Galveston-Houston Catholic Athletic Association](#) and administers the policies set forth by its governing body.

## 7.2 GALVESTON-HOUSTON CATHOLIC ATHLETIC ASSOCIATION

All affiliated schools agree to the following goals:

- To build a community which strives to image Christ.
- To develop Christian spirit, school spirit, team spirit, and personal acceptance.
- To instill Christian sportsmanship in the lifestyles of the participants.
- To teach the participants the proper attitude towards winning, losing, and competing with dignity.
- To develop an acceptance and appreciation of others.
- To train and instruct in athletic rules.
- To develop the student's physical abilities and coordination.
- To help form well-rounded students by fostering good and healthy habits.
- To provide a Christian environment and outlet for youthful energy.
- To teach the positive value of athletic participation.
- To show the necessity of practice, work, and management of time.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

## 7.3 ATHLETIC POLICY

St. Michael Catholic School Athletics are offered to student-athletes as an enhancement to the academic environment of the school. It is an extension of the curriculum. Decisions concerning the athletic program will be the responsibility of the administration and coaching staff. Parent involvement or participation will be at the discretion and with the approval of the administration and coaching staff.

The St. Michael Athletic Department offers the following sports:

Fall Season: Soccer (Co-ed); Cross Country (Boys and Girls); Cheerleading and Volleyball (Girls)

Winter Season: Basketball (Boys and Girls)

Spring Season: Track (Boys and Girls)

Student-athletes are allowed to participate in ONLY ONE school sport per season. Each coach expects full commitment to the school team each season. Outside sports, including Parish sports and club sports, are not school-sanctioned activities and are expected to be a secondary priority.

## 7.4 RESPONSIBILITIES

### 7.4.1 The Athletic Director is responsible to the Principal and:

- Manages all operations of the athletic program including but not limited to hiring coaches with Principal approval, scheduling practices, games, referees, and transportation for all sports teams.
- Works with the faculty and administration to ensure that the programs are consistent with the goals of St. Michael Catholic School.

### Coaches are responsible to the Athletic Director and are expected:

- To set guidelines for the particular sport, of which the athlete will be made aware at the onset of the season.
- To provide accurate and timely information concerning practice and game dates and times to parents/guardians, the Athletic Director and the Principal.
- To provide a learning environment for skill acquisition and progression of skill development.

### 7.4.2 Players are responsible to the Coach and are expected:

- To be representative of SMCS while participating in an interscholastic event and to conduct themselves in a manner commensurate with the guidelines set forth by the coach and the Student-Parent Handbook. In the event a player cannot live up to these responsibilities he/she may be asked to withdraw from the sport.
- To be on time for practices and games, to behave in a sportsmanlike manner, to exhibit leadership qualities, and to exercise self-control.
- To be respectful of him/herself, his/her team, and the coach, and to be supportive of them.
- To be held accountable for his/her actions on the playing field while representing SMCS School.
- To check with the coach before leaving the practice/game site.

### 7.4.3 Parents/legal guardians are expected:

- To be supportive of each player, team, and coach.
- To limit “stand-talk” to positive comments.
- To dialogue with players after games, not during.
- To make an appointment to dialogue with a coach about problems rather than to speak to

- him/her at a game site.
- To attend a parent meeting at the beginning of each season.
- To insure that their child has transportation to and from away games when necessary.

## 7.5 CODE OF CONDUCT

The conduct of a student-athlete at St. Michael Catholic School is closely observed in many areas of everyday life. It is important that the actions of the student-athlete are above reproach at all times.

In the area of athletic competition, the student-athlete must be gracious in defeat, modest in victory, maintain complete control of him/herself at all times, never use profanity, and never resort to fighting or illegal tactics.

The student-athlete should set forth the example for all students by following the policies set forth by the school, the administration, and individual teachers. The behavior pattern is also expected in the hallways, in the locker room, on the playground, in the parking lot, etc.

It is expected that the student-athlete and spectators will adhere to the rules and regulations as may be established by the school and that the student-athlete will respect the rights, privileges, and property of other members of the school community.

At athletic events, the student-athlete represents himself/herself and the St. Michael Parish and School Community as a whole. It is expected that all concerned, coaches, athletes, parents/guardians, siblings, and all fans/visitors will behave in an acceptable manner.

Student-athletes are responsible for their own conduct, and violation of established rules and regulations may subject them to disciplinary measures or dismissal from the athletic team.

Discipline is the responsibility of the head coach [and the athletic director](#); however, it is imperative that all policies of the school administration be strictly followed.

## 7.6 ATTENDANCE

Student-athletes are expected to attend all practices, games, meets, tournaments, and team meetings. All team events are considered standard and mandatory. Exceptions may be made on an individual basis by [the coach and the athletic director](#).

Other absences from team events are considered unexcused unless he/she is absent from school.

If the student-athlete misses the practice the day preceding competition without an excuse, he/she should not expect to participate in the competition the next day. [Only doctor's appointments will constitute an excused absence.](#)



Excessive absences can result in dismissal from the team. A student-athlete will receive a warning prior to dismissal.

The student-athlete's first priority is being a student. Student-athletes should always be present and on time to school. The student-athlete must be present for at least four hours of school to be eligible for competition on that day.

## 7.7 ELIGIBILITY

Parent athletic meetings will be held at the beginning of each sports season on an individual team basis. Attendance of at least one parent/guardian is mandatory. This requirement must be met prior to the student-athlete participating in competition. Parents/legal guardians unable to attend meetings may request an appointment with the coaching staff only under extenuating circumstances.

An athletic fee for each sport is required for a student-athlete to participate on an athletic team: the fees vary and are non-refundable. **The fee must paid be after teams are formed through an on-line link.**

All student-athletes will be required to receive a physical exam prior to the first day of school, valid within a year. He or she will not be allowed to participate **or try out** until all forms are returned to the athletic office. Forms can be found at the school website, [www.stmichaelcs.org](http://www.stmichaelcs.org) under the Athletics link.

St. Michael Catholic School Athletics are offered to student-athletes as an enhancement to the academic environment of the school. It is an extension of the curriculum. Decisions concerning the athletic program will be the responsibility of the Administration, Athletic Director and the Coaching Staff.

Each student participating in an extracurricular activity is expected to meet the minimum academic and conduct standards of St. Michael Catholic School. Students may be ruled ineligible for athletics if they fail to meet any of the following criteria:

- A student-athlete may not have any more than two D's (70%-77%) in any subjects.
- A student-athlete may not fail (69% or below) any subject.
- A student-athlete may not have more than two N's in any ancillary\* subject.
- A student-athlete may not have a U in any ancillary subject.
- A student-athlete may not have any more than two N's in conduct in any subject.
- A student-athlete may not have any U's in conduct in any subject.

(\*Ancillary classes: PE, Art, Technology, Drama, Library)

Additionally, serious infractions in academics and conduct may lead to immediate removal from the team as determined by the administration.

Eligibility criteria will be checked **on designated dates during each season**. Student-athletes who fail to meet eligibility criteria will **not be allowed to attend practice or participate in games for three weeks**. **Eligibility will be rechecked after three weeks.**

Student-Athletes may regain eligibility once the minimum criteria are met at the next performance check. Eligibility grade check dates for each sport will be shared at the team meeting before each season.

## 7.8 TEAM SELECTION/PRACTICE/GAME DAY POLICY

Team selection will be conducted by the coaches for each sport.

Practice schedules are prepared by the head coach. Student-athletes are expected to be on time to all team events. Parents must be aware that optional practices may be scheduled on weekends, holidays, and school breaks. Student-athletes who continually miss practices may be dropped from the team. Playing time is determined by the coaches.

Coaches are instructed to be honest with parents/guardians and student-athletes regarding the following:

- Ability
- Positive response to coaching
- Learning opportunities
- Playing time

Student-athletes who are selected for a team should not expect to participate in competition simply based on making a team. Playing time will be based on practice, participation, and performance at the coaches' discretion.

### Failure to Complete a Season

If a student-athlete leaves a sport of his/her own will, after being selected for a team, it will be noted on file and considered in future tryouts. Making a team means making a commitment to the overall athletic program.

The St. Michael Athletic Department understands unforeseen circumstances and will determine the following as acceptable reasons to leave a team:

- Failing grades
- Illness
- Extended absence

All other reasons will be reviewed by the coaching staff and administration.

## 7.9 EQUIPMENT

St. Michael Catholic School is responsible for providing the facilities and equipment needed for practices and games. Additional or special equipment for personal needs should be purchased on an individual basis.

School-issued uniforms and equipment are to be used for all St. Michael athletic events. The wearing of athletic uniforms in physical education classes is unacceptable. Equipment and uniforms should only be worn for the specific athletic event. They must be returned in good condition at the end of the season, or the student-athlete will be assessed a fee to replace the damaged (or lost) uniform or equipment. Student-athletes are responsible for furnishing their own shoes, knee pads, shin guards, and socks. Individual teams may request a separate fee to purchase team packages which may include some of the preceding items and including warm-ups, bags, or other team-identifying equipment.

## **7.10 GRIEVANCE**

The St. Michael Athletic Department encourages open communication between parent/guardian, student-athletes, and coaches. The coaching staff welcomes comments and questions concerning athletic teams. If a parent/legal guardian would like to meet with the coaching staff of a particular sport, the athletic director and coaching staff will be present.

Parents should wait 24 hours after an incident occurs to approach the coaching staff. Coaches will not discuss an incident before, during, or after competitions. Parents should contact the athletic office to schedule a meeting with the appropriate coaching staff.

## **7.11 TRANSPORTATION**

The athletic director will arrange bus transportation for all teams to athletic events that are held off campus.

Parents/legal guardians are expected to pick up their student-athletes immediately at the conclusion of all athletic events. Parents/legal guardians who are continually late should make arrangements, in advance, to have their child picked up on time. If a parent/legal guardian is late more than twice a season and has been warned by the head coach, his/her student-athlete may be suspended from the following competition date. Extenuating circumstances will be determined by the head coach [and the athletic director](#).

## **7.12 PARISH SPORTS PROGRAM**

Athletics at St. Michael begin in the early grades through a parish-wide sponsored program coached by volunteer parents. All volunteer coaches must be [Safe Haven](#) certified. This program, generally available through the 5th grade, attempts to maximize participation for our young people from our entire parish. For more details, please visit the Parish Website.

## **7.13 POSITIVE COACHING ALLIANCE**

St. Michael Catholic School has a partnership with Positive Coaching Alliance in order to create a culture where kids love to play the sports they participate in and have a positive, character building experience. *All parents of students who participate in the school sports program will be required to attend a Positive Coaching Alliance Training once every 3 years. All parents who wish to coach in the parish sports program must also attend the Positive Coaching Alliance Training once every 3 years.*

## **8 APPENDICES**



## **TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) 2019-2020**

*St. Michael Catholic School* is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

### **What is expected?**

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

### **Internet and E-mail**

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. **FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE.** While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

### **What are the Rules of Appropriate Use?**

**Electronic Communication** – Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

***Personal Safety and Personal Privacy*** – Students will not post personal contact information about themselves or others unless otherwise indicated in the user agreement and parent permission form. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

***Social Networking*** - Accessing social networking websites, except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited.

***Illegal copying*** - Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

**Inappropriate materials or language** – No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is also prohibited. Should students encounter inappropriate material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, distribute, or access materials or images, which you would not want your teachers and parents to see. Use of any electronic device to transmit unacceptable language, images and/or photos that are harmful to self or others is prohibited.

### **Succinct Advice**

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at school:

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or images.
6. Do not share your password/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.



Dear Parents:

Your child has the opportunity to access technology resources at St. Michael Catholic School. With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Technology Acceptable Use Policy (TAUP) and Permission Form and discuss it together.

When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool. Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Under NO circumstances should your child let anyone else use his or her account and password! Please refer to your school's parent/student handbook for policies regarding cell phones/I phones and handheld devices.

Although we have established acceptable use policies, please be aware that there may be unacceptable material, images, or communication on the Internet that your child can access.

After you have read and discussed this with your child, please check the appropriate boxes, have both you and your child/children sign the agreement, and return it to the school office.

Sincerely,

A handwritten signature in black ink that reads "Kathleen Cox". The signature is written in a cursive, flowing style.

Dr. Kathleen Cox  
Principal





## USER AGREEMENT and PARENT PERMISSION FORM 2019-2020

As a parent/guardian and student/s of *St. Michael Catholic School*, we have read the above information on the appropriate use of technology at school and the appropriate use of electronic communication, and we understand this agreement will be kept on file. (*Questions should be directed to the principal for clarification.*)

Whether occurring within or outside of school, when a student’s use of technology jeopardizes the safe environment of the school, students, or staff or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

This policy applies to all electronic communications or depictions whether they occur through the school’s equipment or connectivity resources or through personal electronic devices.

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name/Grade (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name/Grade (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name/Grade (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name/Grade (print)

\_\_\_\_\_  
Student Signature

## Student Chromebook Agreement

The use of school-supplied Chromebooks at St. Michael Catholic School is a privilege that comes with responsibility. Remember, the device is at all times the property of St. Michael Catholic School, not a student's personal device. If students notice that something is wrong with the device, they are expected to report to a teacher immediately. Failure to abide by the following guidelines may result in revoking the privilege, or further consequences.

1. Students must bring their Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action.
2. Students must treat their device with care and never leave it in an unsecured location.
3. Students will not take photos or record video of any persons unless they have the specific consent of a teacher and all persons in the photo or video.
4. Families will be financially responsible for the repair or replacement of stolen or abused hardware or materials..
5. Students must keep their device clean and must not touch the screen with anything (e.g., finger, pen, pencil, etc.) other than approved computer screen cleaners. No food or drinks allowed around the devices. Water damage is not covered by the warranty and will be the responsibility of the parent to pay for repair or replacement.
6. Do not place books or other items on top of the device. Make sure nothing is between the screen and keyboard when the Chromebook is shut closed.
7. Only use the device for school work. You must sign into your school issued Google education account. No other accounts (Google or otherwise) may be accessed on the school-issued Chromebooks at any time.
8. Students should never share their account passwords with others, unless requested by an administrator.
9. Student email is provided by the school and St. Michael Catholic School reserves the right to archive, monitor, and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent, or received on the "stmichaelcs.org" email system. School email is for school purposes only and should not be used to sign up for subscriptions or any social media sites.
10. At school, students are to use the school-safe email accounts provided. All communication using email and comments on another's work is expected to be business professional. Students should maintain high integrity with regard to e-mail content such as using appropriate language that is not abusive, offensive, or profane. Do not send mass emails, chain letters, or spam.
11. Students should not delete history of sites visited on their Chromebooks. St. Michael Catholic School reserves the right to do periodic checks and/or review of Internet site visits.
12. Technology, including but not limited to the Chromebook itself and any ancillary tools such as earbuds, are not to be shared among students.
13. Students should not personalize their devices in any way. This includes backgrounds, name icons, decals, screensavers, and downloading any software, application or short cuts that have not been explicitly allowed by the teacher.
14. Students are NOT to update Chrome OS without permission.
15. Access to the Chrome Web Store is prohibited. Apps, therefore, cannot be added without

permission.

16. Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the St. Michael Catholic School's Use of Technology policy.
17. The use of the Chromebook device will not breach the Technology and Acceptable Use Policy found in the St. Michael Catholic School Parent-Student Handbook.

Students must follow the following six conditions of being a good digital citizen:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
- **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and will not visit sites that are degrading, pornographic, racist or inappropriate.
- **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

***(This form is signed by students using Chromebooks at the beginning of each school year.)***



## St. Michael Catholic School Bullying Policy for Students in Grades 2-8 2019-2020

Dear St. Michael Catholic School Family:

Bullying is defined as habitual harassment of any person including intimidation, ridicule, extortion, or any other verbal, written, or physical conduct that causes or *threatens to cause* bodily harm or emotional suffering. Cyberbullying includes transmission of communication, posting harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet or using any other technology.

Here at St. Michael Catholic School, we desire to prevent bullying by establishing a positive, collaborative school climate, and clear rules for student conduct. Too often students are put in a position where they believe taking action and saying something might be more harmful than keeping quiet. In fact, every student has the responsibility to help stop any type of bullying by 1) stopping rumors whenever possible, 2) telling an adult/supervisor when you see someone being bullied, or 3) telling an adult or campus supervisor when you hear of plans to bully someone or start a fight. *We all have a responsibility to uphold the rights of the students here at the school.*

### **All students, parents, and staff at St. Michael Catholic School have a right to the following:**

- A safe, secure, and peaceful school environment where you are free from bullying, threats, and harassment, either physical or emotional.
- To submit a verbal or written complaint of conduct you feel might be considered bullying to a teacher or an assistant principal.
- To make the above complaints anonymously and without fear that your name will be divulged.

**Students or family members** who violate school rules and regulations regarding bullying may be subject to discipline including, but not limited to, suspension, or expulsion.

### **The discipline procedure for bullying is as follows:**

**1<sup>st</sup> Offense:** Investigation by assistant principal/principal, counseling, verbal warning, parent conference.

**2<sup>nd</sup> Offense:** Probable suspension (1 to 5 days depending on severity); Parent conference with administration and student, Parent and Students required to sign behavior agreement.

**3<sup>rd</sup> Offense:** Automatic suspension; Possible forfeiture of continued enrollment at St. Michael Catholic School.

Please note that **all students or family members** in a group are equally at fault for bullying. If you have friends who are bullying a person, you must immediately remove yourself from the situation and report it.



**St. Michael Catholic School Bullying Policy for Students in Grades 2-8  
2019-2020**

*By signing this agreement, you are acknowledging that you have read and understand 1) what bullying and cyberbullying is; 2) your rights regarding bullying; and, 3) the possible consequences associated with bullying others.*

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name/Grade (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name/Grade (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name/Grade (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name/Grade (print)

\_\_\_\_\_  
Student Signature



## **Unkind and Disruptive Behavior Discussion & Agreement**

**Student Name:**

**Date:**

**Grade:**

**Administrator:**

*Unkind and disruptive behavior can prevent students from feeling comfortable in their learning environment. These behaviors include physical acts and verbal or written communication.*

\_\_\_\_ I have been made aware that my behavior made another student feel uncomfortable in their learning environment.

\_\_\_\_ I have been instructed about the possible consequences of unkind and disruptive behavior at school.

\_\_\_\_ I understand if this behavior continues there will be a disciplinary consequence.

I have read and understand the above information about unkind and disruptive behavior.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

***(This document is a template and may be amended.)***

# **St. Michael Catholic School Family Covenant Agreement 2019- 2020**

## **Our School Mission Statement**

*"The mission of St. Michael Catholic School is to form Disciples of Christ through an education focused on faith, conscience, scholarship and service."*

I understand the education of my child is a collaborative effort involving my child, myself, the faculty and administration of St. Michael Catholic School and the community of St. Michael the Archangel Catholic Church. I further understand that my child's teachers, school leadership, parish priests, religious and lay leaders are dedicated professionals who make sacrifices in service to the St. Michael the Archangel Catholic Church faith community.

I can expect from the school and parish:

- To collaborate and communicate with parents while providing a comprehensive educational experience for my child.
- To uphold the teachings of the Catholic Church, share the faith with enthusiasm and pastoral care, and be worthy role models.
- To provide an excellent academic program and a safe, positive environment.
- To respond to concerns in a professional and timely manner, while protecting the child and family's confidentiality.
- To be good stewards of the resources provided by the school and parish.

In order to demonstrate my commitment, full support and cooperation with St. Michael Catholic School and St. Michael the Archangel Catholic Church I/we will:

- Ensure that our family prays regularly and attends Sunday Mass weekly as well as on Holy Days.
- Honor financial obligations to the school through timely tuition payments.
- Demonstrate thoughtful stewardship by responding within my means to requests for contributions of time, talent and treasure to St. Michael Catholic School as well our parish community of St. Michael the Archangel Catholic Church and the Diocesan Services Fund.
- Personally pray for the well-being of the school, the faculty and staff, the priests, religious and lay people of our parish and the students and families as I am able.
- Agree to the school's expectations concerning dress, behavior, attendance, respect for others, and use of technology as outlined in the Parent/Student Handbook and monitor my student's use of TV, computers, games, telephones, social networking sites and other media.
- Continue to teach my child Christ-like behavior to prevent the harmful consequences of bullying, teasing and intimidating behavior towards others.
- Expect my child to use respectful verbal and body language, and model respect by refusing to start rumors or listen to gossip.
- Understand that all students and parents are responsible for the good name of the school and our parish community knowing that behavior outside of our school and parish that is non exemplary or harmful to the school's good reputation may lead to disciplinary action at school.

- Provide my student with assistance and support needed for academic and social success, and hold my student responsible for his/her own choices and behavior.
- Understand that, as a parent, I am a member of the Parents Lending Useful Support (P.L.U.S.) Organization, and will support the P.L.U.S. activities to the best of my ability.
- Understand that, as a school parent, I am a member of the greater St. Michael the Archangel Church community and will support parish faith enrichment programming and volunteer needs to the best of my ability.
- Communicate honestly and respectfully to school and parish personnel, even when upset, to resolve disputes or relay concern in a timely manner.
- Trust that the school and parish leadership will do everything in their power to facilitate my child reaching his/her full potential in Spirit, Mind, and Body.

*(This agreement was signed by every family during enrollment/re-enrollment.)*





**St. Michael Catholic School Parent/Student Handbook Acknowledgment  
2019-2020**

All enrolled families have access to a copy of the Parent/Student Handbook for the school year on the school website.

Initial each line below:

- \_\_\_\_\_ We have access to a copy of the Parent/Student Handbook on the school website.
- \_\_\_\_\_ We will read and refer to the Parent/Student Handbook.
- \_\_\_\_\_ We will follow the policies and procedures in the Parent/Student Handbook.
- \_\_\_\_\_ We will seek clarification from the Principal for any policies and procedures if unclear.

\_\_\_\_\_  
Parent/Family Printed Name

\_\_\_\_\_  
Child/ren Name/s

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

