



# PARENT-STUDENT

# HANDBOOK

**2021-2022**

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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". The signature is written in dark ink on a light-colored background.

Dr. Kathleen Cox  
Principal

**St. Michael Catholic School  
2021-2022**

**7:30 am: Doors open for students**

**7:50 am: Instructional Day begins with Morning Prayer in the classrooms**

**3:00 pm: First Dismissal for PK3-Kinder Students ONLY**

**3:25 pm: Second Dismissal**

**Monday, August 2: Archdiocesan Staff Development Day**

**Thursday, August 5: Opening of Schools Mass at the Co-Cathedral-please report to SMCS by 8 am**

**Monday, August 23-Friday, August 27: Back to School Staff Development from 8:00 am to 3:45 pm (More information to come in July)**

**Friday, August 27: Meet the Teacher for all students**

**Monday, August 30: First Day of School**

**Monday, September 6: Labor Day Holiday**

**Friday, September 24: Early Dismissal at 2:15/2:30 pm**

**Friday, October 1: 1st Quarter Progress Reports**

**Monday, October 11: Student Holiday/Staff Development Day**

**Friday, October 29: Early Dismissal at 2:15/2:30 pm**

**Friday, November 5: 1st Quarter Report Cards**

**Friday, November 19: Early Dismissal at 2:15/2:30 pm**

**Monday, November 22-Friday, November 26: Thanksgiving Break**

**Friday, December 10: 2nd Quarter Progress Reports**

**Friday, December 17: Early Dismissal at 2:15/2:30 pm**

**Monday, December 20-Friday, December 31: Christmas Break**

**Monday, January 3: Student Holiday/Staff Development Day**

**Tuesday, January 4: Classes Resume**

**Monday, January 17: MLK Day/Holiday**

**Friday, January 28: Early Dismissal at 2:15/2:30 pm / 2nd Quarter Report Cards**

**Monday, February 21: Student Holiday/Staff Development Day**

**Friday, February 25: Early Dismissal at 2:15/2:30 pm/ 3rd Quarter Progress Reports**

**Monday, March 14-Friday, March 18: Spring Break**

**Friday, April 8: 3rd Quarter Report Cards**

**Friday, April 15-Monday, April 18: Easter Break**

**Tuesday, April 19: Classes Resume**

**Friday, April 29: Early Dismissal at 2:15/2:30 pm / 4th Quarter Progress Reports**

**Friday, May 27: Last Day of School/Early Dismissal at 2:15/2:30 pm**

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# **1 SCHOOL OVERVIEW & GENERAL INFORMATION**

## **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.

### **1.5 NON-DISCRIMINATORY 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.

## **1.6 STRATEGIC PLAN & SCHOOL IMPROVEMENT GOALS**

The Strategic Plan for St. Michael Catholic School can be found on our school website and includes both our short and long term goals for school improvement. Our strategic plan is aligned to the National Standards and Benchmarks for Catholic Schools and addresses the following areas:

Mission and Catholic Identity, Governance and Leadership, Academic Excellence, and Operational Vitality.



## **2 ADMINISTRATION**

## **2.1 ROLE OF ARCHBISHOP**

The Archbishop, as the Ordinary of the Archdiocese, possesses full and complete authority in the Archdiocese and therefore is the head of all Catholic schools and all parish religious education programs in the Archdiocese. He has the ecclesiastical authority to oversee and inspect educational programs within the Archdiocese, including the right to issue directives concerning the general regulation of such programs. The Archbishop has primary responsibility for the educational ministry of the Church. He has full authority to regulate all that pertains to religious instruction and matters pertaining to faith and morals in the Archdiocese.

The Archbishop has sole ecclesiastical authority to recognize and designate a school as “Catholic” within the Archdiocese. Written approval shall be obtained from the Archbishop before a school may be designated as a Catholic school.

The Archbishop, as the chief representative of the Church’s teaching authority, is the head of the schools in the Archdiocese. The Secretariat Superintendent of Catholic Schools carries out the administration of the schools. Religious education in the Catholic schools is guided by the Superintendent of Catholic Schools with the assistance of the Director of the Office of Evangelization and Catechesis as a consultant.

## **2.2 ROLE OF SUPERINTENDENT**

The Superintendent of Catholic Schools is appointed by and responsible to the Archbishop and represents him in the administration and supervision of Catholic schools in the Archdiocese. The superintendent is a member of the Cardinal’s Cabinet.

The Superintendent of Catholic Schools, under the authority of the Archbishop, shall be responsible for the establishment and implementation of Archdiocesan policies governing Catholic schools and for the direction of the Catholic Schools Office in providing guidance and support services to Catholic schools in the Archdiocese.

## **2.3 ROLE OF THE CATHOLIC SCHOOLS OFFICE**

The Catholic Schools Office is the office charged with the general administration and support of the formal Church-sponsored educational ministry in the Archdiocese. <http://www.choosecatholicschools.org/>.

## **2.4 ROLE OF PASTOR**

The school is a religious and spiritual ministry of the parish. The Archbishop, therefore, has ultimate authority for matters of faith at the school. The Pastor of the parish, however, has ultimate responsibility for the operation and administration of the school.

The pastor is the ex-officio head of the school. As such, he is responsible, with the school advisory/consultative body, for determining the policies of the school according to the needs of the parish, but always in harmony with the policies and regulations of TCCBED, the Catholic Schools Office and The

Archdiocese of Galveston - Houston. The role of the pastor in the successful mission of the parish school is of vital importance. In union with the liturgical and sacramental life of the parish, the formation of faith and intellectual development illumined by Gospel message to children, youth, and adults, is central to the life of the parish.

The pastor delegates the direction of the school program and the ordinary administration of the school to the principal. The pastor with the principal shall establish the terms of such delegation and the means of regular and formal communication on school matters. In the inner city Catholic schools, financial oversight is a collaboration between the pastor, principal, Archdiocesan Finance Office, and the Catholic Schools Office.

The pastor is an ex-officio member of the school advisory board.

In order to remain accredited under the TCCBED a pastor shall consult with the Superintendent of Catholic Schools with regard to hiring, supervising, and evaluating the principal.

The pastor supports the principal in conflict resolution of school issues, according to the principle of subsidiarity, by referring individuals or groups back to the teacher or principal.

## **2.5 ROLE OF PRINCIPAL**

In elementary schools the principal is the chief administrative officer of the school and is the spiritual, educational, and managerial leader subject to the ultimate canonical responsibility entrusted to the pastor. In these schools, the principal is responsible not only for the educational program but is also responsible for the school's religious and spiritual mission. The principal is also in charge of the financial administration of all school funds. (See 3111 and Archdiocesan Parish-School Control Manual)

The principal builds a Catholic, Christian community of faith in which the Catholic message and experiences of community, worship, service, and social concern are integrated in all areas of the school and throughout the curriculum. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality in accordance with Canon Law #806.

The principal has the following major responsibilities.

- a) Administers the total school program, including extracurricular activities and before and after school programs.
- b) Supervises and evaluates the teachers, the students, and the instructional program.
- c) Oversees the operation of the facility.
- d) Supervises all support staff members.
- e) Interacts with the parent, parish(es), and general public communities.
- f) Collaborates with and seeks counsel from the Catholic Schools Office.
- g) Executes school policy.
- h) Fulfills accreditation criteria articulated by Texas Catholic Conference of Bishops Education Department and other accrediting agencies.

- i) Ensures that there is a person named as second-in-command when the principal is off campus; this should be communicated to faculty, staff, parents, and students.
- j) Ensures that both the instruction and the teachers are grounded on the principles of Catholic doctrine.

### *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.

## **2.6 ROLE OF ARCHDIOCESAN SCHOOL COUNCIL**

The Archdiocesan School Council exists to provide support to School Advisory Boards in their work to advise the pastor and principal in the work of fulfilling the campus strategic plan.

## **2.7 ROLE OF SCHOOL COMMISSION**

The principal and pastor should work together to form a school advisory board to support the work of forming, researching and fulfilling the needs of the strategic plan for the school community.

The school advisory board studies and advises 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. These goals become the basis for program objectives, policies, and action plans for the educational program.

In parish schools, the principal acts as a member of the executive committee, which includes the pastor, principal, and board president of the school advisory board.

The school advisory board supports the work of the principal and does not direct the work of the principal.

The School Board Handbook is provided by the Catholic Schools Office and the Archdiocesan School Council who host an annual School Advisory Board Workshop for orientation of members of School Advisory Boards.

## **2.8 ROLE OF PARENTS LENDING USEFUL SUPPORT (P.L.U.S.)**

P.L.U.S. is the service organization that coordinates volunteer participation at St. Michael Catholic School. P.L.U.S. committee volunteers work with the school faculty and administration to provide support for enrichment activities and to promote parental involvement.

## **2.9 SCHOOL OWNERSHIP OF SERVER**

The School Server is property of the school and is intended for business purposes. Personal use should be kept to a minimum and should in no event interfere with an employee's normal job duties or responsiveness. The school owns the rights to all data and files stored in or on the School Server. All messages (e-mail, instant messages, and voicemail) composed, sent, received or stored on the School Systems are and remain the property of the School. They are not the property of any employee and are subject to viewing, downloading, inspection, release and archiving by the School always. Employees have no expectation of privacy on any information, message, data, or information on or transmitted by any of the School Systems.

## **2.10 ASBESTOS**

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

## **2.11 DEVELOPMENT/ADVANCEMENT**

Development is the strategic processes and activities used to identify, cultivate, invite and recognize donors. These activities create a culture of support and philanthropy that advance the mission of and build a foundation for future success of the school.

SMCS has a Director of Development that works with the principal to plan and organize all of our development activities including but not limited to Annual Fund, Golf and Tennis Tournaments, Parent Parties, etc.

## **2.12 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.

## **2.13 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."

## **2.14 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, assumes 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.

## **2.15 STUDENT INSURANCE**

### **1. Student Accident Insurance**

All students are enrolled in the student accident insurance program with the insurance carrier chosen by The Archdiocese of Galveston - Houston. This program reimburses limited medical costs due to accidental bodily injury to a student while engaging in the activities outlined in the policy. Information concerning claims, premiums and supplementary coverage can be obtained from the Office of Risk Management by calling (713) 652-8225.

### **2. Insurance Premiums**

The premiums for this policy are paid by the Archdiocese of Galveston-Houston. Supplemental coverage, if obtained by the parents, is paid by the parents.

### **3. Student Accident Reports**

Regardless of any medical claims filed, administrators shall forward Incident or Accident forms to the Cluster Liaison and the Director of Student Support Services concerning accidents of a serious nature occurring during the school day, on school premises, or under direct school supervision. Injuries involving hospitalization shall be reported immediately; other reports will be made within three days of the injury. Responsibility for reporting rests with the Principal/designee of the school where the student is enrolled or the school where the accident/incident occurred.

### **3 SCHOOL POLICIES & PROCEDURES**

### **3.1 ADMISSION POLICIES & GUIDELINES**

#### **1. Archdiocesan Policies & Guidelines**

The Superintendent of Catholic Schools has established general policies and guidelines to be incorporated in local admissions policies.

##### **1. Nondiscrimination Policy**

The Catholic schools of The Archdiocese of Galveston - Houston admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

They do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school- administered programs.

The schools shall annually publish the nondiscriminatory policy in the student/parent handbook and may publish the policy elsewhere at their discretion.

##### **2. Age of Admission: Pre-K**

A student entering pre-kindergarten (3 and 4 year olds) must be 3 or 4 years old, respectively, by September 1. The date of birth should be verified by an official copy of a birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside of the state of Texas.

##### **3. Age of Admission: Kindergarten**

A student entering kindergarten must be at least 5 years of age by September 1. The date of birth should be verified by an official copy of a birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside of the state of Texas.

##### **4. Age of admission: First Grade**

A student entering 1<sup>st</sup> grade must be 6 years old by September 1. The date of birth should be verified by an official copy of a birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside of the state of Texas.

##### **5. Age of admission: After First Grade**

Age of admission after 1<sup>st</sup> grade will be based on successful completion and achievement in an accredited school. The date of birth should be verified by an official copy of a birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside of the state of Texas.

##### **6. Conditions of Admission**

A student is admitted to a school with the understanding that he/she is admitted on a



probationary basis with the length of probation period and the criteria of evaluation to be removed from probation clearly established in writing. The school's probation policy shall be written in the Parent/Student handbook and in the school's admissions policy.

Probationary students who fail to meet the expectations of the school or to follow school policies and procedures, are subject to be administratively withdrawn from the school, pending approval from the Superintendent of Catholic Schools and the Chancellor and Moderator of the Curia.

In order for a student to be enrolled or re-enrolled in any Catholic school in the Archdiocese of Galveston-Houston, the student must be in good financial standing. The Principal will make every effort to collect all tuition, fees, and any other outstanding financial obligations prior to re-enrollment. Principals shall also contact the student's previous Catholic School to ensure there are no outstanding financial obligations at that school. A family owing money to another Catholic School should not be admitted.

Additionally, there shall be no expectation that a current student will be automatically re-admitted to or re-enrolled in the school. Each year, students will be invited to re-enroll at the discretion of the Principal. Students who are not invited to re-enroll may not grieve this decision.

## **7. Admission Priorities**

Since the schools of The Archdiocese of Galveston-Houston are established by the Archdiocese or one of its parishes as religious schools, priority for admission shall be at the discretion of the Pastor and Principal.

## **8. Admission Policies**

St. Michael Catholic School reserves the right to screen all students. The final decision for admission is the responsibility of the Principal or designee.

## **3.2 AFTER SCHOOL PROGRAM**

Kidventure provides the after school program for St. Michael Students and families. More information about the after school program is available on the school website.

## **3.3 ARRIVAL AND DISMISSAL INFORMATION**

### **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 the 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. 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.

**At 7:30 a.m. morning carpool begins and all students will go directly to their classrooms.**  
(Morning assembly will resume when it is determined to be safe.)

Arrivals from (7:30-7:50 a.m.) – All students will enter through the front doors and go directly to their classrooms.

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.

### *PK3 Drop-off Procedure*

Parents of PK 3 students are asked to drop off their students on the San Felipe side of morning carpool which is closer to their classroom door. A staff member will walk PK 3 students to their classrooms.

### **3. Afternoon Carpool/Dismissal**

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 the 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 3:10 p.m. or as soon as the first carpool ends. Cars that arrive early for second dismissal should park in a parking space until the plant manager or security officer begins lining up the cars for second dismissal. This process will ensure the safety of all students and staff in the first carpool as well as prevent the carpool line from blocking traffic on Sage for an extended period of time.

- 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 along 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 3:10 p.m.
- Dismissal will begin at 3:25 p.m.

### **Early Dismissal**

On the designated Fridays each month, students are dismissed at 2:15/2:30 pm each month. Kidventure is available on these early dismissal days.

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 2:50 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.

### **Carpool/Dismissal 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 PK3 or PK4 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.

## **Special Dismissal Circumstances**

### *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.

### *Walkers*

***All walkers must be approved in writing by the principal.*** 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.

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

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

### *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.

## **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 as spectators 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.

### **3.4 ATTENDANCE (ABSENCES & TARDIES)**

#### **1. Absence from School**

The State of Texas provides by law for compulsory school attendance by all children from the age of six until their nineteenth birthday unless subject to a stated exemption. TCCB ED has adopted the State of Texas compulsory attendance policy. Each school will be in session according to the number of days or minutes required by TCCBED standards.

The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep and maintain an accurate record of daily attendance for each student.

Parents are responsible for notifying the school of any absences. Each school shall establish the local procedures and policies necessary to monitor school attendance and to assure the health and safety of the students. A school may require parents of absent students to call the school on the morning of the student's absence.

##### **1. Medical Absences**

Verification of medical and dental appointments is required from the medical or dental office on letterhead with physician's signature. Medical absences that require extended time off campus requires a medical waiver for a home study plan to be put in place.

##### **2. Excused Absences**

In addition to medical absence, students may be absent due to illness, accident, quarantine, or attendance at the funeral services of a member of the student's family. In such cases of short-term absence, the school staff should assist the student to make up the schoolwork missed according to the school's local policy.

##### **3. Absence for Other Reasons**

When parents wish to take their child out of school for three or more consecutive days for personal reasons, they must notify the Principal well in advance. The Principal or designee is advised to keep on file a record of the recommendation made to the parents at the time the request was submitted. The final decision, however, is the responsibility of the parents.

The school is not under obligation to provide tutoring, make-up work, or special testing schedules for this period of absence. The Principal/designee has discretion to determine the conditions and terms governing such absences.

##### **4. Student Attendance**

Unless there are extenuating circumstances, each student will attend classes for a minimum of 90% of the attendance days or minutes in a given school year in order to be promoted to the following grade level. The 90% rule applies to all absences, including excused absences.

A student who does not attend 90% of the attendance days or minutes of a given school year may be required to repeat the grade, or may not receive credit. Students who do not attend classes for a minimum of 90% of the attendance days or minutes in a semester are subject to administrative withdrawal. The Principal will make the final decision.

**Full Day Attendance:** To be counted as present for a full day of school, a student must be in attendance for a minimum of four instructional hours (240 minutes) of the instructional day.

**Half Day Attendance:** To be counted present for a half day of school, a student must be in attendance for a minimum of two instructional hours (120 minutes) of the instructional day.

TCCBED guidelines allow for a student who is in attendance for at least 75%, but less than 90%, of the days/minutes a class is offered to be given credit for a final grade if the student completes a plan approved by the Principal that provides for the student to meet the instructional requirements of the class.

In the event that a student is not projected to fulfill the TCCBED 90% attendance requirement, the Superintendent of Catholic Schools must be notified. Additionally, the Catholic Schools Office recommends each school have an attendance committee who can assist in evaluating the academic needs of the student before granting credit or a final grade for students who do not fulfill the TCCBED 90% attendance requirement.

## 2. Tardiness

A student is tardy if he/she arrives after the time scheduled by the school for the beginning of the instructional day. If he/she arrives 2 hours after the start of the school day, he/she is marked absent half a day. A record of all tardiness shall be maintained. In each case, a written excuse from the parent shall be required by the beginning of the next school day. Local procedures should be developed to monitor and regulate incidents of student tardiness.

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

Student birthdays may be celebrated by dropping off a birthday lunch and birthday treats to your students on their birthday or on a date arranged ahead of time with the homeroom teacher. Please leave the birthday lunch and birthday treats in the front office before your student's designated lunch time. Please provide birthday treats for the entire grade level. *All birthday treats must be store bought and may not be homemade.*

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.

Students will have free dress on their birthday or on the day that they choose to celebrate their birthday at school. All student birthdays will be recognized during morning prayer. 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.)

### 3.6 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.

### **3.7 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.

### **3.8 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.

### **3.9 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. **Please note that SMCS does NOT always follow H.I.S.D. for school closings. The decision to close the school is made by the Principal in consultation with the Pastor.**

St. Michael Catholic School uses email blasts and text messages to notify parents/guardians 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 FACTS Alert system to send text messages for inclement weather and other school closings. School closing information will also be posted on our website.**

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.

### **3.10 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.**

### **3.11 FIELD TRIPS**

***For the fall of 2021, field trips will be on hold until the COVID level returns to yellow in our community. (The policy below will be resumed when field trips resume.)***

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. **Sample permission slips are included in the appendix of this handbook.** Permission cannot be given over the telephone. All field trips are part of the 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. **All parent chaperones must have completed Safe Haven Training.**

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 trips.

### **3.12 FINANCIAL INFORMATION**

#### **Financial Account Responsibilities**

Parents are expected to keep all financial accounts current 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.

#### **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.

#### **Financial Aid**

Applications for tuition assistance for students in grades K-8 may be found through this link <http://www.choosecatholicschools.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.

#### **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.

## **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 students 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.

## **3.13 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.

## **3.14 LITURGY AND WORSHIP**

SMCS students will attend Mass on a rotating schedule created by the Pastor and the Principal. This schedule will be shared with parents via email and posted on the school website.

## **3.15 LUNCH**

### **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. Lunch menus are available on the website where lunches are ordered. <https://mymealorder.com/>

**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 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.

### **Brown Bag Lunch**

For the fall of 2021, there will not be Brown Bag Lunch. We hope to be able to resume Brown Bag Lunch when the COVID situation improves in the spring of 2022.

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.

### **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. For the fall of 2021, water fountains will be closed. Water bottle fillers will be available.

## **3.16 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 the 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.

### **3.17 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.

## **3.18 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.

### 3.19 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.

### 3.20 SACRAMENT PREPARATION AND ELIGIBILITY REQUIREMENTS FOR 2020-2021

- Enrolled in 2<sup>nd</sup> grade or above
  - Completed one (1) year of faith formation during the 2020-2021 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 2021-2022 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 2021. *(These will be provided by the school for school families.)*
- 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 2021. *(These will be provided by the school for school families.)*
- Attend introductory parent meeting for Sacrament Preparation in September/October 2021.
- Attend one (1) small group discussion and practice session for First Reconciliation in November 2021. It is preferable that both parents attend, however, only one parent is required to attend.
- Attend two (1) parent meetings for First Eucharist in January/February 2022. 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 2021 and one (1) First Eucharist Workshop in late February/March 2022. 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 the **Spring of 2022**.
- St. Michael the Archangel Catholic Church provides a photographer 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. 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.

### **3.21 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.**

### **3.22 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.

### **3.23 TERMINATION OF STUDENT ENROLLMENT**

#### **1. Inability to serve the student**

At any time, upon review of the student's academic, behavioral, emotional, and social progress, if it is determined that the student's needs are not being met through minor accommodations, St. Michael Catholic School will determine the appropriate procedures to take regarding the educational program of the student which may include termination of enrollment.

#### **2. Withdrawal of student for parent, other family members or guest's behavior**

Misconduct committed by a member of the school community other than a student (including parents, other family members, and guests) can significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents, other family members, or guests) may result in the expulsion or an administrative withdrawal of the student from the school.

All members of the school community, including parents, family members or guests, are expected to comply with all school rules and policies while on campus and in communications with the school. All community members should be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. The failure of a student's parents, other family members, or guests to comply with these expectations, separate and apart from the student's conduct, may result in restricted access to the campus or administrative withdrawal of the student

### **3.24 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.

## **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

### **Belt**

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

### **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.

## **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

## **Tights**

Girls: White or navy, and must have feet.

## **Turtlenecks**

White 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.

## **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.

## **Bows/Headbands**

Girls may wear small hair bows or headbands.

## **P.E. Uniforms**

For the fall of 2021, middle school students will not change for PE. This policy will resume when the current COVID 19 situation improves.

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 at the beginning of the school year.](#)

## **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.

## **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.

### **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.

### **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.***

### **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.**

### **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.

## **3.25 VISITORS AND GUESTS**

### **Visiting Procedures**

**For the fall of 2021, masks will be required for all visitors and volunteers on campus.**

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.

## **Volunteers**

For the fall of 2021, masks will be required for all visitors and volunteers on campus.

*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 you 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.

### **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.

### **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.

### **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)

### **3.26 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.**

## **4 STANDARD OF CONDUCT**

## **4.1 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.

## **4.2 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.

## **4.3 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.

### **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.

### **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.

#### 4.4 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.

## 4.5 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.

### 1. Specialized Area Rules

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

- Keep to the right.
- Walk (not run) at all times.
- Be silent when requested.

#### **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.

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

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

#### **In the RESTROOMS, students are to:**

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

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

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



**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.

**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.

#### **4.6 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.

#### **4.7 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.**

#### **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.

#### **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.

## **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.

**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.

## **4.8 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)

#### 4.9 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.

#### 4.10 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.

#### **4.11 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.

#### **4.12 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.

## **5 INSTRUCTION, GRADING & COMMUNICATION**

## 5.1 INTRODUCTION

Catholic Schools in the Archdiocese of Galveston-Houston are an extension of the Church's call to teach and form souls, operating according to the applicable norms of Canon Law:

Can. 794

§1. The duty and right of educating belongs in a special way to the Church, to which has been divinely entrusted the mission of assisting persons so that they are able to reach the fullness of the Christian life.

§2. Pastors of souls have the duty of arranging everything so that all the faithful have a Catholic education.

Can. 795

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.

The educational mission of the Church and the reasonable expectations of the schools' clients therefore require that the Catholic school be distinguished by an atmosphere and a formal program which relate religious belief and practice, constructively and integrally, with the normal development and education of children.

For these reasons, the mission, vision, philosophy of teaching, and learning that underlie the education offered by the schools of The Archdiocese of Galveston-Houston reflects a balance and priority among the diverse goals of the Catholic school: religious, moral, intellectual, social, cultural, personal, and physical.

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.

## 5.2 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.

**5.3 GRADING AND REPORT CARDS**

**Grading Scale**

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

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

**Grading System**

The school year is divided into four nine-week grading 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.

## **FACTS Family Parent Portal**

Teachers will use FACTS family portal to communicate classroom news and information with parents along with Google Classroom. Teachers will also post grades in their gradebooks which are available for parents to view through the FACTS family portal.

## **Conduct Grades**

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

- **EXCELLENT** – Exhibits outstanding behavioral traits.
- **SATISFACTORY** – Ordinarily, usually and generally conforms to behavioral traits.
- **NEEDS IMPROVEMENT** – Progress is clearly needed in behavioral traits.
- **UNSATISFACTORY** – There is evidence that the student is clearly lacking in conduct behavioral traits.

## **5.4 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.

## **5.5 PRIVATE TUTORING**

Parents of St. Michael Catholic School students may engage members of the professional staff as private tutors in an academic area. However, certain guidelines should be followed when any faculty/staff member accepts tutorial responsibility.



By contract, all faculty members are to be available before and after the regularly scheduled school day to help students who may request or need tutorial help. Teachers may not charge for tutoring a student in a subject area of present participation. **Contract Employees may not be paid for tutoring between the hours of 7:30 a.m. - 3:45 p.m.**

**Any teacher or staff member who tutors on SMCS property must have liability insurance on file with the learning specialist.**

Private tutoring is to be done outside regularly contracted teaching time and should never interfere with the responsibilities assigned to the teacher.

Teacher-tutors are responsible for the student(s) during the tutorial periods and after the session until the student is picked up. If this situation involves a carpool, the teacher-tutor accepts responsibility for all students involved in early arrival or late pickup to accommodate the student being tutored.

The faculty members have the use of the school facility without any charge during the school year. All others who use the school/parish facilities for paid services are assessed a fee for building use and utilities.

St. Michael Catholic School staff members must submit to the administration a list of students they are tutoring and the frequency of the session.

In all circumstances, the best interest of the student is to be considered. If a student is experiencing difficulty in a particular teacher's class, it may indicate the need for an alternative approach to the subject matter or specialized help that the classroom teacher is not able to give.

## **5.6 PROMOTION AND RETENTION**

### **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.

### **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.

**5.7 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.

**5.8 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.

**5.9 STANDARDIZED TESTING**

St. Michael Catholic School participates in the Archdiocesan standardized testing program. Teachers receive access to the test results as soon as they are available. This information is confidential and is used by the staff for curriculum evaluation, student grouping, enrichment and remedial purposes. Standardized test information is not to be used as a basis for promotion or retention.

<b>Grade Level</b>	<b>Assessment</b>	<b>Time of Year</b>
PK	No Requirements	
Kinder	NWEA MAP GROWTH-Reading, Math, Language	Middle and End of Year
1st-3rd Grade	NWEA Reading Fluency, MAP GROWTH-Reading, Math, Language	Beginning, Middle, and End of Year
4th-8th Grade	NWEA Reading Fluency, MAP	Beginning, Middle, and End of Year

	GROWTH-Reading, Math, Language, Science	
5th & 8th Grade	NCEA ACRE	End of Year

**5.10 STUDENTS WITH LEARNING DIFFERENCES**

Consistent with the Church Document, To Teach as Jesus Did, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese of Galveston-Houston seeks to include students with exceptional learning needs in our schools to the extent that the needs of such students can be met within the scope of the programs and available resources. Catholic Schools understand that admission of students with exceptional learning needs must be considered and reviewed on an individual basis.

**1. Legal References to Services**

The Individuals with Disabilities Education Act (IDEA) requires that local school districts (where the Catholic school is located) locate, identify, and evaluate all private school students suspected of having a disability. The “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 provides that no otherwise qualified individuals with a disability shall, solely by reason of his or her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators are committed to recognizing and addressing the needs of all those who seek a Catholic education. Within the resources of each Catholic school, Catholic schools will offer services to eligible students with special needs, when possible.

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. Special Services Records**

All psychological/diagnostic evaluations and/or reports regarding testing of students with special needs, received from local school districts and/or private agencies are forwarded to the requesting Catholic school. 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 in an area accessible only to the principal and the appropriate personnel working with the student. Parents may view their child’s record any time. Each student’s secure file shall have a Viewing of Records Form attached. These records may not be forwarded to any other individual or agency. The Catholic Schools Office reserves the right to access these records as appropriate.

### **3. Criteria for Acceptance**

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

- The student's demonstrated ability to meet grade level requirements;
- The record of student's ability to follow school rules and regulations;
- The student's ability to meet socially acceptable behaviors; and
- The student's ability to meet the physical requirements of attendance.

### **4. Admissions for Students with Special Needs - New Students**

Parents must complete a Special Needs Information Disclosure Form and an Authorization for Release of Confidential Information/Records Form.

Principals and other appropriate school personnel review current academic, social, medical, and psychological/diagnostic evaluations to determine if the applicant is qualified to enroll, with or without his or her disability. If the applicant is qualified for enrollment, the principal will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If eligibility for admission is determined, the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

### **5. Student Identification for Referral – Currently Enrolled Students**

If a student is identified by the teacher or parent as having difficulty with school tasks, academics, behaviors, and/or emotions he or she will discuss concerns with the parent and principal.

The principal appoints an educational team to review the child's classroom observations and academic progress to determine if additional interventions are required or a psychological/diagnostic evaluation referral is recommended. The team may include the principal, classroom teacher, designated intervention specialist and any other school personnel that work with the student. If a psychological/diagnostic evaluation is recommended, then the principal and educational team will provide parents with referral information to the local school district and/or private agency.

Documentation for all referrals must be kept in the student's file.

The principal and the educational team will be responsible for gathering the following data and documentation:

1. The student's current educational status including attendance records, grades, assessment data, and classroom observations;
2. Previous educational interventions and strategies provided for the student and results;
3. Documentation of recent vision and hearing screening;
4. Updated general health history inventory; and
5. Other information provided by the parents or teachers.

After all evaluations are completed by the local school district and/or private agency parents will be expected to disclose any pertinent information that may assist the Catholic School in determining the appropriate educational program for the child.

Principals and other appropriate school personnel will review the evaluation and determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

## **6. Accommodations**

The purpose of an accommodation is to provide the appropriate instruction according to the individual student's special needs. Accommodations are changes that enable a student to fully access the subject matter. An accommodation does not alter the content, expectations, or standards, but rather adjusts instructional methods. When using accommodations, students are expected to meet the grade level standards set for all students. Accommodations do not alter grading of student progress and work.

As a result of a psychological/diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his or her educational program. Any student diagnosed with a disability and has received a thorough psychological/diagnostic evaluation from the local school district and/or a private agency may be eligible for an accommodated educational program.

However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with exceptional learning needs. Catholic Schools are only required to make minor adjustments to accommodate the delivery of instruction for success in the classroom. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan. The Catholic School Accommodation Plan must be on file at the school and updated annually.

The Catholic Schools Office reserves the right to access any student file as appropriate. Accommodations for a student are noted on the progress report and report card but not on the permanent school record.

## **7. Re-Evaluation for Students with Accommodations**

It is required that psychological/diagnostic evaluations are updated at least every three years by the local school district and/or private agency. It may be conducted more often if the parent or school request a more thorough comprehensive evaluation. The three-year time frame is an IDEA and Archdiocesan requisite in order to assess current accommodations and identify any further changes to meet the student's needs. If the child is not meeting the academic objectives and/or exhibiting new challenging behaviors in their educational setting, then a re-evaluation is required to reassess specific areas of concern. If a parent refuses to have a re-evaluation completed for their student, the school is not required to accommodate for the student and the school will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student. In order to have formal accommodations in place, an updated evaluation is required. A re-evaluation may be in areas of demonstrated need or concern. Re-evaluations are also required to be up to date if a student is scheduled

to take College Board exams (SAT, SAT subject tests, PSAT/NMSQT, PSAT 10, or AP Exams) and requesting accommodations.

### **8. Waiver of Accommodations**

If a student is exhibiting success in their educational program and the parents, principal and educational team decide that accommodations are no longer necessary this must be documented on a Waiver of Accommodations form.

After the waiver is signed, the student will then continue his/her educational program without any accommodations. Documentation of the release must be on file at the school and parents, principals, and the educational team will meet after each grading period to determine the student's academic, behavioral, emotional and social progress without accommodations.

If the student is successful without accommodations after two full school years, then no further waiver reviews are required.

If the student is not successful without accommodations, then the Catholic School will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student.

### **9. Standardized Assessment for Students with Exceptional Learning Needs**

Standardized assessments are one of several means of evaluating student performance.

All students participate in the Archdiocesan standardized assessment. Accommodations are provided to students who are diagnosed with a disability and have provided the school with a psychological/diagnostic evaluation. A student must have a Catholic School Accommodation Plan on file with documented testing recommendations from the local school district or private agency to receive testing accommodations. Students identified through a language proficiency assessment as an English Language Learner qualify for a two-year exemption from the Archdiocesan standardized assessment. A principal will make the final decision if a school will test an English Language Learner during the two-year exemption. Any adjustments made on the standardized assessment must be requested and approved from the Catholic Schools Office via special request on the appropriate form.

## **6 PARENT RESPONSIBILITIES**

## 6.1 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 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 set 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 emailing students during school hours.
- Use of 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, is strictly prohibited unless specifically approved by 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.

## **6.2 ANNUAL FUND DRIVE**

The Annual Fund is a yearly fundraising drive that is chaired by a committee comprised of St. Michael parents. The Annual Fund is vital to the daily operations at St. Michael Catholic School, providing essential, unrestricted income to support the school's current-year operating budget for items not covered by tuition. The Annual Fund is made up of annual gifts from alumnae, parents, parents of alumnae, parishioners, faculty & staff, grandparents, foundations, vendors, and friends of St. Michael Catholic School. The fund enhances the quality of unparalleled resources and opportunities for our students. It is the goal of St. Michael Catholic School to achieve 100% school family participation in the Annual Fund Drive representing our community's dedication to the mission of the school.

## **6.3 FAMILY COVENANT AGREEMENT**

Each year during re-enrollment/enrollment, families are asked to sign the Family Covenant Agreement. A copy of the Family Covenant Agreement is in the appendix of this handbook.

## **7 TECHNOLOGY & TELECOMMUNICATIONS**

## **7.1 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.

## **7.2 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.

## **7.3 EXPECTATION FOR TECHNOLOGY USE**

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.

## **7.4 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 secrets.

**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.

## 7.5 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.

## **8 APPENDICES**



## TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) 2021-2022

*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 secrets.

**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 yourself, 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 cursive script that reads "Kathleen Cox".

Dr. Kathleen Cox  
Principal





**USER AGREEMENT and PARENT PERMISSION FORM  
2021-2022**

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 \_\_\_\_\_



## **St Michael Student Chromebook Agreement, 2021-2022**

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 the 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.



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## St. Michael Catholic School Bullying Policy for Students in Grades 2-8 2021-2022

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  
2021-2022**

*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.)*



## COVID -19 ADDENDUM

As the parent/ legal guardian of the enrolling Student, I recognize that the Covid-19 pandemic has necessitated changes in the manner in which instruction may be delivered during all or part of the Academic Year.

### Learning Environment

I acknowledge and agree that changing circumstances occasioned by the Covid-19 pandemic may necessitate changes in the school's delivery of instruction and other programming during all or part of the Academic Year. These changes may include, but are not limited to, the substantial reduction or elimination of on-site instruction; the provision of distance/remote instruction to some or all students; the reduction, modification or elimination of athletics and other extracurricular activities; and the modification of the Academic Year calendar, including the dates, length and sequence of academic breaks. By signing this Addendum and electing to keep your student enrolled for the Academic Year, I acknowledge and agree that:

- A. School retains the right to implement any such changes, whether prior to and/or during the Academic Year, in its sole discretion ; and
- B. No adjustment will be made to the 2021-2022 Tuition charges in response to such changes.

### Health and Safety Protocols

I understand and agree that if your Student will be returning to campus, he/she will be required to comply with School's health and safety protocols as described in the School's Returning to Learning Plan to limit the spread of Covid-19 and that failure to comply with such protocols may result in the immediate removal of Student from campus.

### Risk Acknowledgement

I acknowledge and agree that School cannot guarantee a Covid-19 free environment, and that, while School will continue to follow guidance to mitigate the likelihood of transmission, there is a risk that Student may contract Covid-19 if and when Student returns to the physical campus or at any time during Student's presence on campus. By consenting to Student's presence on School campus, I acknowledge and accept the risk on behalf of Student.

---

Signature of Parent

*(Form included in back to school paperwork.)*

# **St. Michael Catholic School Family Covenant Agreement 2021-2022**

## **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 teach students Christ-like behavior to prevent the harmful consequences of bullying, teasing and intimidating behavior towards others.
- To communicate honestly and respectfully to students and parents, even when upset, to resolve disputes or relay concern in a timely manner.
- To respond to concerns in a professional and timely manner, while protecting the child and family's confidentiality.
- To provide an excellent academic program and a safe, positive environment.
- To provide all students with the assistance and support needed for academic and social success, and hold all students accountable for their own choices and behavior.
- To trust that the parent community will do everything in their power to facilitate their children reaching their full potential in Spirit, Mind, and Body.
- To understand that all school and parish staff are responsible for the good name of the school and the parish.
- To be good stewards of the resources provided by the school and parish.
- To pray for the well-being of the school, people of our parish, and the students and families in the school community.

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.

***My/our signature(s) below signifies an endorsement of the school and parish's policies as outlined in the Family Covenant Agreement, and a pledge to uphold and encourage my child's compliance.***

***I have read the 2020-2021 St. Michael Catholic School Family Covenant Agreement and hereby agree to enter into a covenant with our school and parish and to work hand-in-hand with them to provide the best possible environment for all students.***

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



**St. Michael Catholic School Parent/Student Handbook Acknowledgment  
2021-2022**

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

\_\_\_\_\_

