



# PARENT- STUDENT HANDBOOK 2019 - 2020

**St. Michael Catholic School**  
805 East Northern Avenue  
Crowley, Louisiana 70526  
[stmike.net](http://stmike.net)

Father Mikel Polson, *Pastor*  
Mrs. Sandi Doré, *Principal*  
Mrs. Leonor Gonzalez, *Assistant Principal*  
Mrs. Penny Habetz, *Religion Administrator*

**St. Michael School is the  
Parish School for  
St. Michael the Archangel Catholic Church**  
224 W. Fifth Street  
Crowley, La. 70526  
[stmichaelcrowley.org](http://stmichaelcrowley.org)



# ST. MICHAEL SCHOOL

Note: This handbook replaces all handbooks published by St. Michael School before August 1, 2019. Please keep this handbook for a reference. Because of the increasing cost of paper and printing we may not reprint the handbook annually but will send home revisions as needed. The Principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

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## **St. Michael School**

### **Forward to Parents**

We, the faculty and staff of St. Michael School, commit ourselves to being a living example of Catholic values, to model the faith through example, and to lead our students to academic excellence and an awareness of what it means to be of service to one another. We do this with love and compassion as we strive together to continue the traditions of St. Michael School in an atmosphere that is nurturing and supportive.

This handbook was designed to assist you as parents. It will familiarize you with the policies of St. Michael School, but more importantly, it will enable you to assist and support your child's education and activities. The regulations and other provisions outlined in this handbook are considered a contractual agreement between St. Michael School and each parent and student enrolled in the school.

The administration reserves the right to amend this handbook for just cause. This handbook replaces all handbooks published by St. Michael School before August, 2019.

All parents and students are required to read the handbook and sign the Handbook Form annually. Parents are also required to sign the Parent Cooperation Statement annually. These signed forms are part of your contract with St. Michael Catholic School.

Thank you for choosing the gift of a Catholic education for your child's growth and development. We are grateful to you for having selected St. Michael School.

### **Parent Cooperation Statement**

An integral part of the educational philosophy of St. Michael School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While St. Michael School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, St. Michael School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. St. Michael School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school. Annually, parents are required to sign the St. Michael School Parent Enrollment Contract which is a binding legal document.

## **Mission Statement**

The mission of St. Michael School is to promote growth in faith, scholarship, leadership and service, and to build a faith community rooted in gospel values, centered on the Eucharist.

## **Philosophy**

St. Michael School has a rich tradition of faith, scholarship, service, and leadership which has been passed on through the years since it was founded by the Sisters of the Most Holy Sacrament in 1900.

The faculty is dedicated to the Church's mission to proclaim the Gospel and to "Teach as Jesus Did." As disciples of Jesus, the faculty strives to lead young minds to find God's presence in the ordinariness of life and to see the relevance of Gospel teaching in daily life. Spiritual growth is fostered through liturgy, prayer, reflection, compassion and forgiveness, inspiring students to live as Jesus commanded each of us to love and serve one another.

We believe:

- In providing a strong Catholic education centered in the person of Jesus Christ steeped with teachings in faith and morals, and inspiring students to live as Jesus commanded.
- That Christian leadership is developed through service to the school, church, and wider community by building the Kingdom of God through living, loving, and serving one another.
- In providing an excellent academic education using the latest and best research-based instructional practices
- In preparing our students to assume responsible roles in an ever increasing globally inter-dependent society by striving to foster their desire to seek wisdom and truth, equal justice, and the discipline to become independent learners with the capacity to make moral decisions, and the responsibility to transform and enrich the world with gospel values.
- In using every teachable opportunity to model, guide, and instruct students while striving to educate the whole child, providing for their individual differences and unique gifts.
- In a commitment to form a faith-filled educational community giving priority to developing the trust and support of our parents, who have the primary responsibility for educating their children in the teachings of the Catholic faith.
- That the development of an enduring character is essential not only to govern a student's behavior, but also hopefully to enable them to live happy fulfilled lives in accordance with the teachings of the Catholic faith.

## **Product Statement**

Upon completion of St. Michael School, each child will have been taught to develop individually as a Christian who lives as an integral part of the Catholic faith community. The students are encouraged to approach academic challenges openly, to understand and accept personal and social responsibilities through service to the Church, community and their country, and to value life, family, country, freedom, and opportunity.

## **Accreditation**

St. Michael School is fully accredited by the Roman Catholic Diocese of Lafayette, the Louisiana State Department of Education and the Southern Association of Colleges and Schools, SACS-CASI, AdvancEd.

## **Non-Discriminatory Policy**

St. Michael School does not discriminate on the basis of religion, race, sex, or national origin. Should the number of applications for enrollment exceed the maximum class size, the school principal, acting through the admissions policies recommended by the St. Michael School Advisory Council and in consultation with the Pastor, will make the final determination for admission or will adhere to the priorities for admission.

## Administration / Staff / Faculty Contact Information

<b>Administration</b>		
Father Mikel Polson	Pastor	<a href="mailto:mpolson@diolaf.org">mpolson@diolaf.org</a>
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Ms. Caroline Berry	1 <sup>st</sup> grade teacher	<a href="mailto:cberry@stmike.net">cberry@stmike.net</a>
Ms. Emilie Broussard	8 <sup>th</sup> grade teacher	<a href="mailto:ebroussard@stmike.net">ebroussard@stmike.net</a>
Mrs. Alicia Francis	7 <sup>th</sup> grade & PE teacher	<a href="mailto:afrancis@stmike.net">afrancis@stmike.net</a>
Mrs. Ellen Fussell	1 <sup>st</sup> grade teacher	<a href="mailto:efussell@stmike.net">efussell@stmike.net</a>
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Mrs. Meghan Guidry	4 <sup>th</sup> grade teacher	<a href="mailto:mguidry@stmike.net">mguidry@stmike.net</a>
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Mrs. Rhonda Hebert	Pre-kindergarten Aide	<a href="mailto:rhebert@stmike.net">rhebert@stmike.net</a>
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## **Academics**

### **Classroom Instruction**

St. Michael School curriculum and instruction are aligned to national standards which meet and often exceed the highest standards in education. St. Michael explores and implements classroom structures that promote the best practices of teaching and learning in all academic areas with an integration of technology in each content area. We utilize research-based strategies and instructional resources geared toward developing a strong foundation, critical thinking and reasoning skills. Varied and flexible methods of delivery promote student engagement and enjoyment of learning. St. Michael students are provided continuous and challenging opportunities to excel in our academic setting.

### **Classroom Division and Placement**

Every attempt is made to place an equal number of boys and girls in each homeroom and an equal number of students in each homeroom.

Requests are accepted only if a parent adheres to the following procedure:

1. Parents submit a written request to the principal for special classroom placement before June 1<sup>st</sup> of the upcoming school year.
2. Parents may be asked to make an appointment with the principal to discuss their request.

Class lists are not published until August.

### **Enrichment**

Enrichment classes provide students with opportunities to develop basic understanding and skills in subject areas outside of the core content. Students receive enrichment in Art, Computer, Music, Physical Education and/or Spanish.

### **Assignments / Homework / Missed Work**

Teachers and parents share the responsibility for regular communication concerning a child's performance in the classroom. Classwork and test papers are sent home for parent review and signature. Parents are encouraged to contact the teacher for clarification or to discuss areas of concern. Teachers will maintain close contact with parents when a student is not working up to expectations. Some teachers make information available online to students to assist with assignments and home study. Grades can also be checked by parents online.

#### **Grades K-4**

Upon request, the teacher will assemble the missed work and place it in the cafeteria for pick up after 3:00 pm.

#### **Grades 5-8**

Students will receive missed work from each teacher when they return.

Students are responsible for getting their homework completed in a timely manner set by the teacher. In case of an extended illness, parents are asked to contact the student's homeroom teacher.

In the case of a pre-planned absence, parents should contact the teacher(s). It is the student's responsibility to obtain assignments from the teacher(s) prior to the absence. All missed assignments and tests must be completed by the deadline given by the teacher(s).

## Student Progress Reporting

### Signed Papers

Student test papers will be sent home on a regular basis. Parents are to review, sign and return test papers to the teacher(s).

### Progress Reports

All students in grades 2-8 receive a mid-quarter progress report in all subjects. Progress Reports must be signed by parents and returned to school.

### Academic Reports

An official Academic Report may be used to notify parents of an academic concern in addition to Progress Reports and Report Cards. Academic Reports must be signed by parents and returned to school.

### RenWeb

Grades are posted at [www.renweb.com](http://www.renweb.com), a secure information system. Parents may access student information using a school-provided login ID and password. If questions arise, please contact the St. Michael School Secretary.

## Academic Grading Scales

Grading scale for grades 2 - 8:

<b>A</b>	95 – 100%	Outstanding
<b>B</b>	88 – 94%	Very Good
<b>C</b>	79 – 87%	Good
<b>D</b>	70 – 78%	Weak
<b>F</b>	Below 70%	Not fulfilling requirements
<b>I</b>		Incomplete

Grading scale for Prek – Grade 1:

<b>S</b>	Satisfactory
<b>P</b>	Progressing
<b>N</b>	Needs Improvement

The letter “I” will be given if assignments are incomplete. The incomplete grade will remain on the student’s record until the work is made up or until the “I” becomes an “F”. A time limit will be set by the teacher and school administration. Failure to meet these conditions will result in the grade “F” being assigned for the work missed

## Enrichment Grading Scale

Grading scale for grades 2 – 8

<b>S</b>	Satisfactory
<b>NI</b>	Needs Improvement
<b>U</b>	Unsatisfactory

A grade of U or NI in Enrichment classes will keep a student off Honor Roll and/or Principal’s List.

## Conduct Grading Scales

Grading scale for grades 4 - 8

<b>A</b>	95 – 100%
<b>B</b>	88 – 94%
<b>C</b>	79 – 87%
<b>D</b>	70 – 78%
<b>F</b>	Below 70%

Grading scale for grades 2 – 3

<b>E</b>	Excellent (95 - 100%)
<b>S</b>	Satisfactory (80 - 94%)
<b>NI</b>	Needs Improvement (70 - 79%)
<b>U</b>	Unsatisfactory (Below 69%)

Grading scale for Prek – Grade 1

<b>S</b>	Satisfactory
<b>P</b>	Progressing
<b>N</b>	Needs Improvement

## Conduct Grade Explanation

### Grades 2-3

Students in grades 2-3 will receive a weekly conduct report. The report form will identify student behavior as either excellent, satisfactory, needs improvement or unsatisfactory for the week. An unsatisfactory or needs improvement mark on the 9 weeks report card will keep a student off the Honor Roll and/or the Principal's List.

### Grades 4-8

Students in grades 4-8 receive a conduct grade on their report card using the grading system previously listed. Minor violations, detentions, and suspensions will result in conduct points being deducted from the nine weeks conduct average. One point for each minor violation, 5 points for each detention and 10 points for each suspension. A grade of 94 or below on the conduct average will keep a student off of the Principal's List. A grade of 87 or below will keep a student off of the Honor Roll.

## Promotion and Retention Policy

### Pre-Kindergarten/ Kindergarten / First grade

- At the pre-kindergarten, kindergarten and 1<sup>st</sup> grade levels, promotion is based primarily upon the child's mastery of basic skills.
- If weakness occurs, the school reserves the right to have the child repeat the year in order to have more time to mature, as well as time to acquire the skills necessary for success at the next academic level.

### Second grade / Third grade

- In 2nd or 3rd grade, a student will repeat the current grade if he/she fails to master basic skills needed to move to the next grade level.
- If a student fails language or spelling, he/ she must successfully make up the deficiency by private tutoring meeting St. Michael requirements.

#### **Fourth - Eighth grade**

- In 4th through 8th grades a student will repeat the grade if he or she fails two or more subjects.
- If a student fails one subject, he or she must make it up in summer school (or by private tutoring meeting all state requirements) in order to be promoted to the next grade.
- If a student fails Religion, he or she will be required to make up the work through private tutoring in the summer by a certified Catechist.

The final decision for a student to be promoted to the next grade or for a student to continue at St. Michael will be made by the administration.

#### **Student Records**

Parents have the right to view their child's records. Please make the request to the Principal so reviews can be scheduled. Official student cumulative files contain: Academic transcripts, standardized test reports, final report cards, health records, disciplinary notices, and custodial information (if applicable).

#### **Parent/Teacher Conferences**

Parents are encouraged to make appointments to meet with individual teachers at any time during the school year. Parents with a concern or question are asked to contact the teacher or teachers with whom there is a concern before contacting the administration. Parent conferences are scheduled annually for each student by the teacher.

#### **Field Study Trips**

Field studies, commonly referred to as field trips, are intended to be extensions of the classroom. They are conducted to enrich and provide hands-on learning experiences for students. Field trips are a privilege. No student has an absolute right to go on a field trip. Field study permission forms must be submitted to the teacher in advance for all trips off campus or the student will not be allowed to attend.

Student must return to school with their class unless prior arrangements have been made. A parent must request in writing (preferably on the permission slip) that their child will leave with them and not accompany their class back to school. Parent(s) may also sign out their own child on an official school sign-out sheet, provided by the teacher in charge.

Students who receive a suspension may lose the privilege to travel on a field trip with their class. The decision for suspended students will be made by the administration after consultation with the teachers.

All students shall adhere to all school rules, dress code, and policies while on a field study and follow the school policy for cell phones and electronic devices.

Parents who are serving as a field study chaperone may not bring their younger children to these events so that full attention may be given to the students in their charge.

Once field trip money has been turned in and arrangements made for transportation and costs of the trip, tickets, etc., the money is not refundable.

## **Awards / Special Recognition**

### **Quarterly Awards**

#### **Principal's List**

- All A's in all subjects and conduct in grades 4-8
- All A's in all subjects and excellent in conduct in grades 2-3
- Satisfactory in Enrichment in grades 2 – 8.

#### **Honor Roll**

- All A's and B's in all subjects and conduct in grades 4-8
- All A's and B's in all subjects and satisfactory in conduct in grades 2-3
- Satisfactory in Enrichment in grades 2 – 8.

### **End of the Year Awards**

**Principal's List** - Principal's List for all four grading periods.

**Honor Roll** - Honor Roll for all four grading periods.

**Subject Award** – Straight A's in a subject all four grading periods.

**Conduct Award** – A's or S's in Conduct for all four grading periods.

**President's Excellence Award** – Given to students in grades 6<sup>th</sup> and 8<sup>th</sup> who attain an academic average of 3.5 or above in elementary and junior high grade levels, and score at or above the 85<sup>th</sup> percentile on standardized tests in math or reading.

**Woodman of the World** - Presented to the outstanding 7<sup>th</sup> grade American History student, selected by the junior high teachers based on academic performance.

**Billy McDaniel Religion Award** - Presented in memory of Mr. Billy McDaniel by his family to a 7<sup>th</sup> grade student who demonstrated strong Christian values and academic excellence in religion class and lives his/her faith as Jesus calls us to do. In addition, the student will be granted a cash scholarship to be applied to tuition.

**Christian Award:** (Grades 1-8) - One girl and one boy from each homeroom is selected to receive this award. Teachers and administration consult to make the selections. The students chosen for this award demonstrate an outstanding Christian behavior and attitude throughout the year. The students who receive this award may not have more than one detention or any suspensions during the year.

**American Legion Award** - Presented to an 8<sup>th</sup> grade boy and girl who demonstrate scholarship, service, citizenship, religion, and character. Teachers and administration consult to make the selections.

**Daughters of the American Revolution** - (Acadia Chapter) Presented to an 8<sup>th</sup> grade student who demonstrates patriotism, scholarship and service. Teachers and administration consult to make the selections.

**Beta Club Award** – Presented to an outstanding club member. This award is selected by the moderators and approved by the administration.

**Student Council Award** – Presented to an outstanding club member. This award is selected by the Student Council moderators and approved by the administration.

**4-H Award** - The outstanding 4-H member who receives this award must be a member in good standing of the St. Michael Jr. 4-H Club and must have met the following criteria:

- Attended club meetings with no disciplinary problem, participated in Achievement Day, and turned in a record book for each year he/she has been in 4-H.
- Must have exhibited outstanding qualities during his/her years as a 4-H member by participating in some or all of these activities: helped members with club projects, exhibited a desire for self-improvement, participated in Achievement Day and other 4-H contests, and held an office in the club.
- The leaders will refer to academic and behavior records to select a recipient.
- In case of a tie, the St. Michael 4-H leaders will consult with the county agents for assistance.
- This is to be an annual award for a qualifying 4-H Club member and the prize will be funded by the St. Michael Jr. 4-H Club. The winner will be selected by the 4-H leaders and faculty moderator and approved by the administration.

**Other awards** - presented by various clubs and organizations and/or athletic programs, music program, drama program, and service programs throughout the school year.

## **Admission Policies and Procedures**

### **Admission Considerations**

1. The priorities for admission will be followed. Should a conflict arise in any category, the Principal will consult with the Pastor of St. Michael Church, who will make the final decision.
2. Students transferring from other Catholic Schools have priority over students transferring from public, private, or home school. Non-Catholic alumni have preference over non-Catholics who are not alumni.
3. Entrance in each category will be accepted according to a date of application. Those with earlier dates will be admitted first.
4. Priority for presently enrolled students who are re-registering for the new year is determined by date registration is paid in full (and tuition is up-to-date). Parents who choose to pay prior to the beginning of In-House Registration will have payment posted on the first day of In-House Registration.
5. New students are not accepted in the eighth grade class. Any exception will be determined by the Pastor in consultation with the administration.

### **Priority for Admission (In descending order of priority)**

- A. Children of St. Michael faculty or staff members and currently enrolled Pre-Kg-7 students at St. Michael School
  - A1. Siblings of presently enrolled students in Pre-Kg-8
- B. Children of registered Catholics of St. Michael Church Parish whose parents are St. Michael Alumni
- C. Children of registered Catholics of St. Michael Parish
- D. Children of registered Catholics from participating church parishes who are alumni of St. Michael School
- E. Children of registered Catholics from participating church parishes

- F. Children who are transferring from another Catholic School
- G. Children of Catholic School Alumni
- H. Catholic students requesting entry who are not in a participating Catholic Church parish
- I. All others regardless of the above priorities

Should there be any changes to the policy, they will be published at registration time each year.

### **Registration of Current Students**

Registration of students currently enrolled at St. Michael School is held in early February for the upcoming school year.

### **Custody**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to. A child will be released to the non-custodial parent only if written permission is provided to the school office by the primary custodial parent. It is the primary custodial parent's responsibility to submit a copy of the correct certified copy of the custody section of the divorce or separation decree to the school office and keep the school office notified of any changes.

The school respects the rights of the non-custodial parent. In the absence of a court order to the contrary, St. Michael School will, upon request, provide the non-custodial parent with access to academic records and to other school related information regarding the child.

### **Withdrawal Procedures**

Parents who withdraw or transfer a student to another school during the academic year are to use the procedure listed below.

1. Parents notify the principal of the transfer either in writing or by scheduling an appointment.
2. Parents acquire a withdrawal form from the school secretary.
3. Parents will complete the form indicating the name and address of the new school where the records are to be sent.
4. School will have the librarian sign the form when all library books have been returned.
5. School will have the cafeteria manager sign the form when all charges have been paid.
6. School will have the bookkeeper sign the form when all the outstanding fees and tuition are paid in full.
7. School will have the teacher(s) sign the form when all textbooks and materials have been returned.

Cumulative records of students will be released only after this procedure is completed and all accounts are cleared. A formal request in writing from the new school must be received by St. Michael School before the records will be sent.

## **After The Bell - Extended Day Program**

St. Michael School offers an extended day program that operates as a service to the families who have students enrolled in the school. Consistent with the mission of St. Michael School, After the Bell, the extended care program, offers parents a safe, familiar, and loving alternative environment during after-school hours for their children. The program includes time for students to complete and receive assistance with homework, provides developmentally-appropriate recreational opportunities, and provides social interaction. After the Bell follows the same discipline policy that applies during the

regular school day. After the Bell Handbook and Registration forms can be found in the school office or on the school website.

## Communication

### FACTS/RenWeb

The school communicates with parents through email and FACTS/RenWeb Parent Alert. Please make sure the school has your current email address and that the school office is notified of any change in that address. FACTS/RenWeb Parent Alerts by phone, are sent when there is an emergency or change in schedule.

### Concerns

Parents with a concern should first attempt to address the concern with the teacher. If a parent needs to communicate with a teacher, please use the provided school email address. Parents may also choose to send a note to the teacher or call the school office and leave a message.

The administrative contact persons for curriculum and discipline are as follows:

<b>Academic Support Director</b>	Mrs. Tammy Trahan
<b>Curriculum Team</b>	Mrs. Leonor Gonzalez & Mrs. Tammy Trahan
<b>Discipline Director</b>	Mrs. Leonor Gonzalez

## Daily Procedures

### School/Office Hours

Parents are requested to have children present for morning assembly. Academic instruction follows assembly and ends at 3:00 pm. Classroom duty teachers are assigned positions beginning at 7:30 A.M. The school office is open on school weekdays from 7:30 am – 3:30 pm. Summer office hours are from 8:30 to 11:30 am during the month of June. The school office is closed during the month of July and will re-open in early August.

### School numbers

School Office:	783-1410	School Fax:	783-8547
Cafeteria Manager:	783-0701	Athletic Dept:	783-1410

## Bell Schedules

### Regular Schedule

7:30..... Campus Opens/Supervision begins  
 7:30..... All Teachers Sign-in  
 7:50..... Bell  
 7:50-8:00..... Morning Assembly  
 8:00-8:10..... Homeroom  
 8:10-9:00..... First Period  
 9:00-9:50..... Second Period  
 9:50-10:40..... Third Period  
 10:40-11:30..... Fourth Period  
 10:45-11:20..... Lunch 1-5  
 11:30-12:00..... Lunch 6-8  
 11:30..... Prek Dismissal  
 12:00..... Kindergarten Lunch  
 12:00-12:15..... Recess  
 12:20-1:10..... Fifth Period  
 1:10-2:00..... Sixth Period  
 2:00-2:55..... Seventh Period  
 2:50..... Announcements  
 Early Bus Dismissal  
 2:55..... Proceed to Gym  
 3:00..... Dismissal  
 3:30..... Supervision Ends  
 3:30..... Teachers Sign Out/Campus Closes

### Mass Schedule #1

7:30..... Campus Opens/Supervision begins  
 7:30..... All Teachers Sign-In  
 7:50..... Bell  
 7:50-8:00..... Homeroom  
 8:00-8:45..... Mass  
 8:45-9:30..... First Period  
 9:30-10:15..... Second Period  
 10:15-11:00..... Third Period  
 10:45-11:35..... Lunch 1-5  
 11:00-11:45..... Fourth Period  
 11:45-12:15..... Lunch 6-8  
 11:30..... Prek Dismissal  
 12:00..... Kindergarten Lunch  
 12:15-12:30..... Recess  
 12:35-1:20..... Fifth Period  
 1:20-2:05..... Sixth Period  
 2:05-2:55..... Seventh Period  
 2:50..... Announcements  
 Early Bus Dismissal  
 2:55..... Proceed to Gym  
 3:00..... Dismissal  
 3:30..... Supervision Ends  
 3:30..... Teachers Sign Out/Campus Closes

### Mass Schedule #2

7:30..... Campus Opens/Supervision begins  
 7:30..... All Teachers Sign In  
 7:50..... Bell  
 7:50-8:00..... Homeroom  
 8:00-8:45..... First Period  
 8:45-9:30..... Mass  
 9:30-10:15..... Second Period  
 10:15-11:00..... Third Period  
 10:45-11:35..... Lunch 1-5  
 11:00-11:45..... Fourth Period  
 11:45-12:15..... Lunch 6-8  
 11:30..... Prek Dismissal  
 12:00..... Kindergarten Lunch  
 12:15-12:30..... Recess  
 12:35-1:20..... Fifth Period  
 1:20-2:05..... Sixth Period  
 2:05-2:55..... Seventh Period  
 2:50..... Announcements  
 Early Bus Dismissal  
 2:55..... Proceed to Gym  
 3:00..... Dismissal  
 3:30..... Supervision Ends  
 3:30..... Teacher Sign Out/Campus Closes

### Schedule #3 / Club Schedule

7:30..... Campus Opens/Supervision begins  
 7:30..... All Teacher Sign-In  
 7:50..... Bell  
 7:50-8:00..... Homeroom  
 8:00-8:45..... First Period  
 8:45-9:30..... Second Period  
 9:30-10:15..... Third Period  
 10:15-11:00..... Fourth Period  
 10:45-11:35..... Lunch 1-5  
 11:00-11:45..... Fifth Period  
 11:45-12:15..... Lunch 6-8  
 11:30..... Prek Dismissal  
 12:00..... Kindergarten Lunch  
 12:15-12:30..... Recess  
 12:35-1:20..... Sixth Period  
 1:20-2:05..... Seventh Period  
 2:05-2:55..... Club Meetings or Special Event  
 2:50..... Announcements  
 Early Bus Dismissal  
 2:55..... Proceed to Gym  
 3:00..... Dismissal  
 3:30..... Supervision Ends  
 3:30..... Teacher Sign Out/Campus Closes

### 11:30 Early Dismissal Schedule

7:50 – 8:10	Assembly/Morning Prayer
8:10 – 8:35	First Period
8:35 – 9:00	Second Period
9:00 – 9:25	Third Period
9:25 – 9:50	Fourth Period
9:50 – 10:15	Fifth Period
10:15 – 10:40	Sixth Period
10:40 – 11:05	Seventh Period
11:00 – 11:25	Junior High Lunch
11:30	Dismissal

Junior High lunch begins at 11:00. Fifth grade will go first, followed by 8th, 7th, and 6th.

Junior High teachers: Make sure students are packed and take their book sacks to the gym BEFORE going for lunch.

### Attendance Policy

Students are to attend all classes every day that school is in session (Louisiana State Attendance Policy – Bulletin 741). A student must be in attendance for 160 full days of school to be considered for promotion. Any student who is absent, whether excused or unexcused, for 20 days or more may be required to repeat the grade due to insufficient attendance; however, the final decision is made by the administration based on the student's academic records. Any student absence, whether excused or unexcused, counts toward attendance. Exceptions can be made in the event of extended personal illness as verified by a physician or extenuating circumstances as approved by the administration.

When a student is absent, the parent is asked to call the school office by 8:15 a.m. to notify the school of their child's absence.

Absences due to personal illness, medical appointments, serious illness or death in the family, or school related educational trips and activities are considered excused. A note is required from the parent or doctor upon return to school and must be presented to the receptionist.

Students are responsible for all work missed on the day(s) of an absence with that work completed in a timely manner set by the teacher(s). Students missing school on the day of a test are required to take the test in a timely manner set by the teacher(s).

As per Louisiana State Bulletin 741, if a student is present for more than 50% of the school day, he/she is considered a whole day present. If a student is present for less than 50% of the school day, the student is considered a half-day present.

### Tardy Policy

A tardy slip must be obtained from the office if a student arrives **after morning assembly** but before 11:30 a.m. Students arriving later than 11:30 a.m. will be marked ½ day absent and must get an admit slip from the office. Parents are required, for safety reasons, to accompany their child when they are tardy and check them into the school office.

The parents will be contacted when the administration determines the absences and/or tardies have become excessive to discuss a possible plan to rectify the situation. Tardies and unexcused absences affect student learning and growth.

### Sign-In and Sign-Out Procedures

Students who must leave the campus during the school day for illness or other reasons are to be checked out by a parent or guardian through the administrative office.

Any parent who needs to pick up a child before the scheduled dismissal must properly sign the student out of school in the school office. Any parent authorizing another individual to pick up a student must notify the school office of the authorization in writing or by phone in the event of an emergency. Students will not be allowed to leave school with an unauthorized person. When the student returns to school during the school day, the parent must sign the student in before the student may return to class. Students who sign in late are responsible for checking with their teachers to get assignments upon their return.

### **Arrival Procedures**

The campus opens for students at 7:30 am. All students should be on campus by 7:50 am for morning assembly. School dismisses at 3:00 pm and all students must be picked up by 3:30 pm. Students left on campus after 3:30 pm will go to After The Bell and parents will be charged the daily drop in fee.

#### **Car Drop Off**

- Car Line - The gate on 17th street opens at 7:30 am and closes after the bell rings at 7:50 am. Parents are requested to come through the school driveway on 17th street to drop students along the gym walkway. Students arriving after the gate has closed are considered tardy and will need an admit slip from the Office.
- School Parking Lot - Students must be escorted through the parking lot to the office entrance walkway.

In consideration for student safety,

- Cell phone use is not allowed while driving in car line.
- Students may not be dropped off at the four-way stop on Northern Avenue or in the Northside School parking lot.
- Students may not be dropped off in the bus walkway.
- No stopping or parking in the bus lane during arrival and dismissal.

**Bus** - Students arriving by bus will be dropped off at the bus walkway leading to the gym.

**Walking** - Students walking to school must enter through the gate on Northern Avenue. Students must obey the crossing guard at all times.

### **Dismissal Procedures**

Any student not going home on their regular dismissal schedule needs to have a note sent in the morning letting the teacher know when and how they will go home. It must be signed by the parent.

#### **Car Line Pick up**

- Parents should enter the car line from the 17th street entrance, proceed to the call box and announce the family name.
- Please place family name tag on car visor or front dash to assist loading students.
- Follow instructions on the call box sign and from the duty teachers.

#### **School Parking Lot Pick up**

Parents must use the office entrance walkway and walk to the gym to pick up their children. Students are not allowed to enter the school parking lot unaccompanied. Parents and students must yield to buses at all times.

#### **Bus**

Students departing by bus will load on the bus lane walkway. If a student receives a referral from the Acadia Parish bus driver, then that student will also be disciplined by St. Michael School. Students who ride the bus represent St. Michael School and they must behave according to St. Michael rules and regulations.

## **Walking**

Students walking from school must have prior written permission approved by the Administration. Walking students will exit campus from the walker's gate on Northern Avenue. Students are not allowed to walk to Notre Dame to wait for older siblings or rides unless permission is granted in writing by the Notre Dame High School Principal and approved by St. Michael School Administration.

## **Bicycles Procedures**

Students riding to and from school must have prior written permission approved by the Administration. Bicycles are to be dismounted upon reaching campus and walked to the parking area. When leaving campus, bicycles are to be walked off campus before mounting. Students must use the designated walker's gate on Northern Avenue and obey the crossing guard at all times. Failure to comply with rules will result in the student relinquishing the privilege of riding the bicycle to school.

## **Religious Events/Special Events**

Religious events and special events will be listed on each monthly calendar. Students must remain with their teacher and class. Parents are invited to join their child and his or her class for masses, prayer services, award ceremonies, plays, and other student events.

# **Discipline**

Discipline is the key to developing and practicing good self-control, strong character, orderliness, and efficiency. Self-discipline is the ability to make a plan and carry it out, enabling students to build a good foundation for a Christian life. Respect is the key to good relationships and the basis for developing understanding of oneself and others. Responsibility is the ability to look at one's behavior, evaluate it, and make a plan to do better.

In order to create an atmosphere which encourages learning and assists each student both in reaching his/her highest potential and in building relationships according to our school philosophy, it is necessary that self-discipline, respect for self and others, and responsibility be nurtured. A zero tolerance policy is in place to promote student safety.

At St. Michael School we value a discipline policy that is practical and positive, where parents and teachers work together to address student behavior. Parents play a vital role in the process. Parents and teachers work together to not only develop the children's self-worth, but to reinforce the fact that misbehaving is neither beneficial nor productive. We strive to work with our families to share information and concerns. It is our belief that never, under any circumstance, should a parent or guardian question the authority of a teacher or administrator in the presence of a child.

"Cooperative" becomes the key word in fostering a classroom which is a pleasant place to teach and learn, where students gain self-esteem, a pre-requisite for responsible behavior and academic achievement. The goal of our Discipline Policy is to encourage a positive relationship between the teacher and student, and between the teacher and parent as we work with our parents in assisting children to develop self-discipline through a program that is both corrective and supportive.

Each teacher formulates a classroom management plan which consists of a set of rules and consequences for students. These consequences are explained to the students, posted in the room, and explained to the parents.

## **Discipline Policy**

### **Minor Violations**

A minor violation will be issued when a student violates the minor violation rules listed below:

1. Violation of the uniform policy
2. Unauthorized gum chewing, candy eating, etc.
3. Violating procedures for morning assembly and after-school dismissal
4. Inappropriate conduct or horseplay (not keeping hands to yourself, pushing and shoving, wrestling, throwing objects, running, chasing, continuous talking after quiet is requested, teasing, writing or passing notes, etc.)
5. Misconduct that prevents student learning

When a minor violation is issued, the student will receive one point off of the quarterly conduct average for each behavior violation. When a student has been issued a minor violation, it is because they have already been warned and points have been deducted from in-class conduct grade. Parents must sign the form and the student should return the form to the teacher who issued the violation the next day. If multiple minor violations are issued to a student for violating minor violation rules #4 and #5, a behavior contract may be issued by the administration.

### **Detentions**

A detention is given for major violations of school rules. Parents must sign the detention form. The signed form must be returned to the teacher or administrator who issued the detention the next school day. Detentions are an indication of serious infractions of school rules. Students receiving a detention will lose 5 points off the quarterly conduct average and serve time in detention on an assigned day. Failure to attend assigned detention time could possibly result in a second detention. If student cannot attend on assigned day, permission must be granted from the administrative secretary, the Assistant or the Principal. Students in grades 4-8 will serve 60 minutes detention; Prek – 3<sup>rd</sup> grade will serve 30 minutes detention.

### **Major Violations**

A detention will be issued when a student violates a major violation rule listed below. Additional consequences may be given by the administration. Continued major infractions will result in a conference with the administration, teachers involved, and parents to determine if St. Michael School is the best environment for the student's success. At that time, the administration reserves the right to put a student on a behavior contract.

1. Fighting, inappropriate aggressive horse play, hitting, shoving or pushing with force, biting, instigating or encouraging fighting. Students who fight will also be sent home for the rest of the day and will not be allowed to participate in school events or after school events for the remainder of the day, including athletic practices and games.
2. Threats; teasing, taunting, and or name calling delivered to ridicule, embarrass, and/or make fun of, or encouraging others to do so.
3. Harassment and/or bullying; (repeated, intentional, purposeful).
4. Leaving a teacher, class group or classroom without permission.
5. Disrespect for authority (including staff members, substitutes, and guest speakers) or bold disobedience.
6. Lying, cheating, plagiarism, or betting. Student who cheats or plagiarizes will earn a zero on the work in question.
7. Entering any building or classroom without permission or at unassigned times during, before or after school
8. Profane or obscene language, writings, gestures, drawings or actions
9. Defacing uniforms or writing on body parts
10. Defacing school property, including marking on desks, walls, statues and religious icons, doors, bulletin boards or electronic equipment, inside and outside on school grounds

11. Misuse of the Cell Phone Policy
12. Violation of the Technology Student Acceptable Use Policy
13. Violation of the Electronic Device Policy
14. Any unchristian behavior on school grounds or at any school function

## **Suspension**

A suspension is given for severe violations of school rules. If a student receives a suspension, he or she will not report to school, will receive an unexcused absence, and could possibly receive a grade of "0" for all tests and assignments missed. The student is expected to complete all tests, class work and assignments missed. The parents are to be notified before the child is sent home.

If it is determined that the student will remain at St. Michael School, the student will be suspended for no more than 3 days and 10 points will be deducted from their quarterly conduct average.

## **Severe Behavior Infractions (Grounds for Suspension)**

1. Threatening to harm, verbal abuse, bodily injury or any grave act of disrespect to students, staff members, teachers or visitors
2. Behavior which endangers any member of the school community
3. Stealing, receiving or inappropriate possession of stolen goods
4. Vandalism/destruction of property or action with intent to cause destruction
5. Possession or use of tobacco, matches, lighters, alcohol, electronic cigarettes / vapors, drugs (including over the counter medication) or any substance that might be harmful to the students or others
6. Possession and/or use of a weapon or any instrument that could harm another person (using a weapon or instrument to hit, threaten or injure)
7. Inciting breakdown of school authority
8. Leaving the campus without permission during school session or entering the school without permission when school is not in session or activities are not scheduled
9. Any serious unchristian or inappropriate behavior on school grounds or at any school function deemed so by the administration
10. Any serious unchristian or inappropriate behavior off school grounds or not connected with school activity may also be grounds for suspension or expulsion within the discretion of the administration of the school
11. Dialing 911 or any misuse of telephones, computers, electronics or alarm systems
12. Severe violation of the Technology Student Acceptable Use Policy
13. Climbing upon any roof of the school at any time.

## **Harassment**

As a member of the Body of Christ and part of the community of St. Michael School, each person has a right to be treated with dignity and respect. St. Michael School does not condone harassment of any kind. No student has the right to treat another in any way that will cause physical or emotional pain.

**Harassment** occurs when a person makes verbal or physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal school work or movement.

**Physical Harassment** includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal school work or movement.

**Verbal Harassment** includes derogatory remarks, jokes or slurs and includes belligerent or threatening words spoken to another.

**Sexual Harassment** includes sexual comments, innuendo, invitations, request for sexual favors and/or unwelcome advances and other verbal or physical conduct of a sexual nature.

**Technological Harassment** includes misuse of technology but is not limited to teasing, intimidation, defaming, harassing, threatening, or terrorizing another student, teacher, administrator, parent, or volunteer by sending or posting email messages, instant messages, text messages, digital pictures or images, or website posting, including blogs and social media websites, regardless of whether such acts are committed on or off school property.

**Bullying** is a type of harassment that involves some sort of force, whether overt or subtle. Bullying is repeated harassment that can take three forms: physical, verbal, or psychological. Bullying is when someone repeatedly hurts or scares another person intentionally. Bullying contradicts the fundamental beliefs of St. Michael School and is unacceptable. St. Michael School has implemented an anti-bullying program with goals to reduce and prevent bullying problems among St. Michael students as well as to improve their peer relations. We believe that children can learn that by taking care of each other, speaking out against bullies, and working together, they can end bullying.

The program's policies will be reviewed annually. Continuing education regarding the policy and the goals will be provided for faculty, staff, parents, and students of St. Michael School. All acts of bullying should be reported to a school official immediately. A notification process, using Incident forms, is in place to monitor students involved in bullying. Parents are notified as indicated.

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

## **Expulsion**

Expulsion is used only when all other means of discipline prove ineffective and/or the student's conduct is a definite hindrance to the welfare and progress of the St. Michael School community. Expulsion is the permanent removal of a student from attending St. Michael School.

## **Expulsion Regulations**

1. The principal will notify the parents immediately by phone that the student is suspended from the campus and that expulsion is being seriously considered.
2. The principal will confer with the parents by the end of the suspension, to discuss either reinstating the student, putting the student on probation or expelling the student.
3. The parents may appeal the decision to the Diocesan Superintendent of Catholic Schools.
4. The Diocesan Superintendent of Catholic Schools, upon receipt of a proper request for diocesan review, will decide whether or not to conduct a formal hearing. The superintendent will inform all concerned as appropriate.
5. If a hearing is to be conducted, the superintendent will consult with the president of the Diocesan Schools Advisory Council then appoint an Ad Hoc Committee to hear the grievance. (The above expulsion regulations have been set forth in the Diocesan Administrators Manual.)

The above rules apply not only to the school day, but also to field trips, sporting events, and extracurricular activities. St. Michael students should also remember that they represent the school at all times and they must never bring discredit to their school. St. Michael students should strive to live by the school mission at all times.

## **Cell Phone Policy**

Student cell phones are not permitted at school and/or school-sponsored activities. Exceptions must follow these procedures. Please request an exception only when your child has a specific need for a specific event.

1. Cell phones must be turned off and checked into the office each morning. The student may not retrieve their phone until school has dismissed.
2. In case of an after school activity, cell phones must be turned in to the faculty chaperone or coach following the same procedure listed above.
3. No cell phone may be used for any social media purposes, picture taking, videoing, messaging or texting.
4. No harassment or threatening of persons via the cell phone is permitted.
5. Cell phones may not be used for game playing, Internet or email access, gambling or making purchases of any kind.
6. Those who violate any of the rules regarding cell phones will forfeit their privilege of having a cell phone at school or school activities and could receive disciplinary action.
7. A student who violates the cell phone policy will surrender their phone to the school administration and the cell phone will be kept until retrieved by a parent or guardian.

### **Electronic Device Policy**

Electronic devices with access to the Internet will not be allowed at St. Michael School. If the policy is violated, the school will not be responsible or liable for the electronic devices brought on campus or to any extra-curricular activity. E-readers will be allowed on campus only for academic purposes. The school will not be responsible or liable for the E-readers brought on campus.

### **Substance Abuse Policy**

1. The use, possession, purchase, or sale of alcohol or drugs by students on school property or at school sponsored functions not on school property or while in uniform is prohibited.
2. The following procedure shall apply to any student who possesses, distributes or ingests any mood-altering chemical or illegal drug on school property or at a school function. This procedure is based on the key elements of immediate intervention, assessment, and follow-through treatment.
3. Any student referred to the principal for a first violation of the substance abuse policy will undergo the following procedure:
  - a. The parent will be called and informed of the charge and asked to make arrangements for their child's transportation home.
  - b. The student will be suspended for a three (3) day period
  - c. The principal will confer with the parents during the suspension period
  - d. The principal may require that the parents obtain a professional assessment for the student's condition prior to his re-admission to school
  - e. The principal may require the student to agree to participate in follow-through treatment as deemed necessary by a health care professional in order to be re-admitted to school
4. Any student referred to the principal for a second violation of the Substance Abuse Policy will be suspended immediately and the principal will convene an expulsion hearing.

Please note: A student that is involved in, accused of, or charged with a serious wrong or some inappropriate behavior may be placed on a program of home study by the principal pending the outcome of an investigation or internal review. Diocesan Policy DP 3015

### **Locker and Storage Areas**

All lockers and storage areas are property of St. Michael School. St. Michael School is the co-tenant of lockers, desks and storage areas and reserves the right to search them at any time without notice.

### **Care of School Property**

School property damaged by a student will be repaired or replaced at the parents' expense. Disciplinary actions may occur.

## Extracurricular Activities

Academic, leadership, service and sports-oriented extracurricular activities are offered to the students of St. Michael School, thus allowing them to participate in activities suited to their interests and abilities. Good sportsmanship and teamwork are positive benefits of extracurricular teams and club activities. Participation in St. Michael School sponsored extracurricular clubs, organizations and/or teams is a privilege and all students representing the school are expected to follow school rules, guidelines and policies at all times. In the event that a student does not adhere to school policies and/or does not represent the school in a manner befitting the school mission, administration reserves the right to, without notice, remove or disallow participation in any given game(s), contest(s) activities and/or event. Parents are asked to review the requirements for each activity with their child and to assist them in making wise decisions about the club and team sport memberships.

### Athletics

Please refer to the current St. Michael School Athletic Handbook located online at [www.stmike.net](http://www.stmike.net) or a copy may be obtained from the school office.

### Athletic Eligibility

To be eligible for athletics (being on a team or practicing with the team) under the scholastic rule, a student must have a grade point average of at least 1.66 (13 or more quality points) based on the following subjects (English-Spelling, Reading, Math, Social Studies, Science, and Religion) and have no F's in these subjects and no U, D, or F in conduct, physical education, enrichment and computer. The grades at the end of each 9 week period determine eligibility for the following 9-week period. The last 9 weeks average of the previous school year is used to determine eligibility for the first 9 weeks of the following school year. A student under suspension will have a mandatory 1 game suspension including any upcoming tournament, track meet or golf match. The student will not be allowed to participate in practice. A student has only one year of 8<sup>th</sup> grade eligibility. If a student is sent home during the day for disciplinary reasons, he/she will not be allowed to participate in athletic events (including practice or games) or other school events for the remainder of the day. The scholastic rule applies to all student athletes, managers, and cheerleaders. The Athletic Director is responsible for submitting to the principal and to the coach/moderator a list of students ineligible to play at the end of each quarter using the designated form. The Athletic Director is also responsible for issuing forms to students and parents. All tuition and fees must be current and up to date before a student can participate in a sport.

### Athletic Program

The athletic program at St. Michael School offers students many opportunities for involvement. Students may be required to tryout and are not guaranteed participation in any sport. Programs offered are as follows:

<b>Sport</b>	<b>Participants</b>	<b>Grade</b>
Football	Boys only	7 <sup>th</sup> – 8 <sup>th</sup>
Soccer	Boys / Girls	5 <sup>th</sup> – 8 <sup>th</sup>
Flag Football	Boys / Girls	5 <sup>th</sup> & 6 <sup>th</sup>
Volleyball	Girls only	5 <sup>th</sup> – 8 <sup>th</sup>
Basketball	Boys / Girls	5 <sup>th</sup> – 8 <sup>th</sup>
Track	Boys / Girls	5 <sup>th</sup> – 8 <sup>th</sup>
Baseball	Boys only	5 <sup>th</sup> – 8 <sup>th</sup>
Softball	Girls only	5 <sup>th</sup> – 8 <sup>th</sup>
Golf	Boys / Girls	5 <sup>th</sup> – 8 <sup>th</sup>
Cheerleading	Girls only	8 <sup>th</sup>

*St. Michael School complies with diocesan policy that states, "no school events including practices and games will be allowed on Sunday." Diocesan Policy DP 4001.*

Please refer to the current Athletic handbook available in the school office or website [www.stmike.net](http://www.stmike.net)

### **Club Membership & Officers**

The following are the regulations governing club membership and class officers:

1. A student may not hold more than one club office in the same year. Offices are: president, vice-president, secretary, treasurer, reporter, chaplain, and sergeant-at-arms.
2. Once elected to an office a student will be removed from that office if a student is suspended for any reason.
3. A student receiving a suspension during the current school year is not eligible to run for an office for the next school year.
4. An officer receiving a "C", "D", "U", or "F" in conduct in any class will be removed from that office for the remainder of the year.
5. Any grade below "C" in any subject taught in a nine-week period will result in probation.
6. Any student with a grade below "C" in any subject or below "B" or "U" in conduct during the 4<sup>th</sup> 9 weeks is not eligible to run for an office for the next school year.
7. Each club will have a set of rules for membership. Club Moderators are responsible for informing the principal, the office, the student, and the parent if a student from their club is on probation or needs to be removed from office.

### **Beta Club**

1. Students must maintain "A's" or "B's" in all subjects including conduct every quarter.
2. Students receiving a "C" in any subject except in conduct (see #3) for one grading period will be placed on probation until the following quarter. An email will be sent to parents that the student is on probation until the next quarter.
3. After the probationary period, if the grades have not been brought up to "A's" or "B's", the student will be dismissed from the club.
4. Any student receiving a "D" or "F" in any subject is automatically dismissed from the Club.
5. Students receiving a "C" in conduct will be automatically dismissed from the Club for the school year. Unlike academic subjects where there may be extenuating circumstances, conduct is the sole responsibility of the student.
6. Upon receiving a detention, a club member will be on probation from the date the detention is issued till the end of the school year. If a second detention is received, the club member will be removed from Beta for the year and will not be eligible to run for a Beta position at St. Michael School.
7. Students placed on academic probation may not attend any Beta meetings during the probation period, but are expected to contribute to Beta activities.
8. Fourth quarter grades do count. If the student does not maintain "A's" or "B's" in all subjects including conduct for the fourth quarter, then the student will be placed on probation for the first nine weeks of the following school year. If in the first nine weeks of the following school year the student does not make "A's" or "B's" in all subjects including conduct, then the student will not be in Beta.
9. Anyone who holds an office position must be present for all meetings including rally, unless permission is given by a moderator prior to being absent.
10. Meetings will be announced and a note will be sent home regarding the meetings.
11. Officers who do not abide by these rules will be asked to resign from their position.
12. Parents' involvement is essential for student activities in this organization. More specific information will come from the moderator. Please read carefully.

### **Student Council**

1. Students must maintain a "C" or above in all subjects the 3<sup>rd</sup> nine weeks to be eligible to run for a Student Council office.
2. Students receiving a "C" in conduct by any teacher in any nine week period will not be eligible to run for a Student Council office.
3. Students receiving a suspension in any nine-week period will not be eligible to run for a Student Council office.

4. Students receiving a “C” or above in all subject areas for the fourth nine weeks or an “A” or “B” in conduct or the fourth nine weeks will be eligible to run for Student Council Class Representative the following school year.
5. Students receiving below a “C” in any subject will result in academic probation. Below a “C” in any subject the following nine weeks will result in removal from office.
6. Any member receiving a “C” or below in conduct, in any class, will be removed from the Student Council for the remainder of the school year. If a second “C” or below is received in conduct for any class through the remainder of the school year, the student will not be eligible to run for Student Council at St. Michael School.
7. Upon receiving a detention, a club member will be on probation from the date the detention is issued till the end of the school year. If a second detention is received, the club member will be removed from Student Council for the year and will not be eligible to run for a Student Council position at St. Michael School.
8. Upon receiving a suspension, a club member (including officers) will be removed from Student Council for the remainder of the school year and will not be eligible to run for Student Council at St. Michael School.
9. Three violations of the club rules will result in termination of your services to the Student Council.

### **Robotics Team and Quiz Bowl Team**

Members of the Robotics Team and Quiz Bowl team are selected annually by the moderators using established criteria. Students selected to represent St. Michael School on either team are expected to exhibit good leadership and behavior throughout the year. Students will be removed from the team if they fail to meet the academic and behavior requirements set by the moderators.

## **Finance**

### **Tuition and Fees**

The St. Michael School Advisory Council has designed a tuition and fee plan based on a twelve month tuition and fee payment schedule. Those families choosing to pay all tuition and fees in June will receive a discount. Parents are encouraged to use a 12 month automatic bank draft plan for tuition payments (June-May). Listed below are the fees that are charged and an explanation of each fee. Fees are paid through the June and July tuition payments and are non-refundable. Registration Fee is paid at the time of Registration. This is a non-refundable fee. Refer to the 2019-2020 Registration flyer.

All fees are paid with June and July tuition and are non-refundable.

1. **Registration Fee** - A registration fee is charged for each student at registration each February. This fee is not included in the fee payment schedule. The fee ensures (subject to enrollment / admission policy) a student’s place in school for the following year. The fee must be paid in full during in-house registration week or at the time of Registration. This fee is non-refundable.
2. **Building Fee** - This fee is included in the fee schedule. It is charged per family each year. Revenue from the fee is used to pay for building maintenance. It is a non-refundable fee.
3. **Educational Materials Fee** - This fee is included in the fee payment schedule. Revenue from this fee is used to cover the expense of student textbooks, including religion texts, workbooks, technology and all educational supplies used by the students and staff throughout the year. Chapel and religious supplies, first-aid supplies, and education equipment are also purchased with revenue from this fee. The fee is charged for each student and is non-refundable.
4. **Family Assessment Fee** - This fee is included in the fee schedule and is charged for each family each school year. This fee is used for the operational budget of the school. It is a non-refundable fee.
5. **Diocesan Tax:** This fee is levied each year by the Diocese of Lafayette on each student in all Catholic schools in the diocese. It is a non-refundable fee.

6. **SPC Dues:** This fee is collected each year and is used to meet expenses the SPC incurs in supporting the school activities. It is a non-refundable fee.
7. **Lunch Fees:** The cost of the student's lunch is determined by the Diocese each year.
8. **Testing Fee:** A testing fee is charged to assist with the purchase and scoring costs of student assessment. This fee is a non-refundable fee.

## **Tuition Policy**

1. Tuition rates are set by the St. Michael School Advisory Council each year.
2. The faculty of the school is hired and contracted for one year. Student programs are planned for the year on that basis. The enrollment of a student indicates that his/her parents understand that school expenses and commitments were projected on the assumption that he/she will remain for the entire year.
3. It is understood, of course, that if a family is transferred or makes a bona fide move out of the area served by St. Michael School, they will not be expected to complete the year's tuition payments. All fees are non-refundable.
4. The tuition rates for a given year are based on the best data and information available to the board for projecting that year's school cost. The council reserves the right to adjust the tuition rates if necessary to meet unforeseen emergencies. Parents will be given notice as early as possible should any such emergency arise.
5. Student Tuition and Fees (except the Registration Fee) will be paid in 12 equal installments beginning in June, 2019 through May, 2020. Parents may exercise the option to pre-pay. Parents who pay all the tuition and fees for the year in June will receive a discount. The twelve-month tuition plan was designed to ease the burden of payment for parents. Lunch payments are paid in 9 equal installments from August to April. Checks or money orders for lunches must be made out to St. Michael School Cafeteria. St. Michael School requires new families use automatic bank draft for the 12 month tuition payments. Please contact school bookkeeper, to make arrangements for your tuition payments by bank draft. Families entering St. Michael School for the first will have two options for tuition payment: (1) You may pay the tuition and fees for the school year on June 1st and receive a discount, or (2) you may pay monthly over 12 months, however, when choosing the twelve-month option, payments will be required to be made by bank draft. Please contact school bookkeeper, as soon as your child is accepted to set up bank draft payment schedule. If you have any questions, please talk with the bookkeeper.
6. All fees will be billed in June (except the Registration fee). All fees are non-refundable. Fees include Family Assessment, Education Materials Fee, Family Building Fee, Diocesan Tax, Testing Fee and SPC Family Membership will be due in June. Please note: June and July tuition payments are credited to fees and are not refundable.
7. Any student registering after June each year will be charged remaining tuition cost for the year plus all fees (including Registration Fee) due at time of entry. Tuition payments will be divided into equal installments for remaining months through May.
8. Monthly tuition payments are due on the 1st of each month and are past due after the 25th of each month.
9. At the time of report card distribution for first, second, and third quarters, any student whose tuition is sixty (60) days delinquent will not receive a report card until payment is made. After 60 days delinquent, the RenWeb account will be disabled until payment is made. Report cards and records will not be completed at the end of the school year unless payments are up to date for tuition and all fees have been paid in full.
10. Any family that is experiencing financial difficulty should contact the principal immediately to discuss payment and/or a delayed tuition payment schedule. The school will make every effort to work with parents experiencing unforeseen financial hardships. However, St. Michael Advisory Council reserves the right to take whatever action it deems necessary to keep all accounts current.
11. Checks or money orders are preferable to cash and must be made out to St. Michael School Cafeteria for lunches.

12. There will be a \$25.00 charge for all NSF checks. If the school receives two NSF checks from a family, cash or a money order will be required for payment thereafter.
13. Because of administrative costs, all new students, regardless of date of entry, will be required to pay a full month's tuition for the month entering.
14. If a student withdraws from school, the current month's tuition payment must be made. Records will not be completed until payment of tuition and fees are made in full.

### **Delinquent Tuition Policy:**

1. Monthly tuition payments are due in full on the first school day of each month and are past due after the twenty-fifth (25<sup>th</sup>) day of each month.
  - a. Payments not received by the last day of each month are considered delinquent and RenWeb accounts will be deactivated until the account is brought up to date.
  - b. A tuition account that is 2 months (60 days) delinquent will be turned over to the St. Michael School Advisory Council Finance Committee for review and/or action.
  - c. A tuition account 90 days delinquent will be brought to the St. Michael School Advisory Council for review and/or action.
2. If an outstanding tuition balance exists at the end of the academic year, the student(s) will not be allowed to re-enter or to register for a new school year. By bringing all accounts current, the student will be considered for re-admission to St. Michael School if space is available.
3. At the time of report card distribution for the first, second, and third quarters, any student whose tuition and fees are not paid in full through the preceding month will have an (I) posted on the report card. Any student whose tuition and fees have not been paid in full by May 15<sup>th</sup>, will have an (I) posted on the report card for the fourth quarter and may not be able to sit for final tests. Report cards and records will not be completed at the end of the school year unless payments are up to date for tuition and all fees have been paid in full. (Diocesan Policy 5009).
4. At the end of a school session, any student with a tuition balance will not be allowed to return for the next school year until the balance is paid in full. A student with an unpaid balance who is registered for the new school year will have the registration fee applied to the outstanding balance for the current year. Once the balance has been paid in full, if space is still available in the grade, the parents will have the option to pay the registration fee and register the student for the new school year.
5. If parents are experiencing a financial difficulty, they are to contact the Principal to discuss their tuition bill. Consideration will be made for special situations, if an effort has been made towards responsible payment of tuition and fees.
6. If there is an unpaid balance due to a financial obligation, St. Michael School will not release a student's grades should said student transfer to another school, be withdrawn or expelled.

### **Financial Assistance**

A limited number of financial grants are awarded to qualifying families in financial need. Applications are available at the school office. Completed requests for assistance applications along with supporting documents (income tax return) are due by April 15<sup>th</sup> each year. Applications must be submitted annually by families requesting assistance. Requests for financial grants are accepted after completing the first year of attendance. Grants are not given to students enrolled in Prek.

## **Medical**

### **Illness**

When your child is ill, please call the school office between 7:30 AM – 8:15 AM to inform school officials. It is required that a student remains at home until fever-free and symptom-free for twenty-four hours.

Students may not keep medications (including aspirin, cough drops and other over-the-counter medications) in their pockets, purses, school bags, or lockers. Violation of this policy is a serious offense and appropriate disciplinary measures will follow.

## **Administration of Medication**

If it becomes necessary for medication to be administered to a child at school, it is required that the school has specific directions for administering the medication. Please adhere to the following procedure:

1. The parent or guardian must fill out the Administration of Medication Form found at the back of this handbook, in the school office, or on the school website.
2. The directions to administer must be signed by the medical professional and/or the parent or guardian.
3. Verbal directions or permission will not be accepted.
4. Prescription medication must be in the original bottle received from the pharmacy with a child proof cap and must show the name of the child, prescription number, physician's name, and the dosage prescribed.
5. Non-prescription medication must be in the original container and must be clearly marked with the child's name, dosage, and time it is to be dispensed.
6. All medication must be kept in the school office. The student will come to the office when medication is to be dispensed.
7. Pills of any kind sent loose in zip-lock bags will not be accepted or administered.

Parents with children who have chronic conditions requiring the administration of medication by use of inhalers, nebulizers, EpiPens, etc., must meet with the administration annually to discuss their child's condition and medical needs. Please contact the school office in early August to set up an appointment to meet with the administration.

## **Health Immunization Card**

State law requires that all children enrolled in school be immunized and that proof of the immunization be on record in the school office. Health records are audited by the Louisiana State Department of Health each year. All health records must be up-to-date and on file in the school office by the first day of school each academic year. It is the responsibility of the parents to notify the school office of changes and updates. Students not in compliance with the State Health Policy will not be allowed to attend school until the record is complete and meets state requirements.

## **Medical Alert File**

Medical information is kept on each student. Each year you are asked to update this information which includes emergency and doctor's numbers. Please notify school when these numbers change. Please list any allergies that your child may have, i.e., peanuts or any other medical alert information.

## **Peanut Policy**

St. Michael School recognizes that peanut allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy. In order to protect those students, staff, employees, visitors and guests, St. Michael School prohibits the use, serving, or selling of peanuts, peanut butter or any product containing peanuts or peanut oil by students, staff members, employees, visitors, or guests. This peanut prohibition will be in effect at all times.

## **Head Lice and other Contagious Disease**

Occasional outbreaks of lice do occur. Should head lice arise, all affected students and parents will be notified of the problem. If your child has head lice, please contact your physician or pharmacist.

Students who are infected with contagious infections must remain home until a professional authority (family physician, health unit nurse, etc.) has examined the student and given him/her written permission to return.

## **Student Insurance**

St. Michael School does not have insurance to cover student accidents on campus. The family's health insurance is expected to provide coverage in these instances.

## **Safe Environment / Safety Procedures**

### **Safe Environment**

The Diocese of Lafayette requires mandated training for all employees, volunteers, coaches, substitutes, chaperones, room mothers, etc., who have a responsibility with students, to be *Safe Environment* trained. In addition, all employees, substitutes and coaches must be fingerprinted by the Diocese of Lafayette for a background check every five years.

New Parents/volunteers are required to attend a 2 hour initial training session. If you plan to substitute, coach, drive, or volunteer in any capacity which will involve children during the school year, you are required to complete Safe Environment training. St. Michael School will provide an opportunity to attend an initial training session or you may choose to attend an initial training session at any school or church in the Diocese of Lafayette. Proof of attendance and the original paperwork is required by St. Michael School. All paperwork and proof of training must be completed before your name can be listed on the school's approved volunteer list. Dates and times of training sessions at other schools and churches can be found online at [www.diolaf.org](http://www.diolaf.org). Click Safe Environment (top menu bar); then click on Education/Training (left menu); and next, click on Initial Education (left menu under Additional Information). You will find a listing of all initial training sessions being offered throughout the Diocese of Lafayette.

Parents who have attended the initial 2 hour training must renew their Safe Environment certification each year by attending a 1 hour training session. St. Michael School, as well as other schools and churches in the Diocese of Lafayette, will offer these training sessions. You may find the dates and times of these training sessions by going online at [www.diolaf.org](http://www.diolaf.org). Click Safe Environment (top menu bar); then click on Education/Training (left menu under Additional Information); and next, click on Continuing Education (left menu under Additional Information).

Parents/volunteers may also choose to go online at [www.virtusonline.org](http://www.virtusonline.org) to complete their 1 hour continuing education training session. St. Michael School will comply with any additional training mandated by the Diocese of Lafayette. You may contact the Administrative Secretary at 783-1410 for further information.

### **Substitutes, Coaches, and Volunteers**

The Diocese of Lafayette requires mandated training for all volunteers, coaches, substitutes, chaperones, room mothers, etc., who have a responsibility with students, to be Safe Environment trained. In addition, all employees, substitutes and coaches must be fingerprinted by the Diocese of Lafayette for a background check every five years. DP2010

### **Student Safety**

St. Michael School maintains an open door policy which encourages parents and visitors from the community to visit the campus. Liturgical celebrations, most assemblies, and special events are open to parents and friends. However, students must remain with their class. Parents are not go to a classroom during the school day to meet with their child, take materials, or talk to the teacher without checking in with the office and getting an official visitor's tag. In the interest of safety, all visitors must check in at the school office to receive a hall pass. Parents may make an appointment with the principal to visit a class and view a lesson.

## **Violence Policy**

The acts of violence which have caused so much harm to schools and communities throughout the country make us pause to assess our own response procedures in the event that such tragedies may occur in our own schools and communities. Catholic School Policy, Number 1018, Page 1.7 calls for each school to have procedures in place under the title "Emergency Planning and Procedures". (Diocesan Policy 1018- Addendum)

St. Michael School has a "Zero Tolerance Policy for Violence". Any student exhibiting violent behavior or threatening violent behavior that could result in injury to himself, students, faculty, staff, or other adults may be suspended with consideration for expulsion.

## **Threats of Violence**

Because of the seriousness of violence and even threats of violence that affect school communities today, we believe it is necessary, and we have been directed by the Diocese of Lafayette, to implement policies to help safeguard the well-being of students and school personnel.

Because safety in our schools is of utmost importance and students have the right to attend a safe school, when informed of possible violence or even threats of violence, the school Administration will take the information seriously and follow these policies in addressing the issue:

- We have a no-tolerance policy for dealing with and addressing not only real threats of violence but also those that may be considered frivolous. Even frivolous threats can disrupt the operation of the school.
- In cases where the school is made aware of such threats, the school administrator will contact the appropriate civil authorities and follow their directives.
- If the threat of violence is toward a student or students, the parents/guardians will be contacted immediately.
- If the student is on campus, he or she is to be detained in a safe place according to directions received from the local civil authorities.
- The Superintendent of Catholic Schools is to be informed of the threat and the action that is being taken.
- If the threat is from a St. Michael School student, he or she will be suspended pending investigation.
- If the threat or danger comes from a non-student, appropriate action will be left in the hands of the law enforcement authorities.

Because each school must be sensitive to this issue, aggressive action must be taken for the protection of all individuals involved. In the event of immediate threat of bodily harm to students, faculty or staff, St. Michael School has procedures for the safety and protection of the students, including notification of the civil authorities, medical assistance, and evacuation.

In addition to the procedures listed above, any student violating the above policy will be suspended for the remainder of the day. Determination will be made as to the seriousness of the incident and to whether or not further punishment is merited including a longer suspension and/or expulsion. Students who make threats may be required to receive psychological assessment and counseling. The student may return to school only if he/she submits a written recommendation for return from a psychologist or psychiatrist and the administration is willing to have the student return.

Please note: A student that is involved in, accused of, or charged with a serious wrong or some inappropriate behavior may be placed on a program of home study by the principal pending the outcome of an investigation or internal review.

Diocesan Policy DP3015

## **Emergency Planning and Procedures**

### **Emergency Closing of School**

In certain extreme cases, usually due to inclement weather, it is necessary to close school. The decision to do so is made as early as possible and sent via text message and announced over all local television and radio stations. St. Michael School will generally be closed if Acadia Parish Public Schools are closed.

Parents are responsible for discussing with their children proper emergency procedures should school dismiss before 3:00 PM. The school will use its normal dismissal procedure should this occur. If buses are available, students will be placed on them unless you instruct your child and inform the school otherwise.

In case of an emergency situation, parents will be notified by Parent Alert via text message, or telephone with specific directions. Public media may also be used in specific situations.

In the event of a disaster that requires students be removed from campus, students will be evacuated to a safe location off campus. Parents will be notified via Parent Alert with further instructions. Students will only be allowed to leave with parents or authorized emergency contacts.

### **Emergency Drills**

To ensure that students are aware of and prepared for emergency situations (stranger on campus, bad weather, fire, etc.) teachers will review the procedures for all emergencies. Once students have been trained in these procedures, periodic drills will be conducted.

### **Visitors on Campus**

The welfare and safety of our students is a primary concern of every staff member. In order to ensure student safety, all persons coming onto the campus are to enter the building through the main entrance and receive a guest pass from the reception office. The pass is to be worn on the outside of clothing so that it is visible at all times. Teachers may not release students to anyone, including a parent, who has not had clearance through the reception office.

The following practices will be in place to ensure the safety of our students and staff:

1. All visitors must enter through the school office.
2. All visitors must secure a visitor's badge for further access to campus.
3. All employees will be required to ask visitors not displaying a badge to immediately return to the school office.

### **Solicitation Policy**

Children at St. Michael School are prohibited from participating in door-to-door fund raising activities sponsored by the school or by a school-related organization.

## **School Nutrition**

A nutritious and balanced hot meal is served in our cafeteria daily. Students are not allowed to bring candy or gum to school.

St. Michael School is provided food services by the Diocese of Lafayette. Menu selection, billing, and food preparation are all provided by the Diocesan Food Service. The principal will meet with any parent

wishing more information on the food service program or parents may speak directly with the food service manager.

Applications for federally subsidized or reduced price meals for students are distributed yearly. Parents are responsible for filing an application for each child according to the instructions and deadlines on the form itself.

Federal regulations prohibit the charging of meals. Students with a zero or negative food service balance will not be served a cafeteria lunch. Please pay your cafeteria bill on time each month so your child(ren) can be served lunch. (See diocesan policy below)

Proper etiquette and correct table manners are to be exercised at all times by all students during the lunch period. Each student is responsible for cleaning his/her area of the table, returning the food trays, and discarding napkins and drink containers properly.

All students are expected to eat the meals served by the Food Service Program. If a child has special nutritional needs, the parents are requested to meet with the cafeteria manager to work out an alternative diet menu. If the cafeteria cannot serve the student's needs, the cafeteria manager, principal, and parents will meet to examine alternatives.

A Diet Prescription form (form is available from the cafeteria manager) needs to be completed and signed by your physician and forwarded to the cafeteria manager. The required physician's diet plan will be overseen by a registered dietitian through the Diocese of Lafayette Food & Nutrition program. (Diocesan Policy)

Lunches brought from home must follow the doctor-recommended prescription. Please ensure these lunches are healthy, nutritious and able to eat as is, as there will be no available means to heat a student lunch.

No food may be sent to school for class treats without first checking with the teacher in consideration for students with food allergies and/or school/cafeteria policy and for permission to send food to school.

### **Cafeteria Fees**

Federal Regulations require that all students and teachers pay for their meals in advance. Elementary students will be sent home with a monthly bill that has been prepared by the Cafeteria Manager. Parents can make payments by check or they can go to [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com) to set up an account, monitor their child's lunch account and make payments.

Diocesan policy states that any balance left in a student's account will be rolled over to the following school year. Seniors and 8<sup>th</sup> graders' money will be rolled into a siblings account or if there are no siblings, then a refund will be given.

### **Peanut Policy**

St. Michael School recognizes that peanut allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy. In order to protect those students, staff, employees, visitors and guests, St. Michael School prohibits the use, serving, or selling of peanuts, peanut butter or any product containing peanuts or peanut oil by students, staff members, employees, visitors, or guests. For purposes of this policy, "Peanuts" includes products that use or contain peanuts or peanut oils. This peanut prohibition will be in effect at all times.

## **Support Services**

Many support services are available to our students. If a teacher observes that a student is in need of any of the following services, then he or she must recommend that student for the services.

### **Counseling**

If serious personal problems develop with your child, please consult the principal.

### **Title I Services**

Students must be recommended for this program and meet certain qualifications to be eligible. Services through Title I are made available on a year to year basis following Title I guidelines and student needs.

### **LEAP Program**

Students may be recommended for testing for the gifted program of Acadia Parish (LEAP) and for other gifted talent programs (music, art and drama). The teacher is responsible for submitting names of students with the highest academic ability to the principal. Students who meet the screening criteria established by Acadia Parish Special Education Department will be referred to Pupil Appraisal for evaluation.

### **Remedial Programs**

Special remedial programs for students with learning disabilities, learning problems, etc., are available on campus as provided by Acadia Parish. Students needing these services will be referred to Pupil Appraisal for further evaluation.

### **Testing**

All students in grades kindergarten through eighth will take the standardized test in the spring. Students in pre-kindergarten will be evaluated individually each quarter by the teachers.

### **Enrichment Programs**

- UL at Lafayette offers summer enrichment programs for gifted and talented students, who meet the criteria.
- Duke University also offers a program each year called the Duke University Academic Talent Search. Students will be notified by the school if they are eligible for this program.
- Joseph Baldwin Academy offers an enrichment program for academically talented students who meet their criteria.
- St. Michael School offers summer camps for students. Information will be sent to parents as these programs become available.

### **Library**

St. Michael School library provides a well-rounded selection of books. Students are encouraged to make good use of the library time provided. Library rules must be followed. Students who check out books are responsible for those items. Lost or damaged books must be replaced or repaired at a cost to the student. Books may be checked out for a two-week period and renewed once if necessary. A student may not check out new books until payment is received for lost and damaged library property.

Library book donations can be made to the library for the purpose of donating books in memory of or in honor of someone. Contact the Librarian, if interested.

### **Development**

St. Michael School instituted a Development Program to provide for the long term needs of the school. If you would like information concerning the Annual Giving, Building Program, the Teacher Benefit

Fund, Memorial donations or the Tuition Assistance Fund, please contact the Development Director at 783-1410. The Development Director also coordinates activities for the St. Michael Alumni.

### **Fund Raising**

Special fund raising drives are sponsored each year by St. Michael School. Information will be provided to parents. Students are not allowed to participate in door to door sales for school fund raising programs.

### **Student School Bank**

Bank of Commerce, in cooperation with St. Michael School established the St. Michael School Archangel Bank in 2002. The bank is staffed by the bank of Commerce employees. Contributions by students are voluntary.

### **Saints Parent Club (SPC)**

The St. Michael School SPC is an organization whose main purpose is to strengthen, enhance and encourage the educational, financial and social environment of St. Michael School. Its goal is to support the school through our teachers and administration in a social and financial sense as they promote the best educational, moral, intellectual, and physical programs of the system.

The St. Michael SPC encourages volunteerism of our St. Michael parents, grandparents, teachers and administration. The SPC members are comprised of all family and staff members who are associated with St. Michael School.

The SPC Board is comprised of SPC members who are either elected or appointed to the Board positions. The Board positions, along with other committee chairmen, manage the organizational and financial aspects of all SPC functions. The Board meets with all members twice a year. The Board is always open for suggestions.

The SPC operates an annual budget that is a part of the overall school budget and is derived from SPC membership dues and fundraisers. The money is used to sponsor SPC activities and the school needs throughout the year as recommended by the SPC and decided upon by the Principal in consultation with the Pastor.

### **Parent Volunteers**

St. Michael School thrives because of the active involvement of the parents. Parental interest in the educational, social, sporting, spiritual, fund-raising, and extracurricular activities is essential to developing an outstanding school. Parents are encouraged to volunteer to help with a wide variety of activities.

## **Technology**

### **Acceptable Use Policy for Students**

St. Michael School promotes the use of technology as a tool for lifelong learning and as a means to facilitate communication in support of research and education. The school attempts to prepare students to assume their roles in a global society and workforce by teaching them to be ethical and responsible in their use of technology and the Internet. Students must adhere to the Technology Acceptable Use Policy for continued access to the school's technology resources.

### **Responsibility**

The use of the Internet is a privilege, not a right. It requires that users adhere to guidelines so that internet use be moral, ethical, legal, and efficient. It is St. Michael's intent to set reasonable requirements for acceptable and responsible use. Any user (student or staff member) who violates

these guidelines will be denied further access through the school connection and receive possible disciplinary actions.

## **Security**

Student Internet use in the school will always be a supervised activity. A student must refrain from use of the internet unless he/she is being monitored by a faculty or staff member. Any user identified as a security risk, or having a previous history of problems with other systems, may be denied access to the school's Internet connections.

Vandalism of any kind will also result in cancellation of privileges. Vandalism is defined as any malicious or deliberate attempt to harm or destroy hardware, software, or to disrupt services, whether by physical means or by the uploading or creation of computer viruses, adware, spyware, and or malware.

To assure that viruses are not introduced into the system, the downloading of files of any type, other than e-mail, without permission of the system coordinator, is prohibited.

## **Acceptable Use**

1. All users are expected to abide by the generally accepted rules of network etiquette.
  - a. Be respectful of others in all communications. Use of inappropriate language (vulgarity, profanities, obscenities, verbal abuse and threats, harassment, racial slurs, pictures/photos etc.) will not be tolerated.
  - b. Students: for safety reasons, do not reveal your personal address or phone number, nor the personal addresses and/or phone numbers of other students, faculty, or staff. Do not respond to any contact or meet anyone who attempts to contact you online. If this happens, notify teacher or technical staff person immediately.  
Do not give or place on any other site personal information, typed or photo evidence, about where you attend school. This includes pictures posted on-line in school uniform or any wording on clothing or photos or drawings identifying the school in any way on social websites including Instagram, Snapchat, Facebook, etc. This also includes posting a link to the school website or information about the school in name or any by other means implied at any time on any computer, including home computers.
  - c. Do not install or download any software, mp3, games, or video files through the school network on any grant, school, or personal computer while on school grounds. Exception: Approval of the Teacher for classroom presentations or assignments.
  - d. Participate in any form of chatting, instant messaging, blogging, journaling and the like--these are expressly forbidden while on school grounds.  
Exception: Approval of the Teacher for classroom presentations or assignments.
2. Transmission of any material in violation of any U.S. or Louisiana state regulation is prohibited. This includes, but is not limited to:
  - Access, possession, and/or transmission of obscene, pornographic, or sexually explicit material
  - access material that advocates violence or discrimination (hate literature)
  - activities that are disruptive to the network service
  - unauthorized attempts to enter restricted areas of information
  - the sending of threatening, defamatory or fraudulent messages
  - use for commercial activities
  - deliberate violations of copyright and/or plagiarism
  - trespassing in someone else's folder, work or file
  - using another person's sign-on and/or password
3. E-mail use, at this time, is generally restricted to staff members.

## **Cyber-bullying**

Cyber-bullying is transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen.

In the state of Louisiana, cyber-bullying is considered criminal behavior. Any form of cyber-bullying is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, and teachings of the Catholic Church. St. Michael School will not tolerate cyber-bullying in any form, whether conducted on or off campus. Parents or students who feel that they have been the victims of cyber-bullying should print a copy of the material and report the incident to school Administration. Reports will be investigated.

## **Privacy**

Student users should not expect that files stored on school-based computers will be private. Electronic messages stored on school computers may be treated like school lockers. Parents of students have the right at any time to see the contents of their child(ren)'s files. The Administration may, at any time, monitor, inspect, copy, and review all student computer activity to ensure that all users are acting responsibly. This includes any information that resides on school/state owned equipment or personal equipment used to gain access to the schools network. Privacy is not guaranteed nor should it be presumed. Students are expected to use appropriate internet etiquette at all times.

## **Non-liability**

St. Michael School makes no warranties of any kind, whether expressed or implied, for the service it provides, and will not be held responsible for any loss of data resulting from delays and service interruptions.

St. Michael School makes no guarantee that the system will be error-free and is not responsible for the accuracy or quality of information obtained through the system. All users will make use of the information obtained at his or her risk.

Students are not authorized to make any purchases of goods and/or services through school accounts. St. Michael School is not responsible for financial obligations arising from such purchases made by students through the unauthorized use of the system.

Since the rules of this policy are not intended to be comprehensive nor can they foresee all possible situations, they assume good will and good judgment on the part of the student in all circumstances in which he/she finds himself/herself. The enrollment of a student is considered an agreement on the part of the student that he/she will comply with the policies of the school, including this one. All disciplinary action is left to the judgment of the Administration based on disciplinary standards found in the Parent/Student Handbook. These rules are subject to change with or without notice as deemed necessary by the Administration of St. Michael School.

## Uniform Policy

The St. Michael School uniform policy is designed to promote the educational environment in the school. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of St. Michael School may be deemed unacceptable even though not explicitly set forth in this policy. Such situations will be dealt with by the administration in accordance with the principles implicit in our existing policy.

ITEM	BOYS	GIRLS
<p><b>Pants/Shorts Skorts</b></p> <p>Uniforms may be purchased from uniform vendors or any merchant who carries the official uniform items.</p> <p>Young Fashions (Lafayette 1-337-988-3600), Linda's School Time (Lafayette 1-337-234-1248), A+ School Uniforms (formerly Crowley Sewing Center 337-788-2248)</p>	<p><b><u>PreK- 8<sup>th</sup> Grade:</u></b> Official uniform NAVY blue dress pants or walking shorts Pants and shorts must be hemmed and worn at the waist. No denim corduroy, baggy, cargo styles allowed. No rips, holes, tears, or faded material allowed. Shorts may not be shorter than 3 inches from the floor when kneeling. No skorts allowed.</p> <p><b><u>PreK- 3<sup>rd</sup> Grade:</u></b> May wear uniform pants or shorts with an elastic waistband. If belt loops are present, then a belt must be worn. May wear uniform shorts on official dress days and mass days.</p> <p><b><u>4<sup>th</sup>- 8<sup>th</sup> Grade:</u></b> Must wear pants or shorts with belt loops. Must wear dress pants on official dress days and mass days.</p>	<p><b><u>PreK - 8<sup>th</sup> Grade:</u></b> Shorts or skorts must be NO SHORTER than 3 inches from the top of knee. No pants allowed for 3<sup>rd</sup> – 8<sup>th</sup>.</p> <p><b><u>PreK - K:</u></b> May wear official St. Michael plaid walking shorts or skort ONLY on special designated days.</p> <p>May wear official St. Michael plaid pants with red polo shirt ONLY on cold days.</p> <p><b><u>1st – 2<sup>nd</sup> Grade:</u></b> May wear official St. Michael plaid pants on cold days only.</p> <p><b><u>1st - 2<sup>nd</sup> Grade:</u></b> May wear official St. Michael plaid walking shorts or skort. Must wear jumper on official dress days and mass days.</p> <p><b><u>3<sup>rd</sup> - 4<sup>th</sup> Grade:</u></b> May wear official St. Michael plaid walking shorts or skort. Must wear skirt on official dress days and mass days.</p> <p><b><u>5<sup>th</sup> - 8<sup>th</sup> Grade:</u></b> May wear official St. Michael school plaid walking shorts. Must wear skirt on official dress days and mass days.</p>
<p><b>Dresses/ Jumpers/ Skirts</b></p> <p>Uniforms may be purchased from uniform vendors or any merchant who carries the official uniform items. See first page of Uniform Policy for purchase locations and numbers.</p>		<p><b><u>1<sup>st</sup> - 8<sup>th</sup> Grade:</u></b> Blue shorts MUST be worn underneath dress, skirt, or jumper. Dress, jumper, and skirt must be NO SHORTER than 3 inches from the top of knee. Hems must be adjusted to meet regulation as the student grows.</p> <p><b><u>PreK- K:</u></b> Official uniform blue and white checked smocked dress worn every day, except for designated special days. Checked bloomers and white shorts may also be worn under dress.</p> <p><b><u>1st - 2<sup>nd</sup> Grade:</u></b> Official uniform St. Michael school plaid jumper with white school uniform shirt Jumpers must be worn on official dress days and mass days.</p>

ITEM	BOYS	GIRLS
<p><b>Dresses/ Jumpers/ Skirts</b></p>		<p><b><u>3rd- 8<sup>th</sup> Grade:</u></b> Official uniform St. Michael school plaid skirt Skirts must be worn on official dress days and mass days.</p>
<p><b>Belts</b></p>	<p>Belts must be solid navy, solid black, or solid dark brown.</p> <p><b><u>PreK- 3rd Grade:</u></b> If belt loops are present on uniform pants and shorts, then a belt must be worn.</p> <p><b><u>4th- 8th Grade:</u></b> Belts must be worn.</p>	<p>Belts must be solid navy, solid black, or solid dark brown.</p> <p><b><u>PreK- 8<sup>th</sup> Grade:</u></b> If belt loops are present on uniform pants and shorts, then a belt must be worn.</p>
<p><b>Shirts/ Blouses</b></p> <p><b>Undershirt/ T-shirt</b></p> <p>Uniforms may be purchased from uniform vendors or any merchant who carries the official uniform items.</p>	<p><b><u>PreK-K:</u></b> Official uniform St. Michael red shirt with white St. Michael crest or St. Michael printed on the shirt.</p> <p><b><u>1st- 8th Grade:</u></b> Official uniform St. Michael blue shirt with navy St. Michael crest or St. Michael printed on the shirt.</p> <p>Uniform shirt must be tucked in pants or shorts at all times.</p> <p><b><u>PreK- 8th Grade:</u></b> If an undershirt is worn underneath uniform top it must solid white, short sleeve, with no design or writing on the shirt.</p>	<p><b><u>PreK-K:</u></b> Official uniform St. Michael red shirt with white St. Michael crest or St. Michael printed on the shirt may only be worn with the official St. Michael plaid pants ONLY on cold days.</p> <p><b><u>1st-8th Grade:</u></b> Official uniform white St. Michael blouse, over blouse, or shirt with navy St. Michael crest or St. Michael printed on it.</p> <p><b><u>1st- 4th Grade:</u></b> May wear sailor blouse with walking shorts or skort. No crest or embroidery needed, but tie in school plaid is required.</p> <p>Blouses and shirts must be tucked in at all times.</p> <p><b><u>PreK-8th:</u></b> Solid white short sleeve undershirt shirt may be worn under official uniform.</p>

ITEM	BOYS	GIRLS
<p><b>Socks</b></p> <p><b>Tights/ Leggings</b></p>	<p><b><u>PreK-8th Grade:</u></b> Solid white, solid black, or solid navy CREW socks ONLY. No logos, writing, symbols, or designs allowed on socks</p> <p>No tights or leggings allowed.</p>	<p><b><u>PreK-8th Grade:</u></b> Solid white, solid black, or navy blue CREW or KNEE socks ONLY. No logos, writing, symbols, or designs allowed on socks.</p> <p>On cold days, solid navy or white tights, or solid navy, or white leggings may be worn under uniform.</p> <p>Socks are not required with tights but are required with leggings.</p> <p>Tights and leggings must be in good condition with no holes or rips.</p>
<p><b>Shoes</b></p> <p>Regulation boy shoes are available at <i>Puddles and Lace</i> and <i>Cramer's</i> in Crowley or <i>Greenwood Shoes</i> in Lafayette. (Other brands are acceptable and available, but must be a copy of the official shoe.)</p>	<p><i>No longer allowed – any kind of Sperry boat or Sperry-type boat shoe.</i></p> <p><b><u>PreK- 8th Grade:</u></b> Must be a matched pair of NON-FADED Regulation shoes. Name of student should be written in black ink inside the shoe for easy identification since all shoes are uniform.</p> <p>Shoes must be worn properly as intended by the manufacturer (i.e. walking on backs of shoes not allowed)</p> <p>No high tops allowed.</p> <p>Charms or other decorations are not allowed on shoes.</p> <p><b>Regulation shoes include:</b> SOLID White, SOLID Navy, or SOLID Black athletic shoe. Athletic shoe logo and laces must be solid white, solid black or solid navy.</p> <p><b>OR</b></p> <p><b><u>PreK- 3rd:</u></b> Brown or black leather Ollie –Sperry</p> <p>Brown/black or white leather Ollie Jr – Sperry</p> <p>May have Velcro closure and is preferred for Prek- K.</p>	<p><b><u>PreK- 8th Grade:</u></b> Must be a matched pair of NON-FADED Regulation shoes. Name of student should be written in black ink inside the shoe for easy identification since all shoes are uniform.</p> <p>No high tops allowed.</p> <p>Charms or other decorations are not allowed on shoes.</p> <p><b>Regulation shoes include:</b> SOLID White, SOLID Navy, or SOLID black athletic shoe. Logo and laces must be solid white, solid navy, or solid black.</p> <p>Solid white or solid navy Keds or Keds type tennis shoe.</p> <p>White or Navy Converse or Converse-type tennis shoes.</p> <p>White and navy, or white and black saddle oxfords in leather or canvas</p> <p>Black or Navy leather Mary Jane (one strap)</p> <p>Solid black, Solid navy or solid white canvas Mary Jane (one strap)</p>

ITEM	BOYS	GIRLS
<p><b>Shoes</b></p>	<p><b><u>4th- 8th Grade:</u></b> Regulation shoes must lace up and tie.</p> <p>Dark brown leather saddle oxford type shoe Black Sperry Men's WAHOO LTT Leather Sneaker</p> <p>White -Sperry Big Kid's WAHOO Leather Sneaker</p>	<p><b><u>PreK- 3rd:</u></b> May have Velcro closure and is preferred for Prek- K.</p> <p><b><u>4th- 8th Grade:</u></b> Regulation shoes must lace up and tie.</p>
<p><b>Sweaters/ Sweatshirts</b></p> <p><b>Cold Weather Accessories</b></p> <p>Uniforms may be purchased from uniform vendors or any merchant who carries the official uniform items. See first page of Uniform Policy for purchase locations and numbers</p>	<p><b><u>PreK- 8th Grade:</u></b> All pullover sweaters, cardigan sweaters, pullover or cardigan sweatshirts, jackets must be navy blue, with or without school emblem.</p> <p>No logos, writing, advertisement, pictures or illustrations and camouflage are allowed.</p> <p>Not allowed are denim (jean) or camouflage jackets and/or sweatshirts, over shirts, sport jerseys, long sweaters (below hips), and jacket sweaters or sweatshirts from other schools.</p> <p>St. Michael navy sweatshirt with St. Michael in white lettering.</p> <p>In extremely cold weather and only to be worn outside, heavy outer coats of any color are permissible but navy is preferred.</p> <p>A solid navy or white scarf may be worn on cold days and must be removed inside the classroom.</p> <p>Students may wear hoods that are attached to winter coats or solid colored-ski caps (white or navy) on very cold days, but caps and hoods must be removed inside the classroom or school building.</p> <p>All other caps, cowboy hats, baseball caps, etc. are not allowed</p> <p>Anytime a sweatshirt is worn, it must be worn over an approved uniform shirt.</p>	<p><b><u>PreK- 8th Grade:</u></b> All pullover sweaters, cardigan sweaters, pullover or cardigan sweatshirts, jackets must be navy blue, with or without school emblem.</p> <p>No logos, writing, advertisement, pictures or illustrations and camouflage are allowed.</p> <p>Not allowed are denim (jean) or camouflage jackets and/or sweatshirts, over shirts, sport jerseys, long sweaters (below hips), and jacket sweaters or sweatshirts from other schools.</p> <p>St. Michael navy sweatshirt with St. Michael in white lettering or school plaid.</p> <p>In extremely cold weather and only to be worn outside, heavy outer coats of any color are permissible but navy is preferred.</p> <p>A solid navy or white scarf may be worn on cold days and must be removed inside the classroom.</p> <p>Students may wear hoods that are attached to winter coats or solid colored-ski caps (white or navy) on very cold days, but caps and hoods must be removed inside the classroom or school building.</p> <p>All other caps, cowboy hats, baseball caps, etc. are not allowed.</p> <p>Anytime a sweatshirt is worn, it must be worn over an approved uniform shirt.</p>

ITEM	BOYS	GIRLS
<p><b>Jewelry</b></p> <p><b>Make-up</b></p>	<p><b><u>PreK- 8th Grade:</u></b> Jewelry around the neck, bracelets, and pendants are not allowed.</p> <p>The exception is a chain with a religious medal worn under the shirt. Traditional scapulars are acceptable.</p> <p>No makeup is allowed. Piercings on the body are not allowed.</p> <p><b><u>PreK - 8th Grade:</u></b> Watches for time-telling purposes are allowed. No Apple watch, Fitbit, or any kind of smart watch is allowed.</p>	<p><b><u>PreK- 8th Grade:</u></b> Make- up of any kind is not allowed. EXCEPTION: 7th and 8th grade may wear a LIGHT BASE ONLY to cover up acne or blemishes.</p> <p>Lipstick, mascara, blush, tinted-chapstick, eyeshadow, and/or eyeliner are NOT ALLOWED.</p> <p>Fingernail polish is not allowed. False/fake nails, or nails of excessive length are not allowed.</p> <p>Jewelry around the neck, bracelets and pendants are not allowed. The exception is a chain with a religious medal worn under the dress, shirt or blouse. Traditional scapulars are acceptable. Small rings and small stud earrings may be worn and must be non-distracting and unobstructive. Only one set of earrings may be worn.</p> <p>Multiple piercings are not allowed. Piercings on the body are not allowed.</p> <p><b><u>PreK - 8th Grade:</u></b> Watches for time-telling purposes are allowed. No Apple watch, Fitbit, or any kind of smart watch is allowed.</p>
<p><b>Hair</b></p>	<p><b><u>PreK- 8th Grade:</u></b> Must be well groomed and clean.</p> <p>It must be trimmed/cut above the eyebrows, above the ears, and must not touch the shirt collar.</p> <p>Bleached, highlighted, or dyed hair is not acceptable.</p> <p>Facial hair, such as beards, sideburns, or mustaches, is not allowed. Sideburns can be no longer than three-quarters length below the top of the ear.</p>	<p><b><u>PreK- 8th Grade:</u></b> Hair should be well-groomed, clean, and out of eyes.</p> <p>Tinted, highlighted, dyed or bleached hair is not acceptable.</p>
<p><b>Bows/ Headwear</b></p>	<p><b><u>PreK- 8th Grade:</u></b> NONE ALLOWED</p>	<p><b><u>PreK- 8th Grade:</u></b> Girls may wear bows or ribbons.</p> <p>No ornamentation may be on the bows or headbands, except for a small religious medal or small school-related appliques.</p> <p>Bows may have students monogram or the school monogram or student name. Bows may be in the school plaid, red, navy, white, hunter green, the school's colors of blue and gold, or a combination of these colors.</p>

The school administration will be the final interpreter of the dress code.

### **Spirit Day**

- On Wednesday (beginning after Labor Day) of each week (unless special dress day) students may wear the official school T-shirt with their school uniform. (T-shirts are sold at the beginning of school – only the current year’s T-shirt can be worn unless specified differently).

### **Jean Day**

- Jean day will be designated during the school year. On these days students have the option of paying \$1.00 (usually for club fundraiser or service project) to wear jeans, jean skirt, or jean capris. Students will wear uniform shirt, blouse or approved St. Michael T-shirt with jeans.
- Spirit shirt days or sport days- St. Michael team shirts, club shirts or shirts sold by the school may be worn. These days must be approved by the Administration and a \$2.00 fee will be charged. Spirit shirt must be approved by Administration. (Shoes must be regulation leather shoes or tennis shoes with socks. Belts must be worn with jeans.)

### **P. E. Uniform**

- Students in grades 4-8 are required to wear P.E. uniforms for P. E. class.
- Uniforms consist of navy blue short pants with or without the school emblem (knee length short pants are acceptable) and a light blue St. Michael T-shirt.
- Tennis shoes and white socks are required for P.E. and may be stored in PE lockers for class.
- P. E. uniforms – must be marked with student’s name and brought home regularly for washing.
- P. E. shirts can be purchased through A+ Uniforms (formerly Crowley Sewing Center) and T-shirts, etc. (Crowley).
- On cold days students may wear navy blue sweat pants (for P.E. only).
- Prek – third grade students are asked to wear soft sole shoes, i.e.: tennis on class PE days. (Boots and hard sole shoes are not to be worn for PE as they hurt the children’s feet while playing in P.E. and mark the gym floor.)

### **Book sacks**

Roller book sacks are not allowed on gym floor.

## 2019 - 2020 St. Michael School Advisory Council

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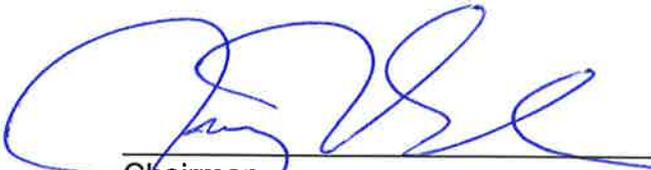
## 2019 - 2020 School Holidays

<b>August 8, 2019</b>	<b>First Student Day of School</b>
<b>September 3, 2019</b>	<b>Labor Day</b>
<b>October 18, 2019</b>	<b>Rice Festival</b>
<b>November 25-29, 2019</b>	<b>Thanksgiving Holiday</b>
<b>December 23-31, 2019</b>	<b>Christmas Holiday</b>
<b>January 1-3, 2020</b>	<b>New Year's Holiday</b>
<b>January 6, 2020</b>	<b>Return to School</b>
<b>January 20, 2020</b>	<b>Martin Luther King Day</b>
<b>January 21, 2020</b>	<b>Parent Conference Day</b>
<b>February 21-25, 2020</b>	<b>Mardi Gras</b>
<b>April 10, 2020</b>	<b>Good Friday</b>
<b>April 13–17, 2020</b>	<b>Easter Holiday</b>
<b>May 21, 2020</b>	<b>Last Student Day of School</b>

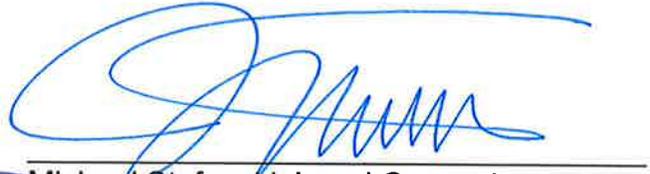
**NOTE:** This information is based on our 2019-2020 anticipated calendar. If any changes or additions are made to this calendar, our families will be notified through RenWeb email or by a separate note sent home with your student.

This handbook is a guide for parents, students, and faculty of St. Michael School, Crowley, Louisiana. All guidelines, rules, and policies contained herein are subject to change at any time by the governing bodies of the school. Parents will be notified of significant changes should any occur.

This handbook has been reviewed by Legal Counsel and approved by the St. Michael School Advisory Council.

  
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Chairman  
St. Michael School Advisory Council

Date: 5/21/2019

  
\_\_\_\_\_  
Michael Stefanski, Legal Counsel

Date: 21 May 2019

  
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Father Mikel Polson, Pastor

Date: 5/24/19

  
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Sandra B. Dore, Principal

Date: 5/21/19