



# WELCOME BACK TO SCHOOL



Dear Parents:

Welcome to St. Michael School for the **2017-2018** school year. As we have done in the past we are sending home several forms that need your attention. These same forms can be found on our school website at [www.StMike.net](http://www.StMike.net) under the **Welcome Section** of our Home Page, if you wish to complete them online and print them out; that is acceptable, but you must send signed, hardcopies of pages 7 - 11 for each child to their homeroom teacher.

## **PLEASE COMPLETE & RETURN ALL FORMS IN THE WHITE ENVELOPE TO EACH CHILD'S HOMEROOM TEACHER BY:**

- **Monday, August 14<sup>th</sup> for Grades Kg-8, and**
- **Wednesday, August 16<sup>th</sup> for PreK.**

If you have any questions, please feel free to call Jill Doga, secretary at the school office at 783-1410. She will be happy to assist you. Thank you for your continued support and prayers.

1. **Handbook and Handbook Forms:** Each family will receive a Parent/Student Handbook in their oldest child's white envelope. Please review this handbook with your student(s) and complete a handbook review form for each student. Every student must have a signed handbook form on file in the school office. This is your contract with St. Michael School.
2. **Parent Cooperation Statement:** Policy requirement by Diocese of Lafayette. Please read, sign, and return. Every student must have a signed Parent Cooperation Statement on file in the school office.
3. **Internet Acceptable User Policy:** Please review this policy with your student(s). You may keep the policy, but we ask you and your student to sign the "Student Contract" form and return to their homeroom teacher. Every student (**Kg-8** grade) must have a signed form on file in the school office. This is your internet contract with St. Michael School.
4. **Medical Alert Form:** A medical alert form must be completed on each student. This information is kept in the classroom, school office and taken on field trips. Please be accurate with contact numbers and update the office as numbers change. This is very important in case of an emergency.
5. **Emergency Dismissal:** An emergency dismissal form must be completed on each student. In the event school has to close unexpectedly during the day, we need this information to contact a parent or relative to pick up your student(s). You will also be contacted by RenWeb "Parent Alert" on your cell phones.
6. **School Pictures:** School uniform pictures will be taken on August 24<sup>th</sup>. Every student must take a uniform picture. The uniform picture is used in the school yearbook. If your child is absent on uniform picture day, retakes are scheduled for October 26<sup>th</sup>. (Picture Envelopes will be sent home in September.)

**Class Pictures:** Class pictures will be taken on October 26<sup>th</sup>. Class picture purchase form will be sent home at a later date.

**Spring Pictures:** Spring pictures will be taken on March 1<sup>st</sup>.

7. **Aspirations** is our school newsletter. It will be emailed to you each month. Please take time to read about the events in our school.
8. **Email Address:** Contact with parents is made through RenWeb and Email. It is very important the school office has your current email address(es). Each month parents will receive by email only, Aspirations, school and lunch menus. Also by email you will receive from time to time memos/letters from the Principal and other important information regarding school activities. Please make sure your email address is current.
9. **Tuition Payment:** Tuition payments should be made by mailing your payment in the Tuition booklet envelopes or by direct withdrawal (our preferred method.) through your bank. If you didn't receive a Tuition booklet, please contact Ms. Donna Venable. Also see Donna Venable, Bookkeeper, to fill out bank forms for direct withdrawal. Please check the Parent/Student Handbook 2017-2018 regarding tuition payments. Students whose tuition accounts are not current, will not be allowed to participate in Athletic sports or club activities and grades will be blocked on RenWeb.
10. **Lunch Payment:** Lunch payments can be mailed to school or you can send with your child. These payments will be given to the Cafeteria Manager each morning. Lunch checks should be made payable to "St. Michael School Cafeteria" or "Food and Nutrition".
11. **Vehicle Visor Card:** Please write the name(s) of students you pick up on the back of the enclosed cardstock and place it in your car window when picking up your student(s) in the car line. This will help us identify your student(s) and move the car line faster.

**Forms in this packet must be completed and returned to homeroom teachers by:**  
**(Grades Kg-8) Monday, August 14<sup>th</sup>**  
**(Prek) Wednesday, August 16<sup>th</sup>**

- **Handbook form** (signed by student & parent)
- **Internet Acceptable User Policy** (signed by parent and student)
- **Parent Cooperation Statement** (signed by parent and returned to homeroom teacher).
- **Medical Alert Form** (See handbook policy. You must meet with the Principal and present forms. If your child has a special medical condition, detailed instructions and explanation must be included along with medication, i.e. EpiPens and doctor instructions.) A medical form completed by the student's physician must accompany any medication brought to the office. These forms can be obtained from the school office. All medication must be placed in a Ziploc bag and labeled with student's name and brought to the office by a parent. Forms must be filled out each year.
- **Emergency Dismissal form** (completed by parent and returned to homeroom teacher).
- **Child Custody Legal forms** - If a child's custody is shared by the parents, it is the responsibility of the domiciliary parent to keep the school up to date and bring copies of the latest court papers for the school files. 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. **Please refer to Custody Policy in 2017-2018 Parent / Student Handbook on page 17.**
- If your address, phone, cell, marital status, work phone or email address has changed, **please list any changes on the next page and return that page to school in the white envelope or call the school office (783-1410) and ask to speak to Jill Doga.**

(Recent changes in email, home phone, cell phone, home address, etc. should be updated below.)

**Family Name** \_\_\_\_\_ **Student Name** \_\_\_\_\_

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**Important websites or other information:**

- **St. Michael School website:** [stmike.net](http://stmike.net)
- St. Michael Parents may review information regarding their student's grades through the **RenWeb program**. Go to [RenWeb.com](http://RenWeb.com) and sign up. Your email address must be the same email address the school office has on file.
- Parents and students may review **homework assignments** at teacher's website (links to the teacher's website available on [stmike.net](http://stmike.net) home page).
- **Diocese of Lafayette website** [www.diolaf.org](http://www.diolaf.org)
- **Safe Environment website:** [www.virtus.org](http://www.virtus.org) (This website is for parents who need one-hour renewal training only.)

All parents needing a first-time, two-hour Safe Environment training MUST attend a training session conducted by a trained Safe Environment Coordinator at any Diocese of Lafayette church or school. You may contact the school office (783-1410) and speak with Jill Doga if you have questions.



SAINT MICHAEL SCHOOL  
805 East Northern Avenue  
Crowley, La. 70526



## 2017- 2018 Internet Acceptable Use Policy for Students

### ***Educational Purpose***

Access to the Internet and the development of electronic information research skills are now fundamental requirements for preparing students to take their place in a technological society. St. Michael School provides access through the placement of Internet service in the school library, the computer lab, and each classroom. The service is open to students and staff and exists to enhance the educational process.

Use of the Internet facilitates research, makes available unique resources, enables students to explore the riches of thousands of libraries and databases, provides the means for interacting with others beyond the school community, and encourages communication, collaboration and greater participation in the global community. It is an essential tool for the future.

Teachers will make every effort to point students to sites which they have evaluated prior to suggesting their use.

### ***Responsibility***

The smooth operation and continued use of this resource requires that users adhere to guidelines. In general, it requires that the Internet connection be used morally, ethically, legally and efficiently. The use of the Internet is a privilege, not a right. 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.

### ***Security***

Along with the wealth of information resources comes the availability of material that may not be of educational value in the school setting, and material which can be morally objectionable (pornography, violence, etc.). We firmly believe that the richness of educational information and global interaction far outweighs the dangers.

However, to assure that the guidelines are followed, 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. The most important of these are:
  - a. Be respectful of others in all communications. Use of inappropriate language (vulgarity, profanity, obscenity, 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.

### **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. Your parents have the rights at any time to see the contents of your 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, including but not limited to personal computers, laptops, PDA, wireless routers, wireless cards. Privacy is not guaranteed nor should it be presumed.

### ***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.

**(Revised: June, 2017)**



# SAINT MICHAEL SCHOOL

Since 1900

FAITH.....SCHOLARSHIP.....LEADERSHIP.....SERVICE



2017 - 2018

## St. Michael School Technology/Internet Acceptable Use Policy

I, \_\_\_\_\_, understand the significance of my responsibility in following this procedure while I am a student of St. Michael School. I understand the consequences of not following the above defined policy can lead to loss of technology/Internet use, and/or suspension or expulsion from the school. I have read and agree with the terms of the St. Michael School Technology/Internet Acceptable Use Policy.

Notice: This policy and all its provisions are subject to local, state and federal laws.

Student Signature: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

I, \_\_\_\_\_, parent/guardian of this student, agree to accept all financial and legal liabilities which may result from my child's use of St. Michael School's Internet connections.

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

## St. Michael School Picture / Work Release Form

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ (my child) give my permission to St. Michael School to publish pictures and/or work of my child in/on the official school web site, the official school Facebook page, other official school social media sites, and school/community publications. Pictures are to be used only if taken or submitted by a faculty or staff member at school or school related events, i.e. field trips, Grandparents Day.

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

**Return only this fourth page of the agreement to your child's Homeroom Teacher.**



SAINT MICHAEL SCHOOL  
 805 East Northern Avenue  
 Crowley, La. 70526



## Parent/Student Handbook Review Form

**Please complete this form and return to your child’s homeroom teacher by Monday, August 14 (grades Kg-8) and Wednesday, August 16 (Prek).** There must be a signed form on file for each student. **This form serves as your contract with St. Michael School.** Pre-Kindergarten and Kindergarten students are not expected to sign the form. However, it is expected that parents will read the handbook with them and discuss the sections that are appropriate.

Thank you for your help and support with our school policies.

We have reviewed the **2017 – 2018 St. Michael School Parent/Student handbook** together with our child and understand that this handbook is our contract with St. Michael School. We have read and agreed to be governed by this handbook. If there is an unpaid balance (financial obligation/money owed to the school), St. Michael School will not release a student’s grades should said student transfer to another school, be withdrawn or expelled.

Signed: \_\_\_\_\_  
 (Parent or Guardian)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
 (Student)

Student Grade Level for school year 2017-2018: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_



## **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.

\*All parents are required to sign Parent Cooperation Statement.

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

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Diocesan Policy, effective April, 2012



SAINT MICHAEL SCHOOL  
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TO: St. Michael School Parents  
FROM: Sandi Dore', Principal  
DATE: August, 2017  
RE: **Medical Alert File**

Please complete the information requested below. A medical alert file is kept on each student in the school office and in the classroom. **Please return no later than Monday, August 14<sup>th</sup> (grades Kg-8) and Wednesday, August 16<sup>th</sup> (Prek) to your child's homeroom teacher.**

If your child has special allergies to medication or any special medical instructions that are necessary in the event of illness, accident, or special medications that are essential in case of a bite or sting, please print or type these instructions on a sheet that can be folded and kept in the file box and place medication with instructions from a doctor in a zip lock bag labeled with your child's name, i.e. EpiPen. (Two EpiPens are required to be in the classroom and the office.)

Please meet with your child's teacher to discuss any medical concerns for your child.

It is your responsibility to inform the school when emergency numbers or work numbers, or any other information changes.

\*\*\*\*\*

**Student Name:** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Teacher** \_\_\_\_\_ **School Year** 2017-2018

**Parent's/Guardian Name** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Mom's Cell** \_\_\_\_\_ **Dad's Cell** \_\_\_\_\_

**Mother's Work Place** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Father's Work Place** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Emergency: Name/Identify/Place Calling/Phone Number**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Doctor's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**If your child has a special medical condition, please write instructions below:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SAINT MICHAEL SCHOOL**  
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## Emergency Dismissal Instructions

In case of an Emergency dismissal it is important that we know who to call and how your child should be sent home. Any school closings will be announced on the local Crowley radio KSIG, TV station KATC, and through RenWeb Parent Alert if possible. Please check your choice below and fill in the names and numbers where needed.

**STUDENT'S NAME:** \_\_\_\_\_

**HOMEROOM TEACHER:** \_\_\_\_\_

\_\_\_\_\_ **Please put my child on the bus.** I have instructed my child on what to do when he/she arrives home.

**BUS #** \_\_\_\_\_

\_\_\_\_\_ **DO NOT put my child on the bus.** Call one of the persons listed below.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ **My child is picked up by car.** Please call one of the persons listed below.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Other Instructions:**

\_\_\_\_\_

\_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_