



# PARENT- STUDENT HANDBOOK 2023 - 2024

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

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**St. Michael School is the  
Parish School for  
St. Michael the Archangel Catholic Church**  
224 W. Fifth Street  
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# ST. MICHAEL SCHOOL

Note: This handbook replaces all handbooks published by St. Michael School before August 1, 2022. 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 2023.

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. In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

## **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, leadership, and service 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 guide a student's behavior, but also 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, and Cognia.

## **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.

## **Sexual Identity Policy**

Saint Michael School is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see *Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education*, Congregation for Catholic Education, published on June 10, 2019)

## History of St. Michael School

The history of St. Michael School dates back to the early days of the town of Crowley. In 1899, Father Peter H. J. Van Alfen was appointed the first pastor of St. Michael's at Crowley, which had been a mission of Iota. The Catholic population of Crowley was sparse, yet Father was eager to organize the parish. He contacted Mother Mary Augustine of the Sisters of Perpetual Adoration in New Orleans and asked her to establish a school and to send sisters to teach the children of his parish.

Mother Augustine arrived in Crowley with five pioneer sisters to begin teaching the children. St. Michael Church served as both school and church. The classrooms were on the first floor of the building located on the corner of Avenue F and Hutchinson and the second floor was used exclusively for religious services. In September of 1900 St. Michael School began classes.

In 1902 additional land was purchased on Block 79 and construction began on the convent. Mother Clementine became the first Reverend Mother of the new convent in that same year. The beginning was difficult for the sisters, but with the help of the people in the parish, the school was able to survive and grow. A boarding school was opened to increase enrollment and to accommodate children whose families lived in the country. The curriculum was very similar to those offered in the finest schools in Europe. The school grew steadily and in 1925 St. Michael High School became a state approved high school. At that time the school was recognized for having one of the finest libraries in the state of Louisiana.

The Right Reverend Monsignor George Mollo was appointed Pastor of St. Michael's Parish. He endeared himself by his kind ways to all the people, young and old. He built a well-planned, beautiful, two-story brick building for the children of his parish. The new school was built on the corner of Avenue F and Hutchinson Avenue in 1935. This building stands on the site of the original school and church. The pre-kindergarten through third grade students attended class in the building each day through May, 2005.

Monsignor Mollo resigned in 1951 due to failing health. The Most Reverend Maurice Schexnayder, Auxiliary Bishop of Lafayette, became the new pastor. He found a track of land large enough to build a new St. Michael High School. The high school students and the eighth grade students moved into the new facility in October of 1954. Notre Dame High School of Acadia Parish began in 1967. St. Michael was one of the parishes who helped to form this consolidated high school. As a result of this consolidation, St. Michael School on Avenue F and Hutchinson Avenue became a kindergarten through seventh grade facility.

During the 1979-80 school year St. Michael School moved grades fourth through eighth into a new school facility built on Northern Avenue. The Hutchinson Avenue site remained a kindergarten through third grade school. In 1984 ground-breaking ceremonies were held for the new multi-purpose facility on the East Campus. The facility was to be the home for a gym, computer lab, band room, stage, and other classroom facilities. The third-grade classes were moved to the East Campus in 1985 when the school year began. A pre-kindergarten class was added to the West Campus in 1986. The third-grade students were moved back to the West Campus for the 1994-95 school year.

In 1985 St. Michael Elementary School was recognized by the United States Department of Education as one of 272 outstanding elementary schools in the United States. Thirty-five of the schools were Catholic schools and two were from the Diocese of Lafayette. The school received the recognition in special ceremonies in Washington, D.C. Sixty-two students and fourteen teachers and parent chaperons traveled to Washington for the ceremonies and were present when Secretary of Education, William Bennett, presented the Excellence in Education flag to the school. On September 12, 1986, a special Mass and celebration were held in Crowley and the school received the award from the United States Department of Education.

In June of 1991 St. Michael School received the first Excellence in Education Award presented by the Diocesan Food Services Department. The school was again recognized by the Diocese with this award in 1999. This award recognized St. Michael School, administrators, faculty, students, parents, and staff for their efforts in working together to provide the children maximum learning through a total school program and enhancement of the curriculum through nutrition awareness and inter-disciplinary units.

In November 1998, Pio Cardinal Laghi, Prefect of the Congregation for Catholic Education, visited the Diocese of Lafayette. St. Michael School was chosen as a site for the Cardinal to celebrate a liturgy with the Catholic school students in the city of Crowley. This liturgy, celebrated on November 9, 1998, was a historical event in the history of the school.

On October 5, 1999, St. Michael School officially opened its centennial year of celebration. This historical year opened with a liturgy in St. Michael Church marking the occasion. It was attended by faculty, parents, students, alumni, friends, and former teachers in the community. Bishop Edward O'Donnell, Bishop of the Lafayette Diocese, and Bishop Michael Jarrell, Bishop of the Houma – Thibodeaux Diocese, presided at the liturgy. In November of 2000, as the centennial year was coming to a close, the alumni of St. Michael School gathered together for a liturgy of Thanksgiving and a reunion. The event was held on the East Campus and was well attended by alumni of the school.

In 2001 Fr. Louis Richard, Pastor of St. Michael Church Parish, wisely assembled a parish meeting to assess the needs of St. Michael Church Parish. The result of that assembly was a Feasibility Study and a Capital Campaign to address the needs of the parish which included consolidation of the East and West Campuses. On June 3, 2004, St. Michael Parish, under the leadership of Pastor Fr. Gary Schexnayder, officially broke ground to begin construction of the new addition which allowed the East and West Campuses to consolidate on the Northern Avenue Campus. It was a historical moment in the 104-year history of the school witnessed by a dedicated group of St. Michael supporters including members of the school board, parish council, the pastor, administrators, faculty, staff, and students.

St. Michael School began classes for the 2005-06 school session on a consolidated campus for the first time in many years. The new facility provided new state-of-the-art Computer and Science Labs, a new Library, Art Room, and classrooms for pre-kindergarten through third grade as well as renovation to the administrative office wing. The new addition was dedicated and blessed on October 11, 2005. Bishop Michael Jarrell, Bishop of the Lafayette Diocese, presided at the Liturgy of Thanksgiving celebrated by the school community. The mass was co-celebrated by Chancellor and Pastor, Father Gary Schexnayder, and former pastor, Father Louis Richard. Superintendent of Schools for the Diocese of Lafayette, Anna Larriviere, and Principal, Myra Broussard, also addressed the group of students, parents, alumni, parishioners, and friends gathered together for the celebration.

In the fall of 2005, St. Michael School opened its doors and welcomed over 50 additional students into the school as a result of Hurricanes Katrina and Rita. In March of 2006, St. Michael School was awarded Southern Association of Colleges and Schools Accreditation by a peer review team that visited the school. The assessment culminated a three-year process of self-evaluation and reflection by the administration, faculty, staff and parents. The school officially received the designation in ceremonies in December of 2006. Principal, Myra L. Broussard, and SACS Steering Committee Chairmen, Sandi Dore' and Karen Spaetgens, traveled to Atlanta, Georgia to the SACS-CASI conference to receive the official designation and flag for the school.

In May of 2006 a monument was dedicated on the campus to house the time capsules of the school. The monument was blessed in special ceremonies and was a gift from the 1987 and the 2002-2005 eighth grade classes. The time capsule was opened for the first time in 2012, twenty-five years after the initial one was buried. Celebrations were held to mark the event.

In March of 2008 a large playground was funded, which was designed and built by the parents of St. Michael School. It was blessed by Chancellor, Fr. Gary Schexnayder. The playground project fulfilled a goal of the PTO-Angel Parent Network. St. Michael School community celebrated its 110 years of service to the Crowley community during the 2009-2010 school session. The alumni gathered together for a reunion on campus in April of 2010.

On May 13, 2013, the 96<sup>th</sup> anniversary of the Blessed Mother's appearance at Fatima, the grotto in her honor was blessed on campus. The grotto is a gift of our grandparents in 2011 and the Knights of Columbus Council 1318. The rosary prayer garden, a gift of one of our families, was blessed by Fr. Mikel Polson, Pastor of St. Michael Church, in the presence of students, faculty and guests.

During the 2014 – 2015 school session, the school's technology lab and mobile units were updated allowing 120 students to be tested online for standardized tests. This update was a gift from the generosity of parents and supporters. St. Michael School parents, students, alumni, faculty and staff joined together and contributed funds to purchase the Marian Statue that will be in the newly renovated St. Michael Church. The statue was donated in gratitude to St. Michael Church Parish for their dedication and support of its parish school, St. Michael School.

During the (2019-2020) school year, St. Michael School began an "After the Bell" program which allows students to remain on campus until 6:00 p.m. In a well supervised and loving environment, students receive afternoon snacks, help with homework/studies and ample opportunity for creative play and fun.



In February of 2021, St. Michael School began construction of a much needed and long awaited Pre-K3 building. The building, located just outside and north of the present middle school and jr. high building, houses two large classrooms, each with its own bathroom and ample storage. The inaugural Pre-K3 class opened for the 2021-2022 school year. Pre-K3 is designed to introduce children to the love of Jesus as they discover new and exciting ways of learning through integrated and guided activities and play.

Due to the hard work of many involved in our success throughout the years, St. Michael School continues to offer an exceptional education while keeping up to date with all best practices in education and technology. We remain grounded in our Catholic beliefs while promoting and instilling the four pillars of our rich tradition: faith, scholarship, leadership and service and will continue to serve our school community for years to come.

## Administration / Staff / Faculty Contact Information

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Mr. Timothy Miguez	STEM teacher	<a href="mailto:tim@stmike.net">tim@stmike.net</a>
Mrs. Alison Privat	2nd Grade teacher	<a href="mailto:aprivat@stmike.net">aprivat@stmike.net</a>
Mrs. Tina Reaux	Music teacher	<a href="mailto:treaux@stmike.net">treaux@stmike.net</a>
Mrs. Caitlin Regan	Pre-kindergarten 4 teacher	<a href="mailto:cregan@stmike.net">cregan@stmike.net</a>
Mrs. Grace Reiners	Pre-kindergarten 3 teacher	<a href="mailto:greiners@stmike.net">greiners@stmike.net</a>
Mrs. Caroline Rothermel	Intervention/STEM	<a href="mailto:crothermel@stmike.net">crothermel@stmike.net</a>
Mrs. Holly Schultz	7th grade HR/6 <sup>th</sup> -8 <sup>th</sup> grade Religion	<a href="mailto:hschultz@stmike.net">hschultz@stmike.net</a>
Mrs. Stephanie "Mickie" Borill	7 <sup>th</sup> grade HR/6 <sup>th</sup> -8 <sup>th</sup> grade Science	<a href="mailto:mborill@stmike.net">mborill@stmike.net</a>
Mrs. Sharon Thomas	Pre-kindergarten 4 teacher	<a href="mailto:sthomas@stmike.net">sthomas@stmike.net</a>
Mrs. Kelly Thompson	Art teacher	<a href="mailto:kthompson@stmike.net">kthompson@stmike.net</a>
Mrs. Stephanie Vice	Kindergarten Aide	<a href="mailto:svice@stmike.net">svice@stmike.net</a>
Mrs. Jennifer Vondenstein	Spanish teacher – PK4-5 <sup>th</sup> grade	<a href="mailto:jvondenstein@stmike.net">jvondenstein@stmike.net</a>
Mrs. Sandy Whiting	5 <sup>th</sup> grade teacher	<a href="mailto:swhiting@stmike.net">swhiting@stmike.net</a>

## 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 may submit a written request to the principal for special classroom placement before June 1<sup>st</sup> of the upcoming school year. This request may not always be granted!
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, Music, Physical Education, Spanish and/or STEM.

### Assignments / Homework / Missed Work

Teachers and parents share the responsibility for regular communication concerning a child's performance in the classroom. Research shows that when a partnership approach between parents and teachers is evident, children's work habits, attitudes about school and grades improve. They demonstrate better social skills, fewer behavioral problems and a greater ability to adapt to situations and experience success.

Classwork and test papers are sent home for parent review and signature in grades K-5<sup>th</sup>. 6<sup>th</sup>-8<sup>th</sup> grade tests can be review by parent request. 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 are available to parents and legal guardians of students in grades 2-8 online via FACTS. 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 must contact the principal and 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 set in the Pre-Planned Absence Agreement between the teacher(s), administration and parents.

## Parental Academic Support

Parental support is very important to our students' success. It is important that parents, teachers, and administration support each other and work together for the best interest of all students. Parents are asked if there are any concerns or questions to contact their child's teacher to discuss concerns.

## Student Progress Reporting

### Progress Reports

All parents and legal guardians of students in grades 2-8 will receive via email a mid-quarter progress report in all subjects. Please review and contact your student's teacher if you have any questions or concerns.

### 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.

### Report Cards

Report cards are mailed to parents/legal guardian quarterly. Please review and contact your student's teacher if you have any questions or concerns.

### FACTS

Grades are posted at <https://stms-la.client.renweb.com/pwr/>

Parents may access student information using a school-provided login ID and password.

## 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
<b>DL</b>		Distance Learning

Grading scale for Prek – Grade 1:

<b>S</b>	Satisfactory
<b>P</b>	Progressing
<b>N</b>	Needs Improvement
<b>DL</b>	Distance Learning

The letter "I" will be given if assignments are incomplete due to extended illnesses or excused absences and will be reflected on the Progress Report or Report Card only. 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 (Music, Art, PE, Library, STEM, and Spanish)

Grading scale for grades 2 – 8

<b>S</b>	Satisfactory
<b>NI</b>	Needs Improvement
<b>U</b>	Unsatisfactory
<b>DL</b>	Distance Learning

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%
<b>DL</b>	Distance Learning

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%)
<b>DL</b>	Distance Learning

Grading scale for Prek – Grade 1

<b>S</b>	Satisfactory
<b>P</b>	Progressing
<b>N</b>	Needs Improvement
<b>DL</b>	Distance Learning

## 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. Card infractions, detentions, and suspensions will result in conduct points being deducted from the nine weeks conduct average. One point for each card infraction, 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 / Retention / Failure Policy

In each subject that receives a letter grade, the student must earn at least four quality points, including two quality points in the second semester of the school year to be promoted to the next grade.

Quality points are assigned as follows: A=4, B=3, C=2, D=1, F=0

A student who earns more than four quality point in the first half of the school year, but earns less than two points in the second half would not pass the course.

### 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 grade level skills and/or social-emotional development.
- If weakness occurs, the school reserves the right to have the child repeat the year in order to have more time to mature and acquire the skills necessary for success at the next academic level.

### Second grade / Third grade

- In 2<sup>nd</sup> or 3<sup>rd</sup> grade, A student will repeat the current grade if he/she fails to master basic skills needed to move on to the next grade level.
- If a student fails reading, language, or math, he/she must successfully make up the deficiency by private tutoring with a certified teacher in the summer, meeting St. Michael requirements in the Course Completion Requirement agreement by August 1 or repeat the grade.

### Fourth - Eighth grade

- In 4<sup>th</sup> through 8<sup>th</sup> grade, A student will repeat the grade if he/she fails two or more subjects.
- If a student fails one subject, he/she must:
  - make it up in an accredited summer school program
  - make it up by private tutoring with a certified teacher in the summer, meeting St. Michael requirements in the Course Completion Requirement agreement by August 1.
  - or repeat the grade.
- If a student fails Religion, he/she will be required to make up the work through private tutoring in the summer by a certified Catechist.

The decision to retain a student will be undertaken with great considerations based on several factors, including, but not limited to student data indicating academic ability, social-emotional development, and teacher and parent input. A committee including the classroom teacher(s), participating support staff, academic director, and principal will make a recommendation for promotion or retention. The final decision for a student to be promoted to the next grade, retained, or for a student to continue at St. Michael will be made by the administration.

**A student may be retained for excessive absences, based on academic success.**

## Student Records

Parents and legal guardians 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.

**Administration has the right to evaluate a students' behavior history and deny the student from attending a field trip if administration feels it is in the best interest of all students.**

Students 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 leave with them and not accompany their class back to school. Parents may also sign out their own child on an official school sign-out sheet, provided by the teacher in charge.

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.

Field trip fees are non-refundable once payment for transportation, venue, and/or event has been made. In the event a trip has to be canceled for unforeseen circumstances, refunds will only be made available if the school is refunded by the transportation, venue, and/or event companies. This refund, if available, will be applied to your tuition payment.

The Dean of Students will attend 6<sup>th</sup>- 8<sup>th</sup> grade field trips.

### **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 8<sup>th</sup> grade 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.

**Outstanding *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, art, Spanish 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 and Advisory Council.
6. New students will not be accepted in Pre-K 3 after the end 2<sup>nd</sup> Quarter. 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 and active 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 and active 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. A student whose tuition is not current through December 31, 2023, may not register for the upcoming year until all tuition is current.

## **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 will receive a withdrawal form from the school's secretary after meeting with the Principal.
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

The school communicates with parents through email and FACTS 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 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 send a note or call the school office to leave a message.

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

<b>Dean of Students/Behavior Support</b>	Mr. Dale Serie
<b>Curriculum/Academic Director</b>	Mrs. Tammy Trahan
<b>Technology Director</b>	Mrs. Erin Walton
<b>Athletic Director</b>	Mr. Nicholas Benoit
<b>ATB Director</b>	Mrs. Pam Kirsch
<b>Religion Director</b>	Mrs. Liz Holloway

## Daily Procedures

### School/Office Hours

Parents are requested to have children present at assembly for morning announcements. Academic instruction follows assembly and ends at 2:50 p.m. Classroom duty teachers are assigned positions beginning at 7:30 a.m. The school office is open on school weekdays from 7:30 a.m. – 3:30 p.m.

### School numbers

School Office: 783-1410  
Cafeteria Manager: 783-0701

School Fax: 783-8547  
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
2:00-2:50.....	Seventh Period
2:50.....	Dismissal using PikMyKid
3:30.....	Supervision Ends
3:30.....	Teachers Sign Out/ ATB

### 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
2:05-2:50.....	Seventh Period
2:50.....	Dismissal using PikMyKid
3:30.....	Supervision Ends
3:30.....	Teachers Sign Out/ ATB

### Mass Schedule #2 /Club Schedule

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
2:05-2:50.....	Seventh Period
2:50.....	Dismissal using PikMyKid
3:30.....	Supervision Ends
3:30.....	Teacher Sign Out/ ATB

### Schedule #3

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
2:05-2:50 .....	Special Event
2:50.....	Dismissal using PikMyKid
3:30.....	Supervision Ends
3:30.....	Teacher Sign Out/ ATB

### 11:30 Early Dismissal Schedule

7:40-7:50	Bell/Morning Prayer
7:50 - 8:00	Homeroom
8:00 – 8:25	First Period
8:25 – 8:50	Second Period
8:50 – 9:15	Third Period
9:15 – 9:40	Fourth Period
9:40 – 10:05	Fifth Period
10:05 – 10:30	Sixth Period
10:30 – 10:55	Seventh Period
10:55 – 11:25	Junior High Lunch
11:30	Dismissal

### 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 based on academic progress and insufficient attendance. 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 must call the school office from 7:30 a.m.- 8:15 a.m. to notify the school of their child's absence.

Absences due to personal illness, medical appointments, serious illness, 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. For students to be eligible to participate in any extracurricular school function, they must be present for more than 50% of the school day.

### Pre-Planned Absence Assignments and Tests (See page 8)

### 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. Students leaving school before 11:30 a.m. and not returning that day will be marked ½ day absent. **Parents are required, for safety reasons, to accompany their child when they are tardy and check them into the school office. Student(s) must be signed-in by parent or legal guardian if they are late.**

### Excessive Absences and Tardiness

The parents will be contacted when the administration determines that the absences and/or tardiness have become excessive to discuss a possible plan to rectify the situation. **Excessive absences and tardiness affect student learning and growth and also place a tremendous hardship on the teacher and the rest of the class.**

## **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**. Upon their return, students are responsible for checking with their teachers to get missed assignments.

## **Arrival Procedures**

The campus opens for students at 7:30 a.m. All students should be on campus by 7:50 a.m. for morning assembly. School dismisses at 2:50 p.m. and all students must be picked up by 3:30 p.m. Students left on campus after 3:30 p.m. 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 a.m. and closes after the bell rings at 7:50 a.m. 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. **Any student(s) must be signed-in by parent or legal guardian if they are late.**
- School Parking Lot – Parents must park in a designated parking space and walk students to the walkway. **if they are late, student(s) must be signed-in by parent or legal guardian.**

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.
- No stopping or parking in the bus/fire 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**

For safety and efficiency, students are dismissed using the PikMyKid app. Parents must use the app to designate the party responsible and location of pick up.

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

- Parents need to press the green announce button in the PikMyKid app.
- 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 need to press the green announce button in the PikMyKid app.
- Parents should park in a designated parking space.
- Parents must use the office entrance walkway and wait for the duty teacher to dismiss their child.
- 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.

### ***ATB***

- Parents need to delegate their child as attending ATB in the PikMyKid app.
- ATB workers will meet and check students into ATB.

### **Bicycle 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 / Birthday Parties and Treats**

Religious events and special events will be listed on each monthly calendar. For safety reasons, 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. Birthday treats and/or invitations to birthday parties should **NOT** be sent to school. Teachers will not be able to accept them or pass them out to the students.

## Discipline and Policies

Discipline is to be considered an aspect of moral guidance. The purpose of discipline is to promote genuine student development; to increase respect for duly constituted authority, to assist the growth of self-discipline, to provide an orderly and safe environment conducive to learning and to promote moral and intellectual character.

Our goal is to establish a unified effort by parents, students, and teachers in order to institute a discipline program that builds character in a Catholic environment and will support the efforts of teachers to teach and students to learn.

Students who violate the rules and procedures of Saint Michael School, who violate the rights of another child or adult or who disregard their own responsibilities will be subject to disciplinary action. Any student who engages in conduct, whether inside or outside of school, which is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy or teachings of the Catholic Church may be subject to disciplinary action, including suspension or expulsion.

Certain conduct, which may not be listed in these policies of conduct, may still be determined to be inconsistent with the standards of conduct required by Saint Michael School. It is assumed that the offending conduct will be remedied by the first application of a disciplinary response. However, if the conduct continues, or a more serious conduct occurs, Saint Michael will proceed to more serious forms of discipline.

When a student is assigned an **academic penalty** as part of a suspension, the student must make up all assessments and/or projects missed due to the suspension absence; however, the score on the assessment and/or project will not exceed 69%.

Students at Saint Michael School are expected to exhibit Christian behavior consistent with their age and maturity. Depending on the discipline incident, behavior of the student, and the student's past actions, consequences may include, but are not limited to: verbal reprimand, written assignments, loss of privileges, recess detentions, morning detention, lunch/recess detention, suspension from school activities (athletics, extra-curricular clubs, school trips etc.), suspension from school, or dismissal from school. Additional consequences at the discretion of the Administration may be assigned on a case-by-case basis.

### Discipline Policy

#### ***Minor Violations for grades PreK-3***

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
6. Other actions not listed above but deemed necessary by teacher and/or administration.

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




## 6<sup>th</sup>-8<sup>th</sup> Saint Michael School Conduct Cards

In grades, 6<sup>th</sup>-8<sup>th</sup>, each student is held accountable for their own behavior. Conduct cards are used to assess each student's behavior and determine the conduct grade on the report card. A new card will be issued each 9 Weeks by the homeroom teacher to each student. This card must be carried to all classes/activities by the student. Each student in grades 6<sup>th</sup>-8<sup>th</sup> will be issued a card holder that will hold the discipline card and must be properly worn by the student with the Saint Michael lanyard. Saint Michael students are graded on conduct in four categories: Character, Behavior, Responsibility, and Dress Code. Students begin each quarter with a 100/A+ in conduct.

- Character infractions carry a 5- or 10-point deduction in the conduct grade; students are issued an immediate detention or suspension for these infractions. An academic penalty may apply to suspensions. Character infractions are major violations that are covered in detail in the detention section of this handbook.
- Behavior, Responsibility, and Dress Code infractions are 1-point deductions from the conduct grade. When a student has accumulated 5 or more infractions in one of these categories, the student is issued a detention. When the student has accumulated 10 infractions in one of these categories, the student is issued a suspension.

Card Example 6<sup>th</sup>-8<sup>th</sup> side 1

<b>CHARACTER</b>			 <b>ST. MICHAEL</b> CATHOLIC SCHOOL <i>Since 1900 — Faith. Scholarship. Leadership. Service.</i>		<b>Restroom Passes</b>			
<b>Date</b>	<b>Infraction</b>	<b>Teacher</b>	<b>805 East Northern Ave. Crowley LA</b> <b>70526</b> <b>337-783-1410</b> <b>stmike.net</b>  <b>6<sup>th</sup>-8<sup>th</sup> grade</b>		<b>Date</b>	<b>Period</b>	<b>Time</b>	<b>Teacher</b>
			<b>Name</b>		1.			
			<b>Homeroom Teacher</b>		2.			
			<b>Grade</b>		3.			
Immediate detention for infractions <b>1-5</b> , -5 points per infraction. Teacher signing Character mark must also use a detention form. Suspension for infraction <b>6</b> , -10 points off conduct grade. Suspension may also carry an academic penalty. After Suspension, Expulsion hearing will be called.			<b>Students:</b> This card must be worn with Saint Michael School lanyard <b>and</b> visible at all times on campus. Each infraction affects your conduct grade. This card is for the entire 9 weeks grading period.		4.			
<b>Codes:</b> C-cheating, dishonesty, plagiarism, forgery T-theft, destruction of property, vandalism I-immorality, profanity, obscenity F-bullying, fighting, intimidation, violence K-kicking, pushing, shoving, biting, hitting D-drugs, alcohol, vapes, tobacco CP-Cell phone policy violation TP- Technology/Electronics Policy Violation H-writing on skin, uniform OL- Off limit area without permission O-other			<b>Lost Card</b> = losing <b>5</b> conduct points		5.			
					6.			
					7.			
					8.			
					9.			
					10.			
					11.			
					12.			
					13.			
					14.			
					15.			
					16.			
					17.			
					18.			
					19.			
					20.			

Card Example 6<sup>th</sup>-8<sup>th</sup> side 2

Behavior			Responsibility			Dress Code		
Date	Infraction	Teacher	Date	Infraction	Teacher	Date	Infraction	Teacher
1			1			1		
2			2			2		
3			3			3		
4			4			4		
5			5			5		
6			6			6		
7			7			7		
8			8			8		
9			9			9		
10			10			10		
Each infraction -1 point off conduct grade  Lunch detention for infraction <b>5</b> ,  Detention for infractions <b>6,7,8, and 9</b> , (-5 each detention)  Suspension for infraction <b>10</b> . (-10 each suspension)  <b>Codes:</b> B-misbehavior/ inappropriate behavior on or off campus R-disrespect to others (student,teacher,sub) D-not following directions, off-task L-not following library, lab, locker rules G- Gum, Candy, food without permission O-other			Each infraction -1 point off conduct grade  Lunch detention for infraction <b>5</b> ,  Detention for infractions <b>6,7,8, and 9</b> , (-5 each detention)  Suspension for infraction <b>10</b> . (-10 each suspension)  <b>Codes:</b> M-forgotten materials, computer, lanyard SP-signed papers C-failure to clean up after yourself TR-tardy between classes O-other			Each infraction -1 point off conduct grade  Lunch detention for infraction <b>5</b> ,  Detention for infractions <b>6,7,8, and 9</b> , (-5 each detention)  Suspension for infraction <b>10</b> . (-10 each suspension)  <b>Codes:</b> A-tops(shirts) B-bottoms(pants, skirts) C-cold weather, hats, caps D-socks E-shoes F-hair G-makeup, jewelry, nail polish L-Mass day attire J-belt		


**4th-5<sup>th</sup> Saint Michael School Conduct Cards**

In grades 4<sup>th</sup>-5<sup>th</sup>, each student is held accountable for their own behavior. Conduct cards are used to assess each student's behavior and determine the conduct grade on the report card. A new card will be issued each 9 Weeks by the homeroom teacher to each student. This card must be carried to all classes/activities by the student. Each student in grades 4<sup>th</sup>-5<sup>th</sup> will be issued a card holder that will hold the discipline card and must be properly worn by the student with the Saint Michael lanyard.

Saint Michael students are graded on conduct in four categories: Character, Behavior, Responsibility, and Dress Code. Students begin each quarter with a 100/A+ in conduct.

- Character infractions carry a 5- or 10-point deduction in the conduct grade; students are issued an immediate detention or suspension for these infractions. An academic penalty may apply to suspensions. Character infractions are major violations that are covered in detail in the detention section of this handbook.
- Behavior, Responsibility, and Dress Code infractions are 1-point deductions from the conduct grade. When a student has accumulated 6-9 infractions in one of these categories, the student is issued a lunch detention. When the student has accumulated 10-14 infractions in one of these categories, the student is issued a morning detention. When a student reaches 15 infractions in one of these categories, a suspension is issued.

Card Example 4<sup>th</sup>-5<sup>th</sup> side 1

<b>CHARACTER</b>			 <b>ST. MICHAEL</b> CATHOLIC SCHOOL <i>Since 1900 — Faith. Scholarship. Leadership. Service.</i>	<b>Restroom Passes</b>			
Date	Infraction	Teacher		Date	Period	Time	Teacher
			805 East Northern Ave. Crowley LA 70526 337-783-1410 stmike.net  4 <sup>th</sup> -5 <sup>th</sup> grade				
				1.			
				2.			
				3.			
				4.			
				5.			
				6.			
				7.			
				8.			
				9.			
				10.			
				11.			
				12.			
				13.			
				14.			
				15.			
				16.			
				17.			
				18.			
				19.			
			20.				

Immediate detention for infractions **1-5**, -5 points per infraction

Suspension for infraction **6**, -10 points off conduct grade.

Suspension may also carry an academic penalty.

After Suspension, Expulsion hearing will be called.

**Codes:**  
 C-cheating, dishonesty, plagiarism, forgery  
 T-theft, destruction of property, vandalism  
 I-immorality, profanity, obscenity  
 F-bullying, fighting, intimidation, violence  
 K-kicking, pushing, shoving, biting, hitting  
 D-drugs, alcohol, vapes, tobacco  
 P1-improper phone communication  
 P2-possessing/using phone on campus/bus  
 O-other

<b>Name</b>	
<b>Homeroom Teacher</b>	
<b>Grade</b>	

**Students:** This card must be worn with Saint Michael School lanyard **and** visible at all times on campus. Each infraction affects your conduct grade. This card is for the entire 9 weeks grading period.

**Lost Card** = losing **5** conduct points

Card Example 4<sup>th</sup>-5<sup>th</sup> side 2

<b>Behavior</b>			<b>Responsibility</b>			<b>Dress Code</b>		
Date	Infraction	Teacher	Date	Infraction	Teacher	Date	Infraction	Teacher
1			1			1		
2			2			2		
3			3			3		
4			4			4		
5			5			5		
6			6			6		
7			7			7		
8			8			8		
9			9			9		
10			10			10		

Each infraction -1 point off conduct grade

Lunch detention for infraction **6-9**,

Detention for infractions **10-14**, (-5 each detention)

Suspension for infraction **15**. (-10 each suspension)

**Codes:**  
 B-misbehavior in class, morning assembly, cafeteria, Mass, bus, field trip, dismissal assembly  
 P-use of school technology  
 R-disrespect to others(student,teacher,sub)  
 D-not following directions, off-task  
 L-not following library, lab, locker rules  
 IB-inappropriate behavior  
 O-other

Each infraction -1 point off conduct grade

Lunch detention for infraction **6-9**,

Detention for infractions **10-14**, (-5 each detention)

Suspension for infraction **15**. (-10 each suspension)

**Codes:**  
 M-forgotten materials, computer, lanyard  
 SP-signed papers  
 OF-off-limit area, No pass  
 C-failure to clean up after yourself  
 TR-tardy between classes  
 O-other

Each infraction -1 point off conduct grade

Lunch detention for infraction **6-9**,

Detention for infractions **10-14**, (-5 each detention)

Suspension for infraction **15**. (-10 each suspension)

**Codes:**  
 A-tops(shirts)  
 B-bottoms(pants, skirts)  
 C-cold weather, hats, caps  
 D-socks  
 E-shoes  
 F-hair  
 G-makeup, jewelry, nail polish  
 H-writing on skin, uniform  
 L-Mass day attire  
 J-belt

## **Major Violations**

### **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 Dean of Students or the Principal. Students in grades 4-8 will serve a 60-minute detention; PreK – 3<sup>rd</sup> grade will serve a 30-minute detention starting at 7:00 am on Wednesdays unless other time/day is stated on the detention.

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. Inappropriate aggressive horseplay, 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. Violation of Harassment and Bullying Policy (Refer to pages 28-29).
4. Leaving a teacher, class group or classroom without permission.
5. Disrespect for authority (including staff members, substitutes, and guest speakers).
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
15. Inappropriate affection towards another student at school.
16. Misbehavior in the cafeteria, such as throwing food.
17. Any misuse or unsafe use of school property
18. Misuse of another students' or teachers' property.
19. Other actions not listed above but deemed necessary by teacher and/or administration.

### **Suspension**

A suspension is given for severe violations of school rules. If a student receives a suspension, he or she **will** report to school and meet with the principal and/or disciplinarian to complete assigned work. Students receiving a suspension may not participate in extracurricular activities including After the Bell on the day/days of the suspension. The student will not be allowed to participate in practice, game, match, or event on the day/days of the suspension. When a suspension is issued, the student will be sent home for the remainder of the day. Parents will be notified of the assigned in-school suspension dates.

The student will be suspended for no more than 3 days and 10 points will be deducted from their quarterly conduct average. When a student is assigned an **academic penalty** as part of a suspension, the student must make up all assessments and/or projects missed due to the suspension absence; however, the score on the assessment and/or project will not exceed 69%.

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

1. Intentional harm or threat 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, vaping devices, 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.
14. Other actions not listed above but deemed necessary by teacher and/or administration.

### ***Expulsion***

Expulsion is the permanent removal of a student from attending St. Michael School. Any major or severe violation may be subject to expulsion. It is used 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 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 and policies 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.

**The Administration is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion.**

## **Harassment & Bullying Policy**

St. Michael School does not condone harassment of any kind. 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. 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.

**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 a behavior tracking system with goals to reduce and prevent bullying problems among St. Michael students as well as to improve their peer relations. Once a pattern of bullying is identified, parents will be notified. In addition, Saint Michael School provides annual anti-bullying and safe environment training for its teacher, parents and students. We believe that children can learn that by taking care of each other, speaking out against bullies, and working together, they can end bullying.

### **Cyberbullying**

Cyberbullying is the act of cruelty to others through electronic means by sending or posting harmful material over the Internet. This can be done through e-mail, instant messaging, blogs, text messages, and all forms of social media. In the state of Louisiana cyberbullying is considered criminal behavior. Any form of cyberbullying is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, and teachings of the Catholic Church. Saint Michael School will not tolerate cyberbullying in any form, whether conducted on or off campus. Cyberbullying will be handled as outlined in the school discipline policy. Appropriate conduct is expected in both face-to-face and electronic interactions. Parents or students who feel that they have been the victims of cyberbullying should print a copy of the material and report the incident to school Administration. Reports will be fully investigated.

## Disciplinary Procedures for Identified Harassment and Bullying

- **First Offense:** Disciplinary conferences with student and teacher. Teacher issues a Major Violation. Parent contacted by teacher.
- **Second Offense:** Parent meeting with Principal and Disciplinary, with possible suspension.
- **Third Offense:** Administration will meet to discuss if student will be allowed to remain at St. Michael School.

## Technology Policy – STUDENT USERS SHOULD NOT EXPECT PRIVACY ON SCHOOL DEVICES!

### ***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, 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 faculty, staff, and students in grades 6<sup>th</sup>-8<sup>th</sup>.

**Unacceptable Uses: DO NOT**

- Post information that could damage a person’s reputation.
- Engage in personal attacks of any kind.
- Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending the messages, you must stop.

***Google Workspace for Education***

Students in grades K-8 students will receive their own Google account. The following services are available for student use through Google Apps for Education:

- Calendar
- Docs
- Drive
- Classroom
- Sheets
- Slides

\*G-Mail for grades 6<sup>th</sup> -8<sup>th</sup> only

-Any students misusing their Google account or using the Google account of another will face disciplinary consequences which could include a loss of access to their Google account.

***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 school’s



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.

## **Cell Phone Policy**

Procedures for cell phones are as followed.

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. Students may only retrieve their personal cell phone.
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**

Unauthorized electronic devices of any kind 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. Smart watches that connect to the Internet or have texting capabilities are not allowed.

## **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

## **Violence Policy**

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

### **Locker, Desk, and Storage Area Policy**

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

### **Book Sack Policy**

To help ensure school safety, any student may be asked to open or empty out their book sack by administration at any time without notice.

### **Care of School Property Policy**

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, and enrichment. The grades at the end of each nine-week period determine eligibility for the following nine-week period. The student will not be allowed to participate in practice or games on day/days of the suspension. 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:

Sport	Participants	Grade
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 only	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>
Cross Country	Boys / Girls	5 <sup>th</sup> – 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 (Beta, Student Council and 4-H)

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, Quiz Bowl Team and Chess**

Members of the Robotics Team, Quiz Bowl and Chess team are selected annually by the moderators using established criteria. Students selected to represent St. Michael School on a 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 ST. MICHAEL SCHOOL TUITION POLICY 2023-2024**

1. Tuition rates are determined annually by the pastor and principal and are approved by the St. Michael School Advisory Council.
2. The faculty is hired and contracted annually. Student programs are planned for the year based on enrollment and faculty. A student's enrollment indicates that his/her parents understand that school expenses and commitments are projected on the assumption that he/she will remain for the entire year.
3. In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.
4. It is understood 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. However, registration fees will not be refunded.
5. If a student is withdrawn from school, records will not be completed until payment of tuition and fees owed up through the day of the withdrawal are paid in full.
6. The tuition rates for a given year are based on data and information available to the council 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.
7. Student tuition and fees (including registration fee) will be paid using FACTS beginning in June, 2023 through May, 2024. Parents may select the options available through FACTS. Parent may exercise the option to Prepay by June 1, 2023 for a discounted amount. The twelve-month tuition payment plan has been designed to ease the burden of payment. All tuition rates and fees have been included in the overall yearly cost. These fees include the family assessment, building and maintenance, Saints Parent Club dues, educational materials, testing, diocesan tax, a spirit t-shirt, a Faith Rally t-shirt, a planner, the PE locker fee and the art fee.
8. Please note: June and July tuition payments are credited to fees that pay for textbooks, maintenance and supplies and are therefore not refundable.
9. Any student registering after June 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.
10. St. Michael School requires parent to pay tuition through FACTS. FACTS offers payment with automatic bank draft or credit card. If using a credit card, you will be charged a 2.75% fee. FACTS payment fees include 1 or 2 payments – \$20.00 (one-time payment) paid to FACTS or 3 or More payments – \$50.00(one-time payment) paid to FACTS.
11. At the time of report card distribution, students whose tuition is thirty (30) days delinquent will not receive a report card until payment is made.
12. In the event any payment due to St. Michael School is past due thirty (30) days, the parents will be notified and their FACTS account will be disabled until payment is made. **Report cards and records will not be issued and/or released at the end of the school year unless payments for tuition and fees have been paid in full. (Diocesan policy 5009)**

- In the event any payment due to St. Michael School is past due sixty (60) days these actions will be taken:
  - a. Parents will be notified that their child will not be allowed to participate in extracurricular activities or ATB.
  - b. Parents must contact the school in order to discuss financial difficulty and payment options for delinquent amount.
- In the event any payment to St. Michael School is past due ninety (90) days, these actions will be taken:
  - a. Parents will be notified that they will not be allowed to drop off their child at St. Michael School to participate in class or other school functions or extracurricular activities until delinquent amount is paid in full.

**-If an outstanding balance exists at the end of the academic year, parents will not be allowed to re-enter or register their child/children for the new school year. By bringing all accounts current, the student will be considered for re-admission to St. Michael School if space is available.**

13. Any family experiencing financial difficulty should contact the principal to discuss payment and/or a delayed tuition payment schedule. **Any good faith or good attempt to pay delinquent amounts will be taken into consideration.** The school will make every effort to work with parents experiencing unforeseen financial hardships.
14. Lunch payments are paid in 9 equal installments from August to April. Checks or money orders for lunches should be made out to St. Michael School Cafeteria or pay on-line at [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com).
15. There will be a \$30.00 charge through FACTS for all NSF payments.
16. The registration forms through FACTS must be signed and submitted with the registration fee paid in full before a student is considered registered for the upcoming school year.
17. A withdrawal form must be signed in the office before tuition is discontinued and records are released to a new school.

St. Michael School  
2023-2024

**Registration (FACTS):**

\$175 per student (\$225 per student if after Registration deadline); due at registration.

*Tuition and Fee Schedule:*

	<b>PLAN 1: One payment in full due June, 2023</b>	<b>PLAN 2: 12 monthly payments June, 2022–May, 2023</b>
<b>Half-Day PreK3 &amp; PreK4</b>		
Catholic	\$ 4,913	\$ 420
Non-Catholic	\$ 5,158	\$ 445
<b>All Day PreK3, PreK4 and Kg</b>		
Catholic	\$ 6,218	\$ 532
Non-Catholic	\$ 6,465	\$ 553
<b>Grades 1-8 Catholic</b>		
1 Student	\$ 6,029	\$ 516
2 Students	\$11,596	\$ 993
3 Students	\$16,962	\$1,453
4 Students	\$22,191	\$1,900
5 Students	\$27,420	\$2,348
6 Students	\$32,653	\$2,797
<b>Grades 1-8 Non-Catholic</b>		
1 Student	\$ 6,530	\$ 559
2 Students	\$12,598	\$1,079
3 Students	\$18,465	\$1,582

Tuition and fees have been combined for ease of payment.  
The only additional fees not included in the tuition are shown below:

<b>Music Instrument</b>	\$10 per 2 <sup>nd</sup> grader or any new 3 <sup>rd</sup> – 5 <sup>th</sup> grader
<b>Field Trip Expenses</b>	Depends on cost of trip
<b>Athletic Registration</b>	Depends on specific sport. See Athletic handbook.

- **June and July payments credited to fees are non-refundable as they cover all fees for the school year.**
- **Families must choose a payment plan through FACTS.**

## **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 not attend school or any school related function until they are 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 Medicine**

Parents with children who have chronic conditions requiring the administration of medication by use of inhalers, nebulizers, EpiPen's, etc., or time released medication must meet with the administration or school nurse 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 or school nurse.

St. Michael School will not administer or dispense medications of any kind to any student without written authorization from the attending doctor.

1. If a student has a prescription that is time released and needs to be taken while the student is at school, a written authorization from the attending doctor must be verified by the administration or school nurse.
2. All prescription medications must be taken by the student in the presences of the authorized school personnel. Students may not bring any prescription medications or non-prescription medicines on campus to self-administer.
3. The front office will not store or maintain any prescription medication, other than those required for chronic or emergency conditions (inhalers, nebulizers, EpiPen's, etc.).
4. If a student requests an over-the-counter medication due to a non-emergency illness, the school will contact the parents and the parents must come to the school to administer the medication. St. Michael School will not store or maintain any provisions for over-the-counter medicines. The student will return to their classroom until the parent arrives to administer the medicine.
5. At no time should a student have any medication, prescription or over the counter, on their person while on campus.
6. Parents may not delegate the distribution of medication to employees, volunteers, relations, friends, etc., of St. Michael School. Only parents/guardians are allowed to give their children medication.



7. Failure to follow these directives will result in similar consequences as those pertaining to the substance abuse policy.

## **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 two-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 two-hour training must renew their Safe Environment certification each year by attending a one-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. Diocesan Policy 2010

### **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, in light of safety, students must remain with their class. Parents may 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 visitor's tag. Parents may make an appointment with the principal to visit a class and view a lesson.

### **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 visitor's tag 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.

## **School Nutrition**

A nutritious and balanced hot meal is served in our cafeteria daily. Checks or money orders are preferable to cash and must be made out to St. Michael School Cafeteria for lunches.

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. Please pay your cafeteria bill on time each month so your child(ren) can be served lunch.

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.

### **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 and money orders must be made out to St. Michael School Cafeteria for lunches. By going to [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com), parents can set up an account, monitor their child's lunch account and make payments, as well.

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.

## **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 or Dean of Students.

### **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.

### **Enrichment Programs**

- 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.

### **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.

### **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.

### **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.

### **Remedial Programs**

Special remedial programs for students with learning disabilities, learning problems, etc., are available as determined by a process through the Acadia Parish Special Education Office and the Saint Michael School Building Level Committee. Students needing these services will be referred to the Acadia Parish Pupil Appraisal for further evaluation.

## **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, please contact the SPC for more information.

## **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.

## **Testing**

All students in third through eighth grade will take the standardized test in the spring.

## **Title I Services**

Students must be recommended for Title I Services and meet certain criteria to be eligible. Services through Title I are made available on a year-to-year basis following Title I guidelines and student needs. Only students who have qualified for a Service Plan through an evaluation process conducted by the Acadia Parish Special Education Pupil Appraisal and meet the needs for tests read aloud accommodation will have the option to have tests read aloud.

## 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.

The following required uniform items can be purchased A+ School Uniforms/Sewing Center (Crowley) or Fashion World Uniforms (Lafayette).

General Uniform Information:

- All undershirts must be plain white. No colored undergarments, including sports bras.
- Pants, shorts, or skirts may not be rolled or split.
- School shirts must be worn under all outerwear.
- Spirit shirts are to be worn on spirit days with uniform bottoms.
- Hats are not to be worn during the school day.
- **Hoodies are not allowed, they are not part of the school uniform.**
- Extracurricular Event Days – On days that students have extracurricular events (not on mass days); such as sporting events, robotics, etc., they are allowed to wear their team shirts or team sweatshirts. **NO HOODIES ARE ALLOWED.**

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

ITEM	BOYS	GIRLS
<p><b>Official Dress or Mass Day Attire</b></p> <p><b>Sweaters/ Quarter-zip pullovers (to be worn over uniform shirt)</b></p>	<p><b><u>PK3-1<sup>st</sup> Grade:</u></b> May wear uniform pants or shorts with an elastic waistband and shirt.</p> <p><b><u>2<sup>nd</sup>– 8<sup>th</sup> Grades:</u></b> Official uniform NAVY blue dress pants and blue (short or long sleeve) button-up oxford shirt w/school logo and custom clip-on tie</p> <p><b><u>PK3-8<sup>th</sup> Grade:</u></b> Navy blue pullover sweater, navy blue cardigan, or navy blue quarter-zip pullover (with school logo)</p> <p>NO HOODIES</p>	<p><b><u>PK3 – K:</u></b> Official uniform blue and white checked smocked dress.</p> <p><b><u>1<sup>st</sup> Grade:</u></b> Official regular School uniform</p> <p><b><u>2<sup>nd</sup> - 8<sup>th</sup> Grade:</u></b> Uniform Skirt with white (long or short sleeve) button-up oxford shirt w/school logo. (2<sup>nd</sup> grade may wear jumpers)</p> <p><b><u>PK3-8<sup>th</sup> Grade:</u></b> Navy blue pullover sweater, navy blue cardigan, or navy blue quarter-zip pullover (with school logo)</p> <p>NO HOODIES</p>
<p><b>Regular School Day Uniforms Pants/Shorts Skorts</b></p> <p>Uniforms may be purchased from uniform vendors or any merchant who carries the official uniform items.</p>	<p><b><u>PK3- 8<sup>th</sup> Grade:</u></b> Official uniform NAVY blue dress pants or walking shorts</p> <p>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>PK3- 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.</p>	<p><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> with the exception of designated cold months (December-February)</b></p> <p><b><u>PK3 - K:</u></b> May wear official St. Michael plaid walking shorts or skort with red polo. <b>ONLY on special designated days.</b> Ex. If they don't want to wear their spirit shirt on spirit day, they can wear their red shirt and shorts.</p> <p>May wear official St. Michael plaid pants with red polo shirt <b>ONLY on cold days.</b></p> <p><b><u>1<sup>st</sup> – 2<sup>nd</sup> Grade:</u></b> May wear official St. Michael plaid pants on cold days</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>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>only. May wear official St. Michael plaid walking shorts or skort. Jumpers or skirts must be worn 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. Blue uniform pants on designated cold days (December-February)</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. Blue uniform pants on designated cold days (December-February)</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> <b>Blue shorts MUST be worn underneath dress, skirt, or jumper.</b> 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>PK3- 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>1<sup>st</sup> - 2<sup>nd</sup> Grade:</u></b> Official uniform St. Michael school plaid jumper or skirt with white school uniform shirt Jumpers must be worn on official dress days and mass days.</p> <p><b><u>3<sup>rd</sup>- 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><b>Belts must be solid navy, solid black, or solid dark brown.</b></p> <p><b><u>PK3- 3<sup>rd</sup> Grade:</u></b> If belt loops are present on uniform pants and shorts, then a belt must be worn.</p> <p><b><u>4<sup>th</sup>- 8<sup>th</sup> Grade:</u></b> Belts must be worn.</p>	<p><b>Belts must be solid navy, solid black, or solid dark brown.</b></p> <p><b><u>PK3- 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>PK3-K:</u></b> Official uniform St. Michael red shirt with white St. Michael crest.</p> <p><b><u>1st- 8th Grade:</u></b> Official uniform St. Michael blue shirt with navy St. Michael crest. <b>Uniform shirt must be tucked in pants or shorts at all times.</b></p> <p><b><u>PK3- 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>PK3-K:</u></b> Official uniform St. Michael red shirt with white St. Michael crest 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 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>PK3-8th:</u></b> Solid white short sleeve undershirt may be worn under official uniform. All undergarments worn under official uniform shirt must be white.</p>
ITEM	BOYS	GIRLS
<p><b>Socks</b></p> <p><b>Tights/ Leggings</b></p>	<p><b><u>PK3-8th Grade:</u></b> Solid white, solid black, or solid navy CREW socks ONLY. No logos, writing, symbols, or designs allowed on socks No tights or leggings allowed.</p>	<p><b><u>PK3 – Kq:</u></b> Solid white, solid black, red, or navy blue CREW or KNEE socks ONLY.</p> <p><b><u>PK3-8th 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. (Other brands are acceptable and available, but must be a copy of the official shoe.)</p>	<p><b>No longer allowed – any kind of Heydudes, Sperry boat or Sperry-type boat shoe.</b></p> <p><b><u>PK3- 8th Grade:</u></b> Must be a matched pair of NON-FADED Regulation shoes.</p> <p>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) No high tops allowed.</p> <p>Charms or other decorations are not allowed on shoes.</p> <p>Shoes must be intact. No shoes with holes, rips, or separated soles will be allowed. Shoes held together with any kind of tape will not be permitted either</p> <p><b>Regulation shoes include:</b> SOLID White, SOLID Navy, SOLID Gray or SOLID Black athletic shoe. Athletic shoe logo and laces must be solid white, solid black, solid gray or solid navy.</p> <p><b>OR</b> <b><u>PK3- 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 Prek3- K.</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.</p> <p>Black Sperry Men’s WAHOO LTT Leather Sneaker.</p> <p>White -Sperry Big Kid’s WAHOO Leather Sneaker.</p>	<p><b>No longer allowed – any kind of Heydudes, Sperry boat or Sperry-type boat shoe.</b></p> <p><b><u>PK3- 8th Grade:</u></b> Must be a matched pair of NON-FADED Regulation shoes.</p> <p>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) No high tops allowed</p> <p>Charms or other decorations are not allowed on shoes.</p> <p>Shoes must be intact. No shoes with holes, rips, or separated soles will be allowed. Shoes held together with any kind of tape will not be permitted either</p> <p><b>Regulation shoes include:</b> SOLID White, SOLID Navy, SOLID Gray, or SOLID black athletic shoe.</p> <p>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> <p><b><u>PK3-3<sup>rd</sup>:</u></b> May have Velcro closure and is preferred for PK3-K</p> <p><b><u>4th- 8th Grade:</u></b> Regulation shoes must lace up and tie.</p>
<p><b>Shoes</b></p>		



<p><b>Shoes</b></p>	<p><b><u>4th- 8th Grade:</u></b> Regulation shoes must lace up and tie.</p> <p>Shoes must be intact. No shoes with holes, rips, or separated soles will be allowed. Shoes held together with any kind of tape will not be permitted either.</p> <p>Dark brown leather saddle oxford type shoe.</p> <p>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>PK3- 8th Grade:</u></b> All pullover sweaters, sweatshirts, cardigan sweaters, quarter-zip pullovers, full zip jackets must be navy blue, with St. Michael school emblem. St. Michael navy sweatshirt with St. Michael in white lettering.</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>***Hoodies are not allowed!</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. Anytime a sweatshirt or other outerwear is worn, it must be worn over an approved uniform shirt.</p>	<p><b><u>PK3- 8th Grade:</u></b> All pullover sweaters, sweatshirts, cardigan sweaters, quarter-zip pullover, full-zip jackets must be navy blue, with St. Michael school emblem. St. Michael navy sweatshirt with St. Michael in white lettering or school plaid.</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>***Hoodies are not allowed!</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 or other outerwear 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>Nails</b></p>	<p><b><u>PK3- 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>PK3 - 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>PK3- 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-chap stick, 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.</p> <p>Small rings and small stud earrings may be worn and must be non-distracting and unobtrusive. 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>PK3 - 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>PK3- 8th Grade:</u></b> Must be well groomed and clean.</p> <p>It must be trimmed/cut above the eyebrows, above the ears, must not touch the shirt collar and must not exceed 4 inches in length at any area on the head.</p> <p>Bleached, highlighted, or dyed hair is not acceptable. "Wild" hair is prohibited (i.e.: mohawks, mullets, etc.) or shaved bald.</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>PK3- 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>PK3- 8th Grade:</u></b> NONE ALLOWED</p>	<p><b><u>PK3- 8th Grade:</u></b> Girls may wear bows, headbands, or ribbons. No ornamentation may be on the bows or headbands, except for a small religious medal or small school-related appliques.</p> <p>Bows and ribbons may have student's monogram, students name or the school monogram.</p> <p>Bows, headbands, or ribbons may be in the school plaid, red, navy, white, hunter green, the</p>

		school's colors of blue and gold, or a combination of these colors
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### **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. Only the current year's T-shirt can be worn unless specified differently.
- Students may wear the current years' Faith Rally t-shirts every Friday, with uniform bottoms, following the Faith Rally performance.

### **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. If students are given an option to wear a special shirt with jeans, then students will be asked to pay an additional \$1.00

### **Team Event Days**

- On days that athletes, robotics, and quiz bowl teams have events, **except on mass days**, team members are allowed to wear their designated team shirt with uniform bottoms and uniform shoes. Team shirts must meet dress code guidelines.

### **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. Length of shorts need to be of appropriate length for moving around, bending over and stretching.
- Tennis shoes and 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 shoes on class PE days. Boots and hard sole shoes are not permitted during PE.

### **Book sacks**

Roller book sacks are not allowed on gym floor.

## 2023 - 2024 St. Michael School Advisory Council

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St. Michael Church  
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[Christine@falconrice.com](mailto:Christine@falconrice.com)

## 2023 - 2024 School Holidays

August 10, 2023	First Student Day of School
September 4, 2023	Labor Day
October 20, 2023	Rice Festival
November 20-24, 2023	Thanksgiving Holiday
December 25-Jan 5, 2024	Christmas Holiday
January 1, 2024	New Year's Holiday
January 8, 2024	Return to School
January 15, 2024	Martin Luther King, Jr. Day
February 9-13, 2024	Mardi Gras
March 29, 2024	Good Friday
April 1 – April 5, 2024	Easter Holiday
May 23, 2024	Last Student Day of School

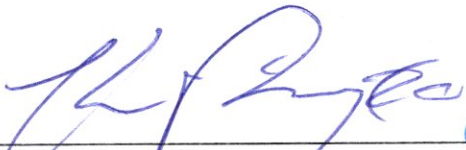
### ***St. Michael School phone numbers***

School Office.....	783 - 1410
Fax .....	783 - 8547
Cafeteria .....	783 - 0701
St. Michael Church Rectory.	783 - 7394

**NOTE:** This information is based on our 2023-2024 anticipated calendar. If any changes or additions are made to this calendar, our families will be notified through 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.

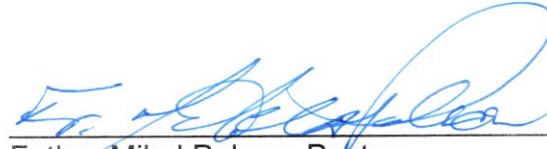
This handbook has been reviewed by Legal Counsel and approved by the St. Michael School Advisory Council.

  
\_\_\_\_\_  
Kyle Richey, Chairman  
St. Michael School Advisory Council

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

Date: 7/19/23

Date: July 18, 2023

  
\_\_\_\_\_  
Father Mikel Polson, Pastor

  
\_\_\_\_\_  
Terri Hebert, Principal

Date: 18 July 2023

Date: July 18, 2023