



St. Michael Catholic School

TABLE OF CONTENTS

Section 1—School

- 1.1 History
- 1.2 Statement of Philosophy
- 1.3 Goals
- 1.4 Mission Statement
- 1.5 Role of Parents
- 1.6 Parent-Teacher Organization
- 1.7 School Board

Section 2—Admission Policy

- 2.1 Admissions
- 2.2 Non-discriminatory Practices
- 2.3 Admission Priorities
- 2.4 Transfer Students
- 2.5 Enrollment Requirements
- 2.6 Learning Conflicts
- 2.7 Student Information
- 2.8 Records

Section 3—Financial Obligations

- 3.1 Financial Obligations
- 3.2 Tuition
- 3.3 Books and Fees
- 3.4 Library Fees

Section 4—School Day

- 4.1 Daily Schedule
- 4.2 Early Dismissal
- 4.3 Regular Dismissal
- 4.4 Safety and Security
- 4.5 Attendance
- 4.6 Tardy Policy
- 4.7 After School Care
- 4.8 Inclement Weather
- 4.9 Delayed School Opening

Section 5—Dress Code

- 5.1 General Regulations
- 5.2 Dress Code

Section 6—Behavioral Expectations

- 6.1 General Expectations
- 6.2 Bullying
- 6.3 Cell Phones
- 6.4 Discipline Procedures
- 6.5 Suspension
- 6.6 Expulsion
- 6.7 Disorderly Conduct
- 6.8 Due Process
- 6.9 Alcohol/Drug Policy
- 6.10 Property Damage
- 6.11 Leaving School Premises
- 6.12 Playground Supervision

Section 7—Academics

- 7.1 Grading Standards
- 7.2 Conduct Grades
- 7.3 Promotion
- 7.4 Parent-Teacher Conferences
- 7.5 Standardized Testing
- 7.6 Homework

Section 8—Medical/Health

- 8.1 Medication
- 8.2 Illness

- 8.3 Head Lice
- 8.4 Communicable Diseases
- 8.5 Child Abuse Reporting

Section 9—Extracurricular Activities

- 9.1 Policy Statement
- 9.2 Academic Eligibility
- 9.3 Athletic Policy
- 9.4 Coaches
- 9.5 Parents
- 9.6 Unruly or disruptive people at school events

Section 10—Miscellaneous Matters

- 10.1 Child Custody
- 10.2 Field Trips
- 10.3 Class Interruptions
- 10.4 Money/Checks/Valuables
- 10.5 Awards
- 10.6 Telephone Usage
- 10.7 School Insurance
- 10.8 Flowers and Gifts
- 10.9 Class Parties
- 10.10 Students Birthdays
- 10.11 Toys and Games
- 10.12 Forgotten Books, Homework, and Other Paraphernalia
- 10.13 Harassment Policy
- 10.14 Use of School Grounds
- 10.15 Photo Video Release Policy
- 10.16 Acceptable Telecommunication Policy
- 10.17 Visitors/Volunteers
- 10.18 Complaints
- 10.19 Title I Funding
- 10.20 Lunch Program
- 10.21 Fire and Tornado Drills
- 10.22 Search of Property
- 10.23 Smoking
- 10.24 Withdrawal from School
- 10.25 Internet, Electronic Mail, and Social Networking Usage Policy for Students

St. Michael Catholic School

PARENT-STUDENT STATEMENT OF RESPONSIBILITY

Student Name

Grade

The St. Michael Catholic School has made the Parent/Student Handbook available online to view and download. The Handbook is available on our website at (www.stmicahelwm.com)

I acknowledge that I have been informed that the St. Michael Catholic School Handbook is located online and available to me for viewing and downloading. I have also been informed of my right to request a hard copy of the Parent/Student Handbook.

We have received the SMCS Parent/Student Handbook, including Conduct and Discipline. Although we may not agree with all the regulations, we understand that the student must adhere to them while he is at school or in attendance at school-sponsored activities. If we are not entirely sure of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy.

Your signatures below certify that you and your student received information regarding accessing the Parent/Student Handbook from the school he/she attends. Please sign and return to the student's home-room teacher within one (1) week after receiving it.

I would like to receive a hard copy of the Parent/Student Handbook.

_____ Student Signature

_____ Parent/Guardian Signature

**St. Michael Catholic School
2022-2023**

**PARENT-STUDENT
STATEMENT OF RESPONSIBILITY**

Student Name

Grade

Please read this handbook carefully with your child.

We ask that you sign and return this sheet to the school. We want to make sure all parents and students have the opportunity to understand our rules and routines.

Our signatures below signify that we have received a copy of the St. Michael Catholic School Student-Parent/Guardian Handbook. We understand that these policies will be enforced.

Student's Signature

Parent/Guardian Signature

Date

**Electronic Communication System Student Internet Acceptable Use And Safety Policy
2022-2023**

Student Section

I have read the Student Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my access to the System can be restricted or terminated, and I may face other disciplinary actions.

Parent or Guardian Section

I have read the Student Acceptable Use Policy. Accordingly, I hereby release the school, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the School system, including, but not limited to claims that may arise from unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials in addition to the restrictions outlined in the Student Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

Student Signature _____ Grade _____

Parent Signature _____

Parental/Guardian Consent Form for Posting Student Web Content

This parental consent form informs you and requests permission for your child's photo/image and personally identifiable information to be published on the school's website and the local paper.

As you know, there are potential dangers associated with posting personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. Unfortunately, these dangers have always existed; however, we as schools want to celebrate your child and his/her work.

Check one of the following choices:

I / We grant permission for a photo/image that includes the student's first initial and last name to be published on the school's public internet site and in the local paper.

I / We DO NOT grant permission for a photo/image that includes this student to be published on the school's public internet or local paper.

Student's Name: (please print) _____ Grade: _____

Print name of Parent/Guardian: (print) _____

Signature of Parent/Guardian: (sign) _____

Relation to Student: (print) _____ Date _____

STUDENT AGREEMENT It is vital that I work to the best of my ability. Therefore, I will give my best effort to do the following:

- Attend school regularly.
- Come to class with homework, books, and other materials necessary for learning.
- Show respect to all.
- Follow school discipline rules for a safe school where I can learn.
- Finally, try each day to learn the skills my teachers teach to the best of my ability.

I pledge to follow these steps to improve my school achievement to the best of my ability.

Student's Signature _____

Please sign and return to school.

PARENTAL CONSENT FORM FOR THERAPY SERVICES

School: St. Michael Catholic School

Student Name: _____

Please check the appropriate statement, sign, and return this form to the school as soon as possible.

I permit my child to participate in speech, occupational, physical therapy screening/testing, and data collection.*

I understand that I will be notified before any intervention or therapy services are provided for my child.

I understand that I have the right to withdraw my student from therapy services, without penalty, at any time.

I do not permit my child to participate in speech, occupational, physical therapy screening/testing, and data collection.*

Signature of Parent(s)/Guardian(s):

Date: _____

*Note: Data collection is defined as questionnaires, interviews with your child's teachers or other educators, and direct observations in the classroom or other school settings.

Section I-School

1.1 History

St. Michael Catholic School is the oldest school in West Memphis and the oldest private school in Crittenden County. The school was established in 1936 by Father Francis Xavier Pendergast with an enrollment of 15 students. The school was initially housed in a two-story brick building and was operated and staffed by the Dominican Sisters of St. Catherine from Kentucky. They withdrew, however, in 1952. In 1954, the Olivetan Benedictine Sisters from Jonesboro, Arkansas, reopened the school. In the beginning, St. Michael Church was located on the corner of Missouri Street and Danner until it moved to its present location in 1958. The original school building was situated where the current courtyard is located.

By 1961, 100 students were enrolled; in 1963, a new building was erected in its present location; four classrooms and cafeterias were built. Four additional classrooms were added on the west side of the building in 1972. It was at this time that the original school building was demolished. The Parish Activity Center, which also serves the school as a gym and houses the PreK programs, was built in 1978.

The school initially served students in grades one through eight. To meet the challenges of changing times and needs, St. Michael Catholic School added a Kindergarten class in 1978 and dropped the seventh and eighth grades in 1990. A PreK-4-year-old program was added in 1993, while in 2003, a PreK-3-year-old program was opened.

In 2011, St. Michael Catholic School celebrated its 75th anniversary. We are proud to continue to educate our youth in a safe and happy environment instilling faith and strong educational values.

1.2 Statement of Philosophy

The philosophy of St. Michael Catholic School is to provide a Christian atmosphere and to promote the spiritual, intellectual, emotional, social, and physical growth of each student. As a Catholic School, St. Michael Catholic School exists to provide a high-quality education for each child regardless of race, religion, or socioeconomic background while proclaiming the message of Jesus through our faith community and service to others. The faculty and staff encourage students to love and respect themselves and others, be honest, fair, have a rich and fruitful relationship with God and become lifelong learners.

1.3 Goals

St. Michael School is committed to helping students develop all of their qualities and God given talents. By this means, the school also assists the parents in their role in education and prepares their children to be productive and responsible adults. The importance and ultimate function of Catholic schools can be duly measured only in terms of eternal values. First, the creative attribute of God the Father is evident in the family. Second, the fruits of God's redemption are spread through the Church, the illuminating sanctification by the Holy Spirit is effected through the school. Finally, the unity of nature in God is reflected in the cooperation of the parents, Church, and school. The Christian

formation of youth is the crowning glory of all three. The school then is the third in the trinity of functions in the sanctifying process of youth formation.

Objectives flow from the fundamental understanding of the school as a Christian educational community. The goals are as follows:

1. To create a Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students, and parents in a spirit of freedom and love.
2. To foster a Christian understanding and provide opportunities for personal commitment to religious values.
3. To help each student develop a positive attitude toward life-long education, including the power to think constructively, solve problems, and reason independently.
4. To facilitate and improve the student's opportunity to learn.
5. To guide the student toward the spirit of freedom that recognizes discipline and personal responsibility.
6. To provide quality education for all children in the parish who desire to do so.
7. To play a significant role in raising national levels of knowledge, competence, and experience.

1.4 Mission Statement

St. Michael School is a Catholic institution. In its devotion to the Church, our mission is to be faithful to the Magisterium and model a life consistent with Christian virtues. St. Michael School educates its students to become dynamic, moral, and intellectual leaders who enhance society by the example of their Christian lives. Founded on Christian ethical principles, instruction emphasizes fundamental academic skills and perpetuates the legacy of Western tradition. Recognizing the uniqueness of each individual, the school challenges its students to perfect their characters, cultivate their talents, and pursue their full potential.

1.5 Role of Parents

Parents must acknowledge them as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. According to the faith received in baptism, children should be taught to know God, worship Him, and love their neighbor. While belonging primarily to the family, imparting education requires the help of society as a whole. Catholic parents should heed their duty to entrust their children to Catholic schools, where this is possible, support such schools to the extent of their ability, and work along with them for the welfare of their children.

Parent/School Partnership

The education of students is a partnership between parents and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require parents to withdraw their child(ren).

1.6 Parent-Teacher Organization

The Parent-Teacher Organization meets during the school year as necessary. Parents of children in school are automatically members. We urge your active support and participation. PTO raises funds for our school. They also provide volunteers for special needs, projects, and school activities. Please **be sure one parent or guardian attends the PTO meetings during the year and volunteers to help wherever you can.**

1.7 School Board

Unlike a public school board, the Catholic School board is not autonomous. According to the code of canon law, all parish boards are consultative. Actions of the board become effective only upon approval of the pastor. Since the board's primary purpose is to assist the pastor and the principal in providing quality Catholic education through the parish school, most board members must be practicing Catholics. St. Michael has a consultative School Board composed of elected or appointed representatives from the school and/or parish community. Each school board member serves a three-year term. The School Board works as an advisory group to the principal and pastor pertaining to school matters. The School Board follows the guidelines established by the Diocesan Policy Manual.

Section 2-Admission Policy

2.1 Admissions

Enrollment at St. Michael Catholic School is a privilege. St. Michael Catholic School offers an educational program from Pre-K through Grade 6. Pre-registration for the coming year is held in the spring for currently enrolled students. Applications for new students may be completed at any time. Parents of new students will be notified of acceptance of their application. Final registration will be held in early July. Evidence of satisfactory achievement, promotion, and acceptable behavior from the school last attended must be provided to enter any grade.

Students will be admitted on probation for nine weeks. At the end of the nine weeks, the principal, in consultation with the pastor, reserves the right to determine if the student remains at the school.

2.2 Non-discriminatory Practices

Other than the admission priorities established due to the number of available slots at a particular grade level, St. Michael Catholic School does not discriminate based on race, color, or national or ethnic origin in the administration of educational policies, admission policies, athletic programs, or other school-administered programs or activities.

2.3 Admission Priorities

Diocesan Policy (2.01) states the following admission priorities for elementary schools:

1. Catholic families who are parishioners with a child currently enrolled
2. Catholic families who are parishioners without a child currently enrolled
3. Other Catholic families with a child enrolled
4. Other Catholic families wanting to enroll a child in either Pre-K or K
5. Catholic families in neighboring parishes
7. Non-Catholic families

2.4 Transfer Students

Students transferring from another school after the beginning of the school term may be conditionally admitted. St. Michael Catholic School may accept transfer students who have met the following guidelines:

1. An interview is scheduled with the principal for the parents and student(s).
2. Copies of the past or current year report cards and previous standardized test scores must be presented at the interview.
3. A student transfer recommendation from the previous school.
4. A grade-level assessment

All transfer students will be on probation for four (4) weeks. The administration reserves the right to dismiss a student who does not conform to the school's standards.

2.5 Enrollment Requirements

(As of August 1st – Subject to change) According to Diocesan regulations and Arkansas State Law, no child shall be admitted to the Pre-Kindergarten program for the current year unless he/she has attained the age of three (3) by August 1st. Kindergarten students must be five (5) on or before August 1st of the current school year.

Registration Documents (required)

1. birth certificate
2. physical-Kindergarten

3. a baptismal certificate (Catholic students)

4. immunization record

All students attending Catholic Schools in the Diocese of Little Rock are subject to the immunization laws of the State of Arkansas.

4 DPT-one shot must be after 4th birthday (Diphtheria, Pertussis, Tetanus)
3 Polio-one shot must be after 4th birthday
2 MMR-first shot must be on or after 1st birthday (Measles, Mumps, and Rubella)
3 HepB
2 Varicella (Chicken Pox)-Kindergarten & 1st grade-a note from MD, ANP accepted if had the disease. Letter from the parent not accepted if the child has had the disease
One dose Hepatitis A-Kindergarten & 1st grade

NO STUDENT MAY BEGIN SCHOOL WITHOUT APPROPRIATE AND UP-TO-DATE IMMUNIZATIONS.

- An exemption to the immunization law may be made only by a certificate issued by the Director, Arkansas Department of Health. This is because the vaccine would be detrimental to the child's health.
- Students who transfer from another school either within the state or out of state will be admitted conditionally. Only a maximum of thirty (30) calendar days shall be given for the student to produce immunization documentation or be excluded from school.

2.6 Learning Conflicts

St. Michael Catholic School attempts to respond to the needs of students with learning conflicts. However, since we cannot offer a continuum of services, as financed through the public system under PL 94-142, the individuals with Disabilities Education Act, or Section 504, we must limit our admissions to students who can manage in a mainstream setting with a minimum of strategy training and simple modifications as outlined and agreed upon by the student, teacher, and parent using the Subject Modification Form in the diocesan policy handbook.

2.7 Student Information

Student enrollment information in the office must be kept up to date at all times. **If any information changes** – name, address, telephone number, emergency contact, parents' home or work numbers,

medication information, method of transportation, authorizations for pickup, etc. **Contact the office as soon as possible. We must have an emergency number at all times.**

2.8 Records

According to the Family Educational Rights and Privacy Act of 1988, student records are confidential. Therefore, they will be open only to the professional staff members and the student's parents/guardian(s).

Section 3-Financial Obligations

3.1 Financial Obligations

We do not wish to deny any Catholic child a Catholic education. Limited financial assistance may be available to qualifying families. A confidential *Request for Financial Aid* form is available upon request. Any family member of St. Michael Catholic Church and not contributing to the Church's support will usually not be considered for tuition aid. Registration fees, tuition, book fees, and general fees are mandatory financial obligations of all families. Annual amounts for the items are established and recommended by the principal, school board and approved by the Pastor. Parents/Guardians bear the responsibility of being aware of the status of their financial account. If a family cannot meet financial obligations, the parents will need to make an appointment to visit with the principal as soon as possible to discuss financial arrangements.

3.2 Tuition

The school board approves tuition fees. Upon approval by the school board, the rates will be made available. The school's finances are managed most optimally to ensure that costs are kept low and tuition kept to a minimum.

Tuition payments must be made by FACTS.

St. Michael has several different payment options for tuition:

10 or 12 Equal Payments

Ten equal payments will be made from August to May.

Twelve equal payments will be made from June to May

Semiannual payments

Annual payment

The school board approves tuition fees yearly. Current tuition rates may be obtained from the school office. Tuition & fees must be paid on time with final registration in July and running through May. Tuition may be made semi-annually, annually, or monthly. Tuition payments are non-refundable. Families with delinquent accounts will be notified in writing. When a tuition account is two (2) months past due and satisfactory arrangements have not been made, the student must be withdrawn

from school. Report cards, transcripts, and permanent records will be withheld if the account is not current unless other arrangements have been made with the principal. All charges made to the school by banks due to insufficient funds, plus a \$25.00 fee, will be added to the family financial obligation to the school. **Students will not be enrolled at the beginning of a new school year if the family financial obligation has not been met for the previous year. Tuition of an enrolled student withdrawn before the end of the year must be paid in full.** Tuition of a child who enrolls during the school year will be pro-rated. **All tuition must be paid through FACTS. Tuition will increase 5 percent for the 2023-2024 school year.**

3.3 Books and Fees

Textbooks are issued on a “rental basis” and must be checked in at the end of the school term or before the withdrawal. Any student who loses or damages a book shall replace the book at full cost. All students are required to have a book bag for carrying books.

3.4 Library Fees

Students may use the library freely. However, many students use books, and the expense of replacing them is costly. Therefore, if a book is lost or damaged beyond repair, the student will be responsible for reimbursing the library for the cost of replacing the book. As with all fees, library fees must be paid by the end of the school year.

Section 4-School Day

4.1 Daily Schedule

PreK3 through 6th grade may arrive no earlier than 7:30 a.m. Students may be dropped off in the morning between 7:30 and 7:50 a.m. and may not be left unless a school official is present. Parents will pull up to the primary office doors. Parents may enter into the parking lot from Pine Street (coming from the north). Upon dismissal, parents will drive up to the main entrance. **Pre-K students need to exit on the driver's side. K-6 students will need to exit on the passenger side.**

4.2 Early Checkout

All students leaving early must be checked out through the school office

If there is an extreme circumstance and a student must check out early, parents must contact the school office with the date and time and who will be checking out the student. Students who habitually check out of school early will receive a grade of 0 for any school work missed. The instructional day is six (6) hours. In order for a student to get a half day attendance credit, he/she must be in class for a minimum of three (3) hours. To receive a full day attendance credit, a student must be in attendance for the full six (6) hours. **If a student is at school over three hours but less than six, he/she will be counted absent for ½ a day.**

4.3 Regular Dismissal

School is dismissed at 3:05 p.m. if different parents will be notified in advance. Students K-6 are dismissed from the cafeteria. Parents may enter into the parking lot from Pine Street (coming from the north). Upon dismissal, parents will drive up to the main entrance, at which time their children will be escorted to the vehicle. After 3:15, parents must park and pick up children in the After School program.

4.4 Safety and Security

For the protection of our students, all outside doors are locked.

4.5 Attendance

To comply with state and diocesan policies, school-age children should attend school daily. It is the responsibility of parents to notify the school of circumstances surrounding a student's absence. **Call the school office, 870-735-1730 before 9:00 a.m., to report an absence.** A student returning to school must present a written excuse signed by a parent or guardian stating the reason for the absence. Excuses will be kept on file in the student's classroom folder.

Excused absences are those due to illness or personal injury, medical or dental appointments, court appearances, quarantine, or family emergencies. Parents are encouraged to make medical and dental appointments whenever possible, after school or on non-school days. Except for family emergencies, trips are generally considered unexcused absences. If an absence is excused, it is the responsibility of the student and/or parent to make arrangements for completing the work missed. **Students absent for a short period of time may pick up their make-up work when they return to school. When students are expected to be absent for more than several days, the parent should notify the teacher in advance to make arrangements to pick up assignments.** For every day absent, the student has the same amount of time to make up the missed assignments ex: If a student is absent for three days, upon return, they will have three days to turn in make-up work. A zero will be given for any work not completed in that time frame.

Please keep in mind that six unexcused absences will constitute as excessive. Parents will be notified, and if unexcused absences continue, DHS may be notified.

4.6 Tardy Policy

It is the responsibility of the parent to get a child to school on time each day. Classroom instruction begins at 8:00 a.m. Tardiness interferes with progress in school and constitutes a disturbance for all members of the class. Parents will be contacted if this becomes a regular occurrence and may be reported to the Department of Education for noncompliance. Parents will be given five tardies nine weeks after five tardies have been used in nine weeks; a charge of \$5.00 will be added to their facts account.

4.7 After School Care

The after-school program is in operation on most school days from 3:15 p.m. to 6:00 p.m. On days which care will not be given, advance notice will be given in ample time for parents to make other arrangements for their child. Snacks, outside play, indoor games, and homework time are provided. All school rules apply, and the workers will handle disciplinary problems in the after-school program after school. All children in the after-school program must be registered students of St. Michael School.

4.8 Inclement Weather

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure the students' safety. The school will notify parents by Remind messages, social media, local radio, and television announcements in inclement weather. This decision may or may not agree with the decision made for the public schools. "Snow Days" are built into the Diocesan Calendar. The school also has a set amount of "Cyber Days" that can make the days up at the end of the school year. If a "Cyber Day" is called, the principal and teachers will notify parents and students. See below for more information on "Cyber Days."

Cyber Days

What are Cyber Days? Teachers provide lessons for students to do from home. Each cyber day will count as a regular school day and will not have to be made up at the end of the school year.

What types of lessons are assigned? Assignments should be easy enough for the students to do mostly independently (parental guidance may be needed, especially in the lower grades). There will be a lesson in each subject area, and some subject areas can be integrated into one lesson. Assignments are based on what the students are learning that week or on reviewing what has been taught this year. There should be no more than 3 hours of work (which is done in a week) per cyber day.

What if there is no internet available or electricity? Each teacher will provide enough assignments in each subject area that students will choose internet assignments or non-internet. We can also provide a hard copy to families with limited or no internet service(s).

How long do students have to complete each cyber day's assignments? Students have one week to complete cyber day assignments. For example, if we miss school on Tuesday, they will have till the following Tuesday to turn their work in. If we miss a couple of days in a row, then Tuesday's work will be due the following Tuesday, Wednesday's work will be due the following Wednesday, and so forth.

How can parents help their child with cyber day assignments? First, check your child's folder for the Parent Log sheet (and the hard copy if you have requested one). Then, go to the school's website

and click the button for the appropriate grade's cyber days (you can print these off or save them on your computer for easy access each time a snow day is called). Next, look over the assignments with your child. To make sure your child understands what to do and has completed the necessary work, fill out the parent log form as they complete each assignment. Put their completed work in their homework folders and send them back to school.

4.9 Delayed School Opening

When school opening time is delayed because of inclement weather, the school will open 30 minutes before the announced time.

Section 5-Dress Code

5.1 General Regulations

To encourage the environment of unity and school pride, it is the policy of St. Michael Catholic School that all students shall wear a school uniform. Each day students are expected to be clean, well-groomed, and uniforms are to be in good repair. School uniforms are available through several sources. The Principal will announce casual days or exceptions to the uniform code. Parents will be notified of any changes in the uniform code.

5.2 Dress Code

UNIFORM POLICY

Uniforms are required for all students attending St. Michael Catholic School. They should be clean and in good repair. A uniform violation form will be sent to parents of students not following the uniform policy. Uniforms are available at Dennis Uniform.

Dress Policy-All Grades

No writing or logos allowed on shirts, shorts, or pants

Jewelry:

Students may wear post-earrings (girls only), watches (no smartwatches), and rings (rings not too large or in excess)—one earring per ear. In addition, finally, put religious necklace may be worn.

Shirts:

All shirts must be tucked in at the waist at all times.

Outerwear:

Only school apparel such as sweaters, pullovers, fleece jackets, etc., with the school logo, may be worn in the classroom with the school logo.

Hairstyles:

Hair shall be worn in an appropriate manner, never extreme. **Make-Up:**

No make-up is allowed with uniform or casual dress days.

Free Dress Day:

Clothes worn on free dress days should be in good taste and appropriate for school. Tennis shoes should still be worn on that day. No sleeveless shirts may be worn. Parents should check designs and logos on shirts before leaving for school. Many advertising logos would not be inappropriate for a Catholic School.

Girls

Socks/Tights/Leggings	White, navy, red (solid) Socks must be visible
Shoes	Tennis Shoes only
Shirt	Shirts must be tucked in All knit shirts must have the SMCS logo Pre K 3 & 4: Short or long sleeve blue knit shirt with collar K-6 Short or long sleeve red or white knit shirt with collar Friday only: SMCS t-shirt T-shirts worn under knit shirt with collar must be white
Jumper	A plaid jumper from Dennis Uniform Shorts must be worn under jumpers every day Jumpers must be no shorter than two inches above the knee Cold weather-tights or leggings worn under jumper
Skirt	Grades 4-6 only Plaid from Dennis Uniform Skirts must be no shorter than two inches above the knee
Walking Short	Navy or khaki Shorts must be no shorter than two inches above the knee
Slacks	Navy or khaki
Sweaters/Sweatshirts	Available at Dennis Uniform
Belts	Grades 1-6 Belts are required when wearing walking shorts or slacks Belts must be a solid color No prints or sparkles

Boys

Socks	White, navy, red (solid) Socks must be visible
Shoes	Tennis Shoes only
Shirt	Shirts must be tucked in All knit shirts must have the SMCS logo Pre K 3 & 4: Short or long sleeve blue knit shirt with collar K-6 Short or long sleeve red or white knit shirt with collar Friday only: SMCS t-shirt T-shirts worn under knit shirt with collar must be white
Walking Short	Navy or khaki Shorts must be no shorter than two inches above the knee
Slacks	Navy or khaki
Sweaters/Sweatshirts	Available at Dennis Uniform
Belts	Grades 1-6 Belts are required when wearing walking shorts or slacks Belts must be a solid color

Section 6-Behavioral Expectations

6.1 General Expectations

The St. Michael Catholic School community strives to develop a deep sense of respect for each student, self, and others. Therefore, the school will enforce a code of behavior to promote a safe and secure learning environment during the school day and at school-sponsored activities. St. Michael Catholic School administration reserves the right to question any conduct it deems contrary to that environment.

STUDENTS ARE EXPECTED TO:

1. Maintain a Christian learning environment by observing all Student Handbook rules
2. Model Christian behavior at all times
3. Be quiet and attentive during classes
4. Adhere to the uniform policy, including overall appearance.
5. Refrain from chewing gum on school premises unless given by a teacher
6. Follow individual classroom procedures as outlined by the teaching staff
7. Follow the five basic rules of SMCS

The following are five basic rules for all students:

- 1 Be in assigned seat, ready to work when the bell rings**
- 2 Have paper, pencils, books, and completed assignments necessary for class activities**
- 3 Keep hands, feet, books, and other objects to self**
- 4 Do not talk out of order, tease, swear, make rude gestures, or make other put-downs**
- 5 Follow the directions of the teacher**

6.2 Bullying

Bullying is destructive behavior, a written, verbal, or physical act that causes fear or distress to another. The policy of St. Michael Catholic School makes unacceptable “any pattern of behavior by a student or a group of students that is intended to harass, intimidate, humiliate, or instill fear in another student.” This pattern of behavior can lead to suspension or expulsion.

6.3 Cell Phones

If cell phones are brought to school, they must be turned off and given to the teacher at the beginning of the day. They may get it from the teacher at the end of the day. It is not to be used at school or in After School. Cell phones will be confiscated if the policy is broken.

6.4 Discipline Procedures

DISCIPLINE POLICY RIGHTS OF TEACHERS

1. To be provided with a classroom atmosphere most conducive to learning.
2. To ask for help from parents, the principal, and other school personnel when assistance is needed for a student.

RIGHTS OF STUDENTS

1. To be provided with a classroom atmosphere most conducive to learning.
2. To have a teacher who will provide positive support for a student’s appropriate behavior.

In-room consequences are determined by the classroom teacher and approved by the principal. A copy of each teacher’s rules, consequences, and rewards are kept on file by the principal.

Severe Clause-severe misbehavior (fighting, vandalism, defying a teacher, or in some way stopping the entire class from functioning) calls for an immediate consequence that will remove the student from the classroom.

STUDENT CONDUCT BEHAVIOR CODE All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The school is a community. It is responsible for educating those children who attend. Therefore, it must establish and enforce guidelines and procedures that provide reasonable order and

an atmosphere where learning can occur. There must be a set of procedures for dealing with inappropriate student behavior should it happen.

For most students, simple corrective action will affect the appropriate change. Some disciplinary options may include, but not be limited to:

- Individual Behavior Plan for Improvement
- Timeout
- Loss of privileges
- Parental contact
- Out of school suspension

Individual circumstances and student needs will determine which methods a teacher will employ, focusing upon improving the student's behavior and enhancement of learning.

When the teacher has tried unsuccessfully to solve a discipline problem through various methods or feels the immediate intervention of an administrator is required, a referral will be made to the principal. After three office referrals, the student will be suspended for one day. After that, the principal will determine further options, which may include:

Severe or constant misbehavior may result in a conference with the parent, suspension, or expulsion.

For a few students, the school is neither equipped nor staffed to affect the needed changes. **The ultimate responsibility for a student's behavior rests with the student and his/her parents.**

With the advice and knowledge of the Superintendent of Catholic Schools, St. Michael Catholic School reserves the right to exclude from school, through expulsion or denial of re-enrollment, any student who, because of his/her violation of rules and policies of this school, is considered by the principal and the pastor as deserving of this action. Any involvement, activity, or possession related to drugs, alcohol, firearms, weapons, explosives, or threats shall be considered severe enough to warrant immediate expulsion if the principal and pastor so determine. As determined by the principal or pastor of severe offenses, the appropriate law enforcement agency will also be notified.

A Practical Alternative to the Use of Suspensions

• Suspensions will not be eliminated, but other discipline alternatives will be tried first. • Greater consistency and uniformity among all teachers and students in disciplinary matters.

• More equity as provided by the certainty of consequences of misconduct in the classroom. It is emphasized that the disciplinary procedures described are designed for classroom management.

Misconduct implications in areas such as hallways, cafeteria, assemblies, and school activities will continue to be subject to responses by school authorities as discretion demands. Classroom teachers are expected to use classroom time for teaching. Teachers are advised not to penalize the learning activities of the majority with the time spent responding to misconduct within the classroom.

6.5 Suspension

Out of school suspension: is the temporary expulsion of a student from school for disciplinary reasons. Students may be suspended by the principal after three office referrals and/or for severe reasons for some time not to exceed ten (10) days. The principal will notify, in writing, the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements for reinstatement.

School Suspension will result in an automatic U in conduct. School Suspension could result in an automatic U in conduct. Multiple in-school suspensions shall result in an automatic U in conduct.

6.6 Expulsion

Expulsion is the permanent dismissal of a student from school. Expulsion from school will be at the decision of the principal in consultation with the pastor. In addition, a written report containing the reason for the expulsion will be sent to the student's parent(s)/guardian(s) and the diocesan superintendent.

6.7 Disorderly Conduct

All students attending St. Michael Catholic School will be held responsible for their conduct in school, on the grounds, or at any school activity. Disorderly conduct may include but is not limited to:

- Fighting
- Defiance of faculty, staff, or an authorized personnel
- Cruelty to other students (verbal or physical)
- Willful destruction/defacing of school property
- Consistent lack of cooperation both within and outside the classroom
- Bringing or using alcohol, tobacco in any form, and/or illegal drugs on school grounds or extra-curricular activities.
- Possession of firearms or other weapons on school grounds
- Profanity, verbal abuse, obscene gestures, or pictures
- Theft
- Cheating
- Any other offense deemed disorderly and not conducive to good order and discipline.

The administration reserves the right to impose appropriate consequences, which are warranted for improper behavior or actions at the school. The administration reserves the right to dismiss a student when the attitude or conduct of the student is judged to be contradictory or harmful to the atmosphere and values of SMCS.

6.8 Due Process

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. In addition, due process is afforded to students in disciplinary cases of some magnitude such as:

- Suspension
- Expulsion
- Statements removed from students' records
- Clearing one's reputation

The due process rights of students and parents are as follows:

- Prior to any suspension, the principal shall advise the student on the particular misconduct they are accused of and the basis for such accusations.
- The student shall be allowed to explain their version of the facts to the principal.
- Written notice of suspension and the reason for the suspension will be given to the student's parents.
- Parents or legal guardian(s) of a suspended student shall have the right to appeal to the pastor.

6.9 Alcohol/Drug Policy

The possession, use, or distribution of a controlled substance or alcoholic beverages is not permitted in the school or school function. A teacher is required by law to report to school authorities any incident of alcohol or drug abuse. Not reporting such an incident is against the law (AR Code 6-17-113 & 107). Students who have in their possession, or bring to school, or any function sponsored by the school, any alcohol or controlled substance, regardless of the time, will immediately be reported to the police. It will be the responsibility of the police to notify the student's parents/guardians. This will result in immediate suspension.

A student may be allowed to return to school contingent upon, among other things, his/her involvement in professional counseling. Any additional offense will result in immediate expulsion.

6.10 Property Damage

Malicious and intentional damage to the school property should be promptly reported. Students involved will face possible suspension or expulsion, and the parent/guardian will be responsible for the damage. In the case of accidental damage to school property, the person(s) responsible for the damage should be promptly reported and pay for the damage.

6.11 Leaving School Premises

No student may leave the school premises during the school day or absent themselves from school-sponsored functions and events without the expressed permission of the principal. Any student who violates this rule will be subject to disciplinary action.

6.12 Playground Supervision

All recess periods and outside activities are under the supervision of a teacher or designee. **Recess is a privilege and not a right.** Therefore, any student, who cannot follow the directions of the duty teacher, will have their recess privileges removed for a specified amount of time. In addition, students will not enter the school building during recess without the permission of the duty teacher.

Section 7-Academics

7.1 Grading Standards

Grades are recorded each week on our online grade book system. In addition, students receive a printed copy of grades at each nine (9) week quarter. Parents are responsible for checking Engrade for weekly grade updates. The Diocesan grading scale is shown below.

A Superior Achievement 90-100%

B Above Average 80-89%

C Average 70-79%

D Passing-Below Average 60-69%

F Failure-Unsatisfactory Below 60%

Kindergarten report cards will be a report of basic skills mastered during the grading period.

Parents will be notified in advance when failure seems unavoidable. If a student is doing unsatisfactory work, teachers will make every attempt to notify parents prior to the quarterly report. Good communication is essential to the success of your child. The report card should be viewed as one way of recording the progress of the individual child. It is not to be compared to other students, nor should it be used as a basis for punishment. Instead, good work should be rewarded by positive praise. This attitude will help develop the student's confidence.

7.2 Conduct Grades

Students will receive a conduct grade from each teacher. The grade will be based on the student's behavior in the individual teacher's class. Students participating in extracurricular activities must maintain at least a C in conduct for all classes. The Athletic Association sets conduct grade requirements for athletic participation.

School Suspension will result in an automatic U in conduct.

7.3 Promotion

St. Michael Catholic School follows the Diocesan policy concerning promotion. Promotion of the student requires the recommendation of the teacher and principal. Promotion is based on a passing

grade of 60%. Failure in a major subject area constitutes a promotion failure unless the failure(s) are made up during a summer school approved by the principal. Proof of attendance at summer school and evidence of passing marks must be presented to the principal before the student will be promoted. Major subject areas are Language Arts (Reading and English), Science, Social Studies, and Mathematics. **Failure of more than two major subjects constitutes a grade failure.** The promotion of students in Grades 1 and 2 is mainly based on reading ability and recommendations of the teacher and principal.

7.4 Parent-Teacher Conferences

Parent-Teacher conferences are expected and encouraged. Dates will be announced at the beginning of the school year. Additional conferences may be scheduled by contacting the school office at 870-735-1730 or contacting the teacher. Conferences can be held before school hours, during the teacher's planning period, or after school hours. **TEACHERS CANNOT LEAVE CLASS FOR CONFERENCES OR VISIT WITH ANYONE WHILE STUDENTS ARE IN ATTENDANCE UNLESS PRIOR ARRANGEMENTS FOR STUDENT SUPERVISION HAVE BEEN MADE.**

7.5 Standardized Testing

To assist the teacher and staff in providing the best possible instruction, the NWEA test accepted by the Diocesan Office is administered to all students in Grades K through 6 three times a year. The results of these tests are sent to the parents and the school. The results also become part of the student's permanent records. In addition, a thorough review of the results by the faculty provides valuable information for curriculum development.

7.6 Homework

Homework is essential for reinforcing learning and achieving mastery in academic skills and concepts. Homework consists of both written and study assignments. Parents need to provide a quiet place and a definite time for the student to work and the necessary materials with which to work. Homework study times will vary according to the needs of the individual student. All assignments are to be turned in on the date due. Each teacher/grade level has a class/classroom procedure for communicating with the parents concerning late assignments. **Absent students are responsible for inquiring about missed assignments and meeting established times for turning in the work.**

Section 8-Medical / Health

8.1 Medication

As stated in Diocesan Policy 2.13, "Medicine, whether prescription or over-the-counter, is **not** to be provided by the school." However, suppose your child needs to take medicine of any kind at school. In

that case, a note should accompany the medication (in its original container), providing the following information: **DATE, CHILD'S NAME, NAME OF MEDICATION, HOW AND WHEN IT IS TO BE GIVEN.** All prescription medication will be kept and administered in the school office.

8.2 Illness

A member of the school staff takes care of minor accidents. In the event of a severe injury or accident, the office will contact a parent as soon as possible. If a parent cannot be reached, the emergency number on file will be tried. If the emergency number cannot be reached, the injured child will be taken to the hospital immediately. If a child becomes sick at school, the parents will be contacted so that they or a designated adult can pick the child up from school. No student will be allowed to go home alone. **Any child running a fever must be picked up from school and should not return until the fever has been gone for at least 48 hours.**

Students with a fever, rash, deep cough, diarrhea, or vomiting may not attend classes within the last 48 hours. In addition, students must be symptom-free for 24 hours before being allowed to return to school.

8.3 Head Lice

If a student is found to have nits, parents/guardians will be notified to pick up their child at this time. The student will not be allowed to return to school until the principal or designee has determined that the student is "nit free." Notification will be sent to all students in the affected grade(s).

Parents/guardians are encouraged to check their children during the next several weeks if notice is received.

8.4 Communicable Diseases

Any student having or suspected of having a contagious disease, as defined by the Arkansas Department of Health, will be excluded from school for the period of time designated in the department's policies. ****THIS WILL BE STRICTLY ADHERED TO DUE TO THE COVID-19 PANDEMIC**

8.5 Child Abuse Reporting

It is the responsibility of every faculty and staff member to report suspected child abuse. It is not the administration's responsibility to investigate the allegations. Child Abuse is defined as any mental or physical injury or injuries inflicted on a child other than by accidental means. Where the injury appears to have been caused as a result of abuse or neglect, the county SCAN or social services office shall be reported promptly.

Section 9-Extracurricular Activities

9.1 Policy Statement

The St. Michael Athletic Program is under the supervision and direction of the principal and Athletic Association, and requirements regarding academic eligibility will be given by the coaches and explained to the students. **To be eligible to participate in any sport, the student must have a current physical or letter from the family physician on file in the school office.** Any questions or concerns about the athletic program should be directed to the Athletic Association. Participation in extra-curricular activities is considered a privilege, not a right.

9.2 Academic Eligibility

Students participating in a sport or any other extracurricular activity must maintain a grade of 70% (C) in each academic subject. In addition, an S in conduct must also be maintained.

A diagnosed learning disability or handicapping condition is a condition that has been evaluated by a psychologist and/or psychological examiner and determined as severe enough to prevent a child from learning through traditional classroom instruction. Copies of test results and suggestions for educational modifications and /or IEP (individual educational plan) must be filed in the school office. A modified grading scale may be used in the student's area(s) of disability. In areas of academics not affected by the particular disability, standards for non-disabled students will apply.

9.3 Athletic Policy

Quarterly Grades (Report Cards) – will be used to place a student on academic probation. In addition, this can also place a student on conduct probation or remove a student from academic or conduct probation.

Interim Grades – Will be used to place a student on academic or conduct probation or remove a student from academic or conduct probation. **A student earning a grade below a C in an academic subject or conduct** will be ineligible to participate in school sports activities as specified in the policies of the St. Michael Athletic Association as approved by the St. Michael Catholic School Board.

Athletic Eligibility: Only students eligible or signed up for sports or activities may attend and participate in practices, games, meetings, or events. All other students will be spectators only and must be accompanied by an adult. **No students or adults that are not authorized by the St. Michael Catholic School Athletic Association and the school Principal may participate in practices or games in any capacity.**

Presently, there is no registration fee required for students to participate in athletics. **However, parents of extracurricular participants are needed to help with setup, concessions, and clean-up after events.** Therefore, please register with the St. Michael Catholic School Athletic Association when you sign your child up for sports.

NOTE: Students absent from school on the day of the extracurricular event/activity may not participate in that day's event/activity.

9.4 Coaches: All coaches must attend the Diocese of Little Rock Child Abuse Training Program (CMG CONNECT) (<https://littlerock.cmgconnect.org/>). No one will be allowed to coach until this training is complete with a background check.

Coaches should remember that sports are only games, and their behaviors should reflect a Christian attitude. The coach should keep in mind his or her position as a leader. Coaches must not physically or emotionally abuse any student who is under his/her supervision. All coaches should be aware of the student's abilities, skills, and attitudes and realize that children are not adult athletes.

Each student who is a member of the team should have ample opportunity to play games regularly. Persons who abuse these guidelines may be asked to give up their role as coaches in the parochial league.

9.5 Parents are strongly encouraged to attend games in which their children are participating. This expresses concern for the child's efforts and helps with athletic development because the parent can observe the child's strengths and weaknesses. Parent behavior at the games should be the same as you would expect from your child. **Belligerent or demeaning comments or actions towards coaches, opposing players, and game officials can be transferred to students and will not be tolerated.**

9.6 Unruly or disruptive people at school events St. Michael Catholic School defines unruly behavior as actions that are "clearly, in the principal's opinion, more than ordinary enthusiasm or anger expressed as a normal part of viewing or participating" in any school-sponsored event. **Someone "kicked out" of school events can also be banned from attending any other events for up to a year or longer in extreme cases, at the principal's discretion.** Ejected players will be given an immediate, one-game suspension.

Section 10-Miscellaneous Matters

10.1 Child Custody

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate. Non-custodial parents have rights to receive the same information from school as custodial parents, unless such rights are restricted by a legally binding instrument or court order. This includes, but is not limited to, the following: 1) Student records; 2) General school notices; and 3) Conferences with teachers. The non-custodial parent does NOT have rights to pick up the child during the school day or make contact with the child during the school day unless: 1) The school receives written permission from the custodial parent specifying the arrangements, time, and date; or 2) The school has a court order or other legally binding instrument giving permission to the non-custodial parent. In this instance, the school must be given advance notification to afford time for legal verification of these documents. If the parents have joint custody, each parent shall be afforded all parental rights, unless

restricted in some way by a legally binding instrument or court order. If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document to the contrary. The school may require custodial and non-custodial parents to provide a court-certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

10.2 Field Trips

Educational field trips may be scheduled throughout the school year. To participate in these activities, students must have **parent permission and pay the appropriate fees**. In addition, **regular school attendance and behavior must be satisfactory**. Parents of students not participating will be notified in advance to make arrangements for the student for that day. All school and class rules and procedures will apply while students are involved in the field trip activity. **FIELD TRIPS ARE A PRIVILEGE AND NOT A RIGHT**. Parents who volunteer as chaperones, drivers, or participate in any form, may not bring siblings or other children not involved with the field trip activity. Any parent driving will have to sign a driver liability form, provide a copy of a valid driver's license and insurance card, gone through the circle of grace training and have a background check.

10.3 Class Interruptions

Every effort is made to avoid class interruptions. Messages will be delivered several times throughout the day. **Visitors and guests are asked to call in advance to make appointments if they wish to visit with a teacher.**

10.4 Money/Checks/Valuables

Students are discouraged from bringing cash or anything of value to the school. **All payments need to be made via FACTS**. In addition, nothing of monetary or sentimental value should be brought to school. The school is not responsible for personal items due to loss or damage.

10.5 Awards

Students are recognized for Academics, Citizenship, Attendance, and Religious Formation in the classroom and at home.

Honors Awards

All A and A, and B Honor Roll, Citizenship, Attendance, and Religious Formation will be recognized at the Honors Assemblies every nine weeks.

Below are examples of potential awards to be given:

- Perfect Attendance Certificates are awarded at the end of each nine-week grading period to all students who have attended SMCS The entire nine weeks with no absences or tardies.
- Honor Roll certificates will be given for the Year
 - All A and A and B To be eligible for Honor Roll, a student must have Satisfactory conduct, meaning no N's or U's.

10.6 Telephone Usage

To avoid class interruptions, neither students nor teachers will be called to the phone, except in an emergency. However, students may use the school phone with the principal's permission.

10.7 School Insurance

Since medical bills resulting from accidents to students at school are the responsibility of the parent/guardian, all parents/guardians of students attending St. Michael are allowed to purchase student accident insurance through the school. Application blanks are available in the school office at the beginning of the school term (August). The student accident insurance is approved by the Diocesan School Office and is written by a company selected by the Diocese of Little Rock.

10.8 Flowers and Gifts

Any flowers, balloons, or gifts sent to students at school for birthdays or other special occasions must be delivered to the school office. The student can pick them up after school.

10.9 Class Parties Class parties, which take place during school time, must be cleared through the principal. Teachers will coordinate the parties, treats, activities, and time with the parents.

10.10 Student Birthdays

Students may bring store-bought treats to school for their birthday. However, NO HOMEMADE treats are allowed.

10.11 Toys and Games

Please do not bring expensive toys, personal treasures, or family heirlooms to school.

Toys and games may not be brought to school unless requested by an individual teacher. Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, trading cards, pagers, palm pilots, laser lights, or anything that will detract from a learning situation are not allowed at school at any time. Any decorations on notebooks, book covers, backpacks... must be in keeping with the school's philosophy. The administration will determine the appropriateness of decorations. Unauthorized items will be taken away from the student and **NOT** returned until the end of the year.

10.12 Forgotten Books, Homework, and other paraphernalia

Our philosophy of education is teaching children to accept responsibility. This particularly applies when they have forgotten books, homework, and other paraphernalia. We will not permit students to make telephone calls for such items.

10.13 Harassment Policy

Each Catholic school shall maintain a learning and working environment that is free from harassment and violence. It shall violate this policy to harass another student or an employee through conduct or communication. The administration shall investigate all complaints, formal or informal, verbal or written, and take appropriate action. (see Bullying 6.2)

10.14 Use of School Grounds

The principal or the pastor approves the use of school buildings and/or grounds. All dates and times for using the cafeteria or the gym must be coordinated with the parish secretary and the school principal. There is a nominal fee for the use of these facilities. The principal and/or the pastor reserve the right to refuse the use of parish facilities. Organizations associated with St. Michael Parish or School have priority in using all facilities and/or grounds.

10.15 Photo Video Release Policy

Any photographs or videos of St. Michael Catholic School students that are to be released to the public will require a signed consent form by a parent/guardian. This may include but is not limited to school directories, advertisements, press releases, zoom participation and therapy etc. The principal will make the final decision as to whether a consent form is required.

10.16 Acceptable Telecommunication Policy

St. Michael Catholic School recognizes the need to effectively use computers and the Internet to enhance educational goals further. Faculty, staff, and students are expected to use computers and the Internet responsibly. All computer resources must be used ethically and lawfully. All activities while using the computers or accessing the Internet in this school must support education and research and consistent with the educational objectives of St. Michael Catholic School. **Use of computers and the Internet is a privilege, not a right**, and is subject to terms and conditions. Users are expected to learn and follow usual standards of polite conduct and responsible behavior.

10.17 Visitors/Volunteers

Volunteers are always needed to assist the teacher in various academic programs such as oral reading, library assistance, special projects, etc. For safety purposes, all doors will be locked during the regular school day. All volunteers, parents, and visitors are required to use the main entrance by the office. **All parents, volunteers, and visitors must check-in at the office** before going anywhere in the building. All volunteers must go through the CMG Connect training

(<https://littlerock.cmgconnect.org/>), which is a Diocesan requirement. The student check-in and check-out log must be signed by parents/guardians anytime a student arrives after school begins or leaves before the end of the regular school day.

10.18 Complaints

Any person feeling aggravated concerning any matter connected with the school will contact the individual concerned before discussing it with other patrons.

- If a person has a complaint about a teacher, the individual will go first to the teacher to solve the problem.
- If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
- If the problem is still not resolved, the person will contact the pastor to discuss the matter.
- If no solution is found to the problem, the matter will be referred to the superintendent.
- School board members do not attempt to solve school problems but refer the aggravated person to the above procedure. If a board member is approached, he/she will notify the principal.

10.19 Title 1 Funding

Each year, St. Michael can apply for Title I and Title II funding from the Federal government based on the number of free/reduced students attending the school. This funding will provide programs, teacher in-service, and equipment to improve needed areas of the curriculum.

10.20 Lunch Program

SMCS provides lunches each day school is in session. Lunch prices will be announced at the beginning of the school year.

Cafeteria Rules

1. All students should enter the cafeteria quietly and orderly. In addition, students are expected to conduct themselves properly during lunch, practice good table manners, and follow the rules listed below.
2. All students will eat either a lunch prepared by the cafeteria staff or bring a lunch from home.
3. After receiving lunch trays, students will be seated and remain seated at the table until dismissed by the teacher.
4. Students are not to throw food or take food out of the cafeteria.
5. Students are responsible for cleaning up after themselves.
6. Students will be courteous to the cafeteria staff, using "Please" and "Thank you."

School Lunches

It is a school policy that all students will eat in the school cafeteria. They may eat the prepared hot lunch or a sack lunch from home. The cafeteria staff will not heat lunches brought from home. Students are not allowed to leave campus for lunch for any reason.

Drinks

Energy drinks or Energy water enhancers are not to be brought as part of a school lunch.

Milk Allergies

Milk and water will be offered at lunch. In addition, the parents will need to send a doctor's note to the office stating the student's allergy treatment.

Peanut Allergies

If a student has an allergy to peanuts, the parents will send a doctor's note to the office stating the student's allergy treatment plan. The plan will be filed in the school office and shared with teachers/supervisors. In addition, an EPI pen must be provided for each student with a peanut allergy.

10.21 Fire and Tornado Drills

Fire drills will be conducted once a month, and students are informed of the fire exit plans. In addition, tornado drills are conducted several times during the school year.

10.22 Search of Property

Since desks are the school's property, periodic checks of desks together with their contents may be made by authorized personnel. Such action may also be taken when the principal has reasonable cause to believe that they contain certain illegal or forbidden substances or other items that would be harmful to others in the school community. In addition, personal property such as purses and backpacks may be searched.

10.23 Smoking

Smoking within the boundaries of St. Michael Catholic School campus by any student or adult is prohibited. Violations by students will lead to suspension and/or possible expulsion. In addition, adults smoking on campus will be asked to properly extinguish and dispose of the smoking items.

10.24 Withdrawal from School

Parents of students withdrawing from school must notify the principal's office of the intended withdrawal and clear all accounts. These accounts pertain to the lunch program, tuition, textbooks, library books, and any other fines or fees. Therefore, students must be appropriately withdrawn so records can be transferred to their next school.

10.25 Internet, Electronic Mail, and Social Networking Usage Policy for Students

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users worldwide. Families should be warned that material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The intent is to make Internet access available to further educational goals and objectives. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the children's standards when using media information sources. The school supports and respects each family's right to decide whether or not to apply for access.

School Internet and E-mail Rules

Students are responsible for behavior on school computer networks just as they are in a classroom or school hallways.

The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required for students under the age of 18. Access is a privilege – not a right, and entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communication over the networks. It is presumed that users will comply with school standards and will honor the agreement that they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and use the system responsibly. However, users should not expect that files stored on school servers would always be private. Likewise, there should be no expectations of privacy when using school computers, computer networks, or computer systems.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

As outlined in the school policy and procedures, the following guidelines must be followed:

Computer Access

- The administration or teacher has the right to access information stored in any student file on any student screen or student electronic mail.
- Hardware or software shall not be damaged, modified, or abused.
- Intentionally altering the files, data, or software on the school computers will be viewed as vandalism.
- Loading software on any computer without the authorization of the technology coordinator is forbidden.
- Making copies of licensed or copyrighted software is illegal and therefore prohibited.
- Using or sharing another's password is not allowed.

Internet Access

- Before accessing the Internet, each student will receive instruction in the proper use of the online tools.
- Students must notify the teacher immediately of inappropriate material found.
- Use of the Internet without the knowledge and permission of a teacher or administrator is prohibited.
- Students may not download programs.
- Use of the Internet without a clearly defined educational objective, understood by both student and teacher, is not allowed.
- Students will use polite language; obscene language, harassing, insulting, or attacking speech will not be tolerated.
- Transmission or downloading materials in violation of copyright laws is prohibited.

The following are not permitted:

- Sending and displaying offensive messages or pictures.
- Damaging computer, computer system or computer networks
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Students are not to reveal any personal information

The use of personal electronic devices is subject to this policy.

Violation may result in loss of access as well as other disciplinary or legal actions.

10.26 Human Sexuality Policy

St. Michael Catholic School has fully adopted the Diocese of Little Rock's *Human Sexuality* policy. The diocesan human sexuality policy is a part of the diocesan *Manual of Policies and Regulations* for Catholic schools and is located in subsection 4.42 of the section titled "4.0 Students." The policy may be viewed on the Catholic Schools Office website at: <http://www.dolr.org/schools/policy-manual>

10.27 Procedures for Distance Learning

Blended or remote learning may be necessary for brief periods.

1. There may be times when it is deemed best for families to stay at home. There will be a smooth transition to distance learning if needed, a blend of live direct instruction utilizing Zoom and recorded lessons.
2. Assignments will be managed through the use of Google Classroom.
3. On-site teaching would be available for those families who are essential workers and must have childcare along with academic instruction. Currently, schools and daycares are deemed essential businesses. For any students who would need to be here on campus, all safety precautions would be taken.

When students use distance learning, the following procedures need to be followed:

1. Students will be expected to attend all live Zoom Classes. (If there are challenges to this, please contact the teacher.)
2. Students must be seated at a desk or table in their school uniform. (not in bed).
3. All rules that must be followed live in the classroom should be followed in the Zoom meetings.
4. Students must be visible during Zoom meetings, and the microphone muted when not talking or answering questions.
5. Assignments will be communicated through Google Classroom.

NOTE: The administration reserves the right to amend these policies throughout the school year.