

ST. MICHAEL'S CATHOLIC SCHOOL

2025-2026 Student Handbook



Teaching Truth, Holiness, and Wisdom Since 1936

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STUDENT HANDBOOK

The policies or procedures in this handbook are subject to change. Parents will receive written notification of any future changes or amendments.

If any policy contained in this handbook conflicts with current Diocesan policy, the Diocesan policy will supersede.

The St. Michael's Catholic School Student Handbook is not a contract.

MISSION

St. Michael's School is a Catholic institution, and in its devotion to the Church and her teachings, its mission is to be faithful to the Magisterium and to model a life consistent with Christian virtues. St. Michael's provides a Christian atmosphere to promote the maximum spiritual, intellectual, and emotional growth of each student. Founded on Christian ethical principles, instruction emphasizes academic excellence, knowledge, 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.

ST. MICHAEL'S SCHOOL HISTORY

St. Michael's 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. Originally, St. Michael's Church was located on the southeast corner of Missouri Street and Danner until it moved to its present location in 1958. The original school building was constructed where the current courtyard is located. In 1963, with an enrollment of over 100 students, the original church was razed and the present school building was constructed consisting of four classrooms, offices, and a cafeteria. Four additional classrooms were added on the west side of the building in 1973. With the completion of the new wing, the original school building was demolished. The Parish Activity Center, which also serves the school as a gymnasium 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's Catholic School added a Kindergarten class in 1978 and later dropped the seventh and eighth grades in 1990. A PreK-4 program was added in 1993 and a PreK-3 program was opened in 2003. In 2011, St. Michael's Catholic School celebrated its 75th anniversary.

School Colors: Red & White

School Mascot: Red Knight

SCHOOL VISION STATEMENT

St. Michael's School is committed to helping students develop all of their qualities and God-given talents. By this means, the school also assists 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 play a significant role in raising national levels of knowledge, competence, and experience.

ROLE OF PARENTS

It is important for parents to acknowledge themselves 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. Christian parents should support parochial 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).

VISITORS

All visitors and parents are required to check-in with the school office first before entering any classroom area. Any visitor or parent wishing to observe a classroom must have approval from the principal prior to arriving at school for a visit. Packages, lunches, or messages for students are to be left in the office for delivery.

PRAYER

An integral aspect of St. Michael's School is the central role the faith of the Catholic Church plays in the school. The Holy Sacrifice of the Mass is the source and summit of school life. The prayer to Saint Michael along with other prayers and devotions are prayed daily.

SCHOOL ADMINISTRATION

The pastor is the head of the parish and enacts all school policy. The pastor, as spiritual leader of the parish, shares his vision of religious education with the principal and the faculty. The pastor supports and cooperates with the principal in the general administration of the school.

The principal holds the executive authority for the school. The principal is the educational leader of the school and is the director of the curriculum. Administrative decisions are the responsibility of the principal.

The school board, as required by the Code of Canon Law, is a consultative board. Actions of the board become effective only upon approval of the pastor. St. Michael's has a consultative school board composed of appointed representatives from the school and/or parish community. The school board works as an advisory group to the principal and pastor pertaining to school matters and follows the guidelines established by the Diocese of Little Rock.

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. The PTO raises funds for the school and also provides volunteers for special needs, projects, and school activities.

COMPLAINTS

Parents and teachers are required to bring their concerns regarding school-oriented incidences to the proper authority as follows:

1. If a parent has a complaint about a teacher, the parent will go first to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved, the parent will contact the principal for an appointment.
3. If the problem is still not resolved, the parent will contact the pastor to discuss the matter.
4. School board members do not have authority to solve school problems or issues, but will redirect parents to the procedures above.

EMERGENCY INFORMATION

Student Injury: In the event a student is injured, the parents will be notified immediately. Depending on the injury or medical emergency, the school reserves the right to call emergency personnel first. The closest hospital to the school is Baptist Memorial-Crittenden (870-394-7800).

Campus Evacuation: If it becomes necessary to evacuate the school campus (chemical truck spill, gas leak, bomb threat, etc.), all students will be escorted to First United Methodist Church located at 215 N. Missouri Street (870-735-1805).

ADMISSIONS

To be considered for first-time enrollment at St. Michael's School, parents must complete an application packet. Students entering Kindergarten are required to have attained the age of five years on or before August 1. Required documents for admission consideration include:

1. Birth certificate
2. Proof of immunizations as required and regulated by Arkansas State Law
3. Baptismal record (Catholic students)
4. Student transfer recommendation form from the previous school (K-6) along with copies of most current report card and standardized test scores (transfer students in grades 1-6)

For transfer students in grades K-6, upon receipt and review of previous school records, an interview is required with the principal, the prospective teacher, parents, and student. This interview is to assess both the needs of the student and appropriateness of the program of education at St. Michael's. New students entering K-6 will also be required to take an assessment test. Parents will be notified in writing of the school's decision within two weeks of the interview.

No child who has been expelled from another school will be considered for enrollment.

The first nine weeks of enrollment for all new students is considered a probation period. During this time, the school may withdraw students if their academics and/or behavior are not in alignment with the philosophy and standards of St. Michael's School.

Generally, transfer students from local schools will not be accepted for enrollment after August 15, but may be considered for enrollment at the beginning of the 2nd semester.

REGISTRATION

Registration for returning families is held during the second semester of the academic year. Registration indicates that you are aware of all financial obligations to the school. These obligations include registration, tuition, incurred after-school care fees, or any other fees associated with the school. All financial obligations to the school are required to be settled in full before a student may return for the next school year.

Admission Priorities:

1. Returning St. Michael's students
2. Parishioners of St. Michael's Church
3. Non-parishioner families

NON-DISCRIMINATION POLICY

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

ACCESS OF STUDENT RECORDS & INFORMATION

Both natural parents, whether married, separated, or divorced, may review the records of their child unless there is a court order on file that specifically revokes these rights. Non-custodial parents have rights to receive the same information from the school as custodial parents, unless such rights are restricted by a legally binding instrument or court order.

TUITION

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's has several 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

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 will be withdrawn from St. Michael's. 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. 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.

ARRIVAL

PreK3 through 4th grade may arrive no earlier than 7:30 a.m. Students may be dropped off in the morning between 7:30 and 7:55 a.m. and may not be left unless a school official is present. Parents will pull up to the cafeteria doors. Parents may enter into the parking lot from Pine Street and exit on Danner. All parents who need to enter the school or church for any reason must park in the parking lot.

DISMISSAL & PICK-UP LINE

The usual dismissal time is 3:00 p.m. If different, parents will be notified in advance. Parents must pull up to the cafeteria doors by entering the parking lot from Pine Street. After 3:15, parents must park in the parking lot and pick up their children from the after-school program.

AFTER-SCHOOL PROGRAM

The after-school program is in operation on most school days from 3:00 p.m. to 5:30 p.m. On days which care will not be held, advance notice will be given for parents to make other arrangements for their child. All school rules apply, and all children in the after-school program must be registered students of St. Michael's School. **Late pick up from after-school will result in an additional fee.**

TARDY POLICY

It is the responsibility of the parent to ensure students arrive to school on time. Tardiness interferes with progress in school and constitutes a disturbance for classes.

Arrival time should be no later than 7:50 a.m. in order for students to have enough time to put their belongings away and ready to start class by 8:00 a.m. All students who arrive after 8:00 are tardy and **MUST CHECK IN** with the office **WITH A PARENT** or authorized adult.

ABSENCES

Experience has indicated that even pupils with above-average ability find it difficult, if not impossible, to make up the missed classroom instruction and schoolwork due to an absence.

The school urges you to keep your child's absences to a minimum; however, it is requested that you keep your child home if he/she has a fever (100.0 degrees or higher), is ill, or is coughing excessively. Please do not send your child back to school too soon. A child must be free of fever for 24 hours prior to returning to school.

Generally, a student who has accumulated 17 days of absences during the school year will require the student to attend summer school, or complete approved coursework to make up the work missed, or repeat the grade.

If a student arrives to school more than 15 minutes late, or leaves early and misses instruction in any subject, the student's attendance will be recorded as a half day.

NOTIFICATION OF ABSENCES

Parents are to call the school office by 9:00 a.m. if a child will be absent for any reason. The parent may request the student's assignments for that day; however, these will only be available to be picked up in the office after 3:00 p.m. (or sent home with the child's sibling).

MAKE-UP WORK POLICY

For every day absent, the student has the same amount of time to make up the missed assignments. For example, if a student is absent for three days, upon return, the student will have three days to turn in make-up work. A zero will be given for any work not completed in that time frame.

EARLY CHECKOUT

If there is an extreme circumstance and a student must leave early, parents must contact the classroom teacher with the date, time, and the name of the person checking out the student. This notification to the teacher is required to be in writing (either by note or electronic notification). Verbal notification of early checkout by the student will not suffice. In the absence of written notification, the student will not be prepared for early dismissal or checkout upon arrival of the parent or authorized adult.

INCLEMENT WEATHER

In the event of inclement weather where driving conditions are dangerous, St. Michael's School may cancel classes. Please follow the school's social and news media for updated information.

If school is in session and weather conditions deteriorate, St. Michael's School may also close early.

MEDICATION

Parents of children with special medical needs must **notify the office in writing** at the beginning of the academic year (e.g., asthma, allergies, epilepsy, etc.).

The school provides no medication of any kind and will only administer prescribed medication to students.

- An official form from the school office must be completed and signed.
- Medication will be stored in the school office.
- Medication must be in the original container with complete instructions on the prescription label.
- School personnel will not deviate from the instructions written on the prescription label.
- No over-the-counter medicine will be administered by school personnel, unless prescribed by a physician.

INSURANCE

The school does not carry accidental or medical insurance for its students.

LUNCH

It is a school policy that all students will eat in the school cafeteria. Students may either eat the prepared hot lunch, or a sack lunch from home. Teachers will not heat lunches brought from home, and students may not use the microwave. Students are not allowed to leave campus for lunch for any reason. Energy drinks, carbonated beverages, and energy water enhancers are not to be brought to school. Fast food meals are only permitted on special occasions (such as birthdays and feast days).

UNIFORM POLICY

Uniforms are required for all students attending St. Michael's Catholic School and are to be purchased through Hilfiger Uniforms. They should be clean and in good repair. For the 2025-2026 school year only, old Dennis shirts, slacks, and shorts may still be worn.

ALL STUDENTS

- **On all Fridays:** All boys PreK-4th must wear slacks and girls PreK-4th must wear Hilfiger jumpers.
- White or navy socks which cover the ankle, or higher. Sock must be visible above the tops of all shoes.
- Belts (navy, black, or brown) with shorts or slacks are required for students in Kindergarten and above.
- All shirts must be tucked in.
- Tee shirts worn under school shirts are to be plain white.
- Tennis shoes that fasten with laces, zippers, or velcro (no lights or slip-ons).
- School sweaters with the school logo may be worn as needed.
- Jackets may not be worn in the classrooms.
- No makeup, tattoos, colored fingernail polish, or artificial hair colors are permitted.
- With the exception of a traditional watch, only a religious necklace may be worn (must be tucked under shirt for boys).

BOYS

- **Pre-K:** Navy polo (long-sleeve or short sleeve)
- **K-4th:** Red polo (long-sleeve or short-sleeve)
- Navy slacks
- Navy shorts (must be knee-length and may only be worn until October 31 and after spring break)
- Hair above the collar, ears, and eyebrows, neat and clean
- No Piercings

GIRLS

- **Pre-K:** Navy polo (long-sleeve or short sleeve)
- **K-4th:** Red polo (long-sleeve or short-sleeve)
- Plaid Hilfiger jumper – knee length (shorts **MUST** be worn under jumpers)
- Navy slacks
- Navy shorts (must be knee-length and may only be worn until October 31 and after spring break)
- White or navy socks or tights
- Hair accessories modest in size
- Stud earrings – ONE set only

FREE DRESS DAYS

Clothes worn on free dress days should be in good taste and appropriate for school. No sleeveless shirts may be worn; no questionable words or logos. Many advertising logos are not appropriate for a Catholic school. No shorts or skirts more than 4 inches above the knee are permitted. No holes in jeans or pants. The regular dress code rules apply for socks, shoes, and jewelry.

The administration has the discretion to determine the standard for free dress attire.

SCHOOL RULES

St. Michael's School strives to provide opportunities for the child to see the rules as guides for group cooperation and the common good; that ultimately God's law frees them to be completely the person He wants them to be.

All Areas

- No gum
- Respect and obey all teachers and staff
- No cell phones or electronic devices

Cafeteria

- A calm, courteous atmosphere should exist at all times
- Walk from place to place
- Speak in a moderate voice
- Use proper manners while eating

Church

- Enter silently and orderly
- Before entering the pew, genuflect on the right knee while looking at the tabernacle
- Maintain a reverent, attentive attitude throughout the liturgy
- Leave quietly and orderly

STUDENT SUSPENSION & EXPULSION

The following actions may result in either in-school or out-of-school suspension, or expulsion:

1. Deliberate disobedience of school regulations
2. Obvious disrespect to teachers, staff, or other adults
3. Leaving the school grounds without permission
4. Destruction or defacing property
5. Use of vulgar language or profanity
6. Threats or acts of violence
7. Bullying – either verbal, physical, or written
8. Fighting
9. Sexual misbehavior
10. Theft
11. Involvement in or possession of occult or satanic games, cards, or other paraphernalia
12. Use of or possession of drugs, alcohol, or weapons on school property or at school-sponsored events
13. Unchristian conduct, particularly in matters of moral, dishonest, or law-breaking actions
14. Other unacceptable actions as clearly defined by the Diocese of Little Rock, and contained in the *Manual for Catholic Schools*.

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the principal in consultation with the pastor and superintendent. A conference between the principal and the parent(s) will be held to explain the reason for expulsion. Following the conference, the principal will send a written report containing reasons for the expulsion to the student's parent(s) and to the Diocesan superintendent.

If the parent(s) believe that there is information of which the superintendent was not aware, they shall contact the superintendent in writing within 10 days of the conference to provide that information and ask for reconsideration. The superintendent shall make the final decision regarding the expulsion.

DUE PROCESS

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

- Prior to any suspension or expulsion, the principal will advise the student on the particular misconduct he is accused of and the basis for such accusations.
- The student will be allowed to explain his version of the facts to the principal.
- Written notice, including the reason, will be given to the student's parents.

GRADING

Grades are recorded each week on the school's 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 below.

90-100	A Superior Achievement
80-89	B Above Average
70-79	C Average
60-69	D Below Average
Below 60	F Failure

Pre-K3 through 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 report.

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 Program sets conduct grade requirements for athletic participation. School suspension will result in an automatic U in conduct.

GRADE PROMOTION

Promotion of the student requires the recommendation of the teacher and principal. Failure of two subjects generally constitutes a grade failure. When making an evaluation of the student's academic progress, the teacher in consultation with the principal will consider the social, emotional, physical, and moral development of the student, which at times will be given preference over academic performance.

CHILD ABUSE REPORTING

It is required for every faculty and staff member to report suspected child abuse to the proper agency. 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.

ATHLETIC PROGRAM

The St. Michael's athletic program is under the supervision and direction of the school's administration, 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. Students absent from school on the day of a practice or game may not participate in that day's athletic event.

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.

All coaches must attend the Diocese of Little Rock's Child Abuse Training Program. No one will be allowed to coach until this training is complete along with a background check.

Coaches will remember that each member of the team should have ample opportunity to play games regularly.

Players are expected to exhibit good sportsmanship at all times. Students may be removed from games or suspended for poor behavior during games or practices. Likewise, parents and coaches are required to be respectful and courteous at all games. Parents and coaches may be removed from games at the request of referees or school administration if they exhibit poor or unruly behavior.

FIELD TRIPS

Students participating in field trips are required to have parental permission, and pay the appropriate fees. In addition, regular school attendance and behavior must be satisfactory. Parents who volunteer as chaperones, drivers, or participate in any form, may not bring siblings or other children not involved with the field trip class. It is mandatory for all chaperones to successfully complete diocesan training and a background check. Since field trips are an extension of classroom learning, chaperones are required to assist the teacher and follow her expectations. It is not permitted for chaperones to deviate from the teacher's plans, or for them to make private and special arrangements with their children.

All school rules apply while on field trips. Students are required to wear school uniforms. Exceptions to this rule may be granted by the principal.

TOYS-GADGETS-VALUABLES

Students are not to bring toys, gadgets, electronics, trading cards, or valuable items to school. This includes items attached to book bags. Unless explicitly authorized, these items will be collected by the teacher. The school is not responsible for lost or damaged personal items.

STUDENT CELL PHONE POLICY

Cell phones may not be brought to school. If, in rare circumstances, a cell phone must be brought to school, the parent is required to inform the classroom teacher in writing (by written note or electronic communication). Upon student arrival, the phone must be turned off and given to the classroom teacher. The student may retrieve the phone from the teacher at the end of the day. It is not to be used during school or in After-School. In the absence of written notification, cell phones will be confiscated and held overnight by school administration. The phone will be returned directly to the parent the following afternoon. A second violation of this policy will result with the phone being held for a longer period by the administration before it is returned to the parent.

FLOWERS AND GIFTS

Flowers, balloons, or gifts sent to students at school for birthdays or other special occasions must be delivered to the school office. The student may retrieve them once school is dismissed.

CLASS PARTIES & BIRTHDAYS

Classroom parties are held at school for:

- All Saints' Day
- Christmas
- Valentine's Day
- Easter Egg Hunt

On birthdays, students may bring treats to school to share with the entire class. Please inform the classroom teacher in advance if you plan to bring treats for your child's birthday. Parents are not allowed to have a "classroom party" during the school day.

FORGOTTEN ITEMS

Part of the school's philosophy of education is teaching children to accept responsibility. This particularly applies when they have forgotten books, homework, etc. The school will not permit students to make telephone calls for such items.

CLASS INTERRUPTIONS

Every effort is made to avoid class interruptions. Visitors and guests are required to call in advance to make appointments if they wish to visit with a teacher.

USE OF SCHOOL GROUNDS AND FACILITIES

The principal or the pastor approves the use of school buildings and grounds. There is a nominal fee for the use of these facilities. The principal and the pastor reserve the right to refuse the use of parish facilities. Organizations associated with St. Michael's Parish or School will have priority in using all facilities.

SEARCH OF PROPERTY

Periodic desk and locker checks, 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 items, or articles that would be harmful to others in the school community. In addition, personal property such as purses and backpacks may also be searched.

SCHOOL DRILLS

Fire, tornado, and intruder drills are scheduled throughout the academic year as required by local and state law, as well as the policies of the Diocese of Little Rock contained in the *Manual for Catholic Schools*.

HUMAN SEXUALITY

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. St. Michael's School adheres to the Catholic Church's teachings regarding:

- Transgenderism
- Chastity
- Sexual Orientation

St. Michael's Catholic School abides by the Diocese of Little Rock's Human Sexuality policy. This policy is contained in the diocesan *Policies and Procedures Manual for Catholic Schools* and is located in subsection 4.42 of the section titled "4.0 Students." The policy may be viewed on the Diocese of Little Rock - Catholic Schools Office website.

SCHOOL INTERNET & E-MAIL POLICY

Students are responsible for behavior on school computer networks. The network is provided for students to conduct research. 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. Network administrators may review files and communications to maintain system integrity. Users should not expect files stored on school servers to be private. Likewise, there should be no expectations of privacy when using school computers, computer networks, or computer systems.

During school, teachers will guide students toward appropriate materials. The following guidelines must be followed:

- Use of the Internet without the knowledge and permission of a teacher is prohibited.
- Use of the Internet without a clearly defined educational objective is not allowed.
- The teacher has the right to access information stored in any student file.
- Intentionally altering the files or data on school computers will be viewed as vandalism.
- Loading software on any computer is forbidden.
- Making copies of licensed or copyrighted software is illegal, and therefore prohibited.
- Students must notify the teacher immediately of inappropriate material found.
- Obscene language, harassing, insulting, or attacking speech will not be tolerated.
- Sending and displaying offensive messages or photos is prohibited.
- Students are not to reveal any personal information.

The use of personal electronic devices is also subject to this policy. Violations may result in loss of access as well as other disciplinary or legal actions.

PRE-KINDERGARTEN PROGRAM

While all the policies outlined in this student handbook apply to all grades, the following are areas that are more specific for the pre-kindergarten program.

ATTENDANCE

It is expected that students enrolled in the St. Michael's Pre-K program will abide by the attendance requirements outlined on page nine of this handbook. Pre-K students missing a total of 17 days may be required to repeat the class before being promoted.

TOILET TRAINING

All children entering St. Michael's (including the Pre-K Program), must be fully toilet-trained before the first day of school. This includes participation in the After-School program. Children will not be allowed to wear diapers or pullups while at school. Toilet trained children can do the following:

- be able to tell the teacher they need to go to the restroom in sufficient time to avoid accidents
- be able to pull their underwear and pants down and up without assistance
- be able to get on and off the toilet by themselves
- be able to wipe themselves after using the toilet
- be able to wash and dry hands

The school understands that accidents may occur during the school day, but these are expected to be rare occurrences (once or twice a year). Therefore, a complete change of clothes is part of the Pre-K supply list.

BITING & LEAVING A MARK POLICY

This policy applies to any visible mark purposefully caused by a student on another student. This includes (but is not limited to) bite marks, bruises, cuts, and scratches.

First Incidence: Administration will be notified, and parents will be informed in writing that additional steps must be implemented to encourage good behavior. The child will be placed in time out for one minute per year of age.

Second Incidence: Administration will be notified, and parents will be contacted. Depending on the severity of the incident, the parents may be asked to take the child home for the remainder of the day. A parent-teacher conference will be requested to develop a positive action plan.

Third Incidence: Parents will be contacted to take the child home for a 1-day suspension. A conference will be scheduled with the teacher, parent(s), and the principal.

Fourth Incidence: A meeting will be scheduled with the principal to discuss admission status.



SCHOOL NAME AND LOGO

The St. Michael's Catholic School name and logo may not be used on any physical or electronic materials without the written permission of the Principal and/or Pastor.