

SECTION I

SCHOOL OVERVIEW

Introduction

Philosophy

A tradition of excellence in education is part of our Catholic heritage. Recognizing the values of the past and the challenges of the future, St. Michael Catholic School combines a history of effective educational experience with a continuous program of planning, evaluation and development.

Together, parents, administration, teachers, staff, and students participate in a living, faith-centered community in which young people are “formed in Christ Jesus” and then sent forth in His name to meet the demanding challenges of tomorrow.

Mission Statement

Archdiocese of Galveston-Houston

Catholic Schools call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ.

In collaboration with families, Catholic schools teach the values of our faith and tradition, foster experiences of community and service, and provide educational excellence.

Catholic schools in the Archdiocese of Galveston-Houston are committed to the evangelizing mission of the church to educate and form the whole person in mind, heart and spirit.

Our Mission

St. Michael Catholic School

St. Michael Catholic School is dedicated to integrating faith and knowledge in the rich tradition of Catholic education. As an extension of the family, we exist to serve the young people in our care. The school is committed to the development of the whole person; challenging the growth of mind, body and spirit. We exist for those who truly value a uniquely Catholic elementary school.

For these reasons, the entire curriculum and school program is designed to promote the dignity and development of the person in all aspects and in the light of truth. Learning will bear fruit in a context of Christ’s love for us and our love of one another. Our focus will be on human dignity and the uniqueness of every person, each a valued gift from God.

The school will provide a balance between spiritual growth, academic excellence and full participation in activities within a program directed at the growth of the whole person. Not only will students be expected to demonstrate academic competence, they will equally be challenged to deal

with personal strengths and weaknesses as well as critical questions regarding their actions, behavior, relations with one another, and their relationship with God.

**Gospel Value: Respect.... Take care of yourself,
 Take care of others,
 Take care of this holy place!**

Catholic Education – A Shared Experience

When you enroll your child at St. Michael Catholic School, you enter a partnership of the Church, the School, yourself, and your child. This partnership is dedicated to the development of your child as an individual with an awareness of his/her role within the Christian community. The success of the partnership depends on the cooperation of all involved.

Education is one of the most important ways in which the Church fulfills its commitment to the dignity of the person and the building of community. Recognizing the importance of this ministry, the Parish, the Pastor, the Parish staff, and the Pastoral Council strongly support the school with their spiritual, emotional, financial, and physical resources.

The faculty and staff of St. Michael Catholic School share with you the responsibility of guiding your child's growth in all areas of his/her life: spiritual, intellectual, physical, psychological, and social. In accepting your child as a member of the St. Michael Catholic School family, we pledge our time and talents to his/her growth and development, and we affirm our responsibility for cooperating with you for your child's welfare.

As the parent/guardian in this partnership, you bring your support, your time, and your talents to our joint effort. You, in fact, remain the primary educator of your child in the values and responsibilities of Christian community. You do not relinquish, but share the responsibility for your child's religious education, both sacramental and in community.

Your child accepts the responsibility to become the best person he/she can be in all areas of life and to prepare him/herself as a leader in both a Christian and a secular world. Parents who decide that the direction of the school is no longer acceptable for their child(ren), have the ultimate right to choose another school. The success of this experience in Christian community requires the best efforts of all involved.

Christian Charity

Christian charity and respect shall be observed during any verbal and nonverbal communication at all levels within the school community. The following actions will be termed in violation of Christian charity and may result in dismissal from the school:

- Public criticism of school personnel or procedures
- Threats of any nature toward personnel or families

- Verbal and nonverbal acts of aggression including yelling, screaming, pushing, etc.
- Public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer duties, etc.

Nondiscriminatory Policy

St. Michael Catholic School follows a policy of non-discrimination with regard to race, color, or ethnic origin within its Christian philosophy. The policy of non-discrimination refers directly to, but is not limited to, the employment of all school personnel, the acceptance and participation of all students, and the solicitation and acceptance of gifts and donations.

About St. Michael Catholic School

Organization

St. Michael Catholic School is an integral part of St. Michael Catholic Parish.

The chief executive officer of the school is the Pastor of St. Michael Catholic Church with the Principal responsible for the administration and instructional program of the School. The St. Michael Catholic School Commission cooperates with the Pastor and the Principal in developing the philosophy and goals of the School and in formulating policies which will enable the attainment of these goals.

St. Michael Catholic School is accredited by the Texas Education Agency (TEA) through the Texas Catholic Conference Education Department (TCCED). St. Michael Catholic School is staffed by degreed and certified teachers and qualified staff chosen, supervised, and evaluated by the Principal for their competence and dedication to the development of each student to his/her potential.

Facilities

St. Michael Church and Parish School occupy approximately nine acres of land in the 1800 block of Sage Road in the Galleria area of Houston. The school includes the following: administrative offices, 26 homeroom/classrooms, science lab, computer rooms, reading resource center (lab), library media center, art and music studios, two gym-auditoriums, sports/activities field, RN staffed clinic, and cafeteria/kitchen. St. Michael Catholic School is a smoke-free campus. St. Michael Catholic School continues to be in compliance with all federal and state asbestos regulations and information pertaining to this can be found in the Business Office.

Hours of Operation

School Hours: 7:55am.-3:15 p.m. except Wednesdays dismissal at 2:15pm

Office Hours: 7:30 a.m.-3:45 p.m.

Extended Day Hours: 3:15pm.- 6 p.m. (Wednesdays 2:15-6pm)

More detailed information can be found in "Arrival/Dismissal Information, Section II."

Insurance

Students are ordinarily included in their family's insurance program. Parents must complete an Insurance Verification Information Form each year. St. Michael Catholic School, including all staff, assume neither responsibility nor liability obligations that result from injuries related to participating in curricular, extra-curricular, or other school-related programs provided by the school.

(Insert School Map her

SECTION II

**SCHOOL POLICIES &
PROCEDURES**

Admissions-Enrollment-Withdrawal

Policy

The Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, religion, or national/ethnic origin in the administration of its admission, loan, athletic, or scholarship programs.

Students entering St. Michael Catholic School must be qualified by their previous education to pursue the course of studies they are electing. Students are expected to have a record of good standing from the school from which they transfer. All students are accepted on probation.

Qualified applicants will be accepted based upon available space. Priority will be given to siblings of current students and applicants from registered supporting St. Michael parish families.

Pre-Kindergarten (PK) through First Grade Requirements

A pupil entering PK must have reached his/her fourth birthday on or before September 1. A pupil entering kindergarten must have reached his/her fifth birthday on or before September 1. A pupil entering first grade must have reached his/her sixth birthday on or before September 1.

The birth certificate, baptismal certificate, social security card, report card/progress report, results of standardized tests (if administered), St. Michael Catholic School teacher recommendation form, and the required evidence of prescribed immunizations and vaccinations must be provided prior to enrollment. Screening is required for all PK and Kindergarten applicants. Testing may be required for applicants in grades 1-8 if deemed necessary. The ultimate approval of any applicant is at the discretion of the administration.

If a shorter PK program is desired on a regular basis, parents are to prearrange a pick-up schedule with their respective teacher. (See "PK Early Dismissal", this Section)

Second through Eighth Grade Requirements

Students transferring to St. Michael Catholic School are ordinarily accepted on grade level based upon their previous successful academic record. The birth certificate, baptismal/sacramental certificates, social security card, most current report card, transfer notice, St. Michael Catholic School teacher recommendation form, the required evidence of prescribed immunizations and vaccinations and the standardized test results are required for enrollment. A copy of the cumulative record will be requested from the previous school for every transfer student. Testing may be required for applicants in grades 1-8 if deemed necessary. If it becomes apparent that a student is not succeeding on grade level, help will be provided for a period of adjustment before a more appropriate placement is made.

Custody Information

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known to the school.

Special Testing

If a student has been tested for special concerns, a copy of the test results must be submitted to St. Michael Catholic School. Failure to provide this information may prohibit the staff of St. Michael Catholic School from meeting the individual needs of the student, and consequently, present reason and provide cause to question his/her continuation in the school program.

Serious Chronic Illness

Parents will inform the Principal if their child has a serious and possibly life-threatening chronic illness or condition before entry into school. Prior to the first day of school, parents will meet with the Principal or appropriate staff to develop an "Individualized Health Care Plan" that will include instructions for observation of the illness, care and treatment, medication orders and special instructions such as calling EMS or parent notification. (Asthma, Epilepsy, Diabetes, Allergy, Food Allergies, etc.). If medications or treatments are involved, the "Scheduled and "As-Needed" (PRN) Medication Permission Form" must be filled out and signed by the (1) physician (2) physician assistant or (3) a nurse practitioner and returned to the school. A statement signed by the physician or health care provider with the same information may also be provided. Any medication or equipment must be provided to the school by the parents.

If necessary, students may carry and self-administer asthma medication with physician orders and St. Michael administration/staff approval. Special forms for these students must be completed by the parent/guardian and will be kept on file in the clinic.

Re-Registration

Re-registration packets inviting students to return to St. Michael Catholic School for the following school year are sent home in January/February with the youngest child. Currently enrolled students and new siblings are enrolled at this time. Following recommendation by the School Commission, the school announces approved tuition and registration fees for the coming year at this time.

Withdrawals

To officially withdraw a student, notice in writing must be given to the school office prior to the date of withdrawal. Any family who withdraws ordinarily must wait one (1) full year before reapplying.

Arrival And Dismissal Information

Carpool Guidelines

Rationale: In order to provide safety for the students and to improve traffic flow, St. Michael Catholic School expects to limit pedestrian crossing in the parking lot during the time of arrival and dismissal. It is imperative that the school have the cooperation of all parents and students.

- Parents must work in cooperation with the school and act as a model to the students of the need to follow safety rules.
- Every school family must have a car tag number registered in the school office. This includes students who walk to and from school, families who only have one student in their carpool, etc.
- Every driver must hang their carpool number from their rear view mirror so that it may be seen by the teachers on traffic duty. No student will be dismissed to a carpool that does not display their carpool number.
- For everyone's safety, traffic parking patterns must be observed by all. Please observe 5MPH speed limit and do not pass other vehicles
- Students are required to wait in new gym for carpool pick-up in the afternoon.
- Parents should not instruct students to wait in any other area. To do so is a violation of school rules.
- Parents should not devise shortcuts – all students are expected to be picked up in the carpool line.
- Parents will not be allowed to wait outside the classrooms or in the colonnade area for their children in the afternoon as this is a disruption to classes/students/teachers.
- No students are to cross in between the exiting cars in the carpool line unless accompanied by a faculty member.
- All students will be loaded into cars on the teacher's side only.
- Parents should instruct their child(ren) to always walk in front of their own car when loading or unloading.
- During morning drop-off, parents should stay in their vehicle and students should exit the vehicle in a prompt and organized manner.
- No student is allowed to walk through the parking area to a parked car.
- Students are not allowed to run, play ball, etc. in the carpool loading area.
- Parents must cross with children/students only at designated crosswalks.
- The use of cell phones when operating a vehicle on the church/school grounds is prohibited. (See "Cell Phones/Electronic Devices/Telephone Use", this Section)
- Parents must handle exceptions or emergencies before or after the regular pick-up, i.e. (before 2:45 p.m. or after 3:30 p.m.) If assistance is needed, the parent should call the school office.

- Group transportation (athletic games, scouts, etc.) will be coordinated so as to limit interference with the regular pick-up procedure. (See “Special Dismissal Circumstances”, this Section)
- If a parent parks in the afternoon carpool line and leaves his/her car, the parent must park as close to the center columns (away from the cones) leaving lanes open for an emergency. Parents must return to their car before 3:15 p.m. to avoid carpool delay.
- Parent offenders of this policy are subject to a conference with the Principal and to further consequences at the Principal's discretion.

Morning Drop-off/Arrival Procedure

Early arrival (7:15-7:30am) - all students arriving before 7:30am will gather inside the double doors of the gym. There will be a teacher on duty beginning at 7:15am. At 7:30am they will go upstairs to the gym.

Arrivals from (7:30-7:55am) – all students will enter through the double doors of the gym and go directly upstairs for morning assembly. There will be teachers on duty and students will be asked to maintain good order. They will sit with their classmates in an assigned area.

Please do not park and walk your children to the doors. It is so dangerous to have pedestrian traffic moving between the carpool lines. It slows down the drop off and places our children at risk. Thank you for helping us make this process as safe as possible.

San Felipe Traffic: Drivers coming from San Felipe are to take a left turn on the NORTH SIDE of the property and form two lines along the property line to the field. Turn right at the field and form a single line to the right. Drive through under the covered parking area and stop at the last column under the carport. Pull completely forward under the gym to allow as many cars as possible to drop-off. Do not drop students off by the Middle School/Library entrance. Exit right onto Sage, from the right-hand lane of the driveway. (See carpool map)

Westheimer Traffic: Drivers coming from Westheimer are to take a right turn on the SOUTH SIDE of the property and follow the back driveway entering the parking lot from behind the Middle School building. Stay in one line closest to the school building, drive through under the covered parking and stop at the last column under the carport. Pull completely forward under the gym to allow as many cars as possible to drop-off. Do not drop students off by the Middle School/Library entrance. Exit left onto Sage from the left-hand lane of the driveway. (See carpool map)

PK Drop-off Procedure

At the beginning of the school year, it is not unusual for PK students to leave early or be walked to class in the morning. The school discourages parents from walking PK students to the classrooms after the first few weeks of school. However, if a parent plans to park and walk his/her PK child(ren) to the classroom, he/she must park in a designated parking place, and walk his/her PK child(ren) to the school complex using marked crosswalks. For the safety of the children, parents must follow instructions of the staff assigned for carpool duty. Middle School students will be available to walk the younger students to the gym from the carpool line for the first few weeks of school.

Afternoon Pick-up/Dismissal Procedure

Everyone must use the carpool system to pick up students from 3:15-3:30 p.m.

Parents must not walk up to retrieve their child(ren) from the gym.

San Felipe Traffic: Drivers coming from San Felipe are to take a left turn on the NORTH SIDE of the property and form three lines along the property line to the field. Turn right at the field, feeding 3 lanes into one lane (alternating curb lane 1st, middle lane 2nd, and the lane nearest parked cars, 3rd) to form a single line. Please be courteous when forming one lane from three lanes. Drive under the covered parking area and stop before the first parking spot which is reserved for the spring event parking spot winner. Students will be grouped by carpool and will be loaded into their car by the teachers on duty. Exit to Sage Road in the lane closest to the church forming one lane to the right. Turn right onto Sage Road and drive towards San Felipe. (See carpool map)

Westheimer Traffic: Drivers coming from Westheimer are to take a right turn on the SOUTH SIDE of the property and follow the back driveway, entering the parking lot from behind the Middle School building. Staying in one line closest to the school building, drive through under the covered parking and stop before the first parking spot which is reserved for the spring event parking spot winner. Students will be grouped by carpool and will be loaded into their car by the teachers on duty. Exit to Sage Road in the lane closest to the school building, forming one lane to the left. Make a left onto Sage Road and drive towards Westheimer. (See carpool map)

Early Dismissal

Every Wednesday, students are dismissed at 2:15pm for faculty professional development. Please make every effort to schedule routine medical, dental or other appointments on this early release day to minimize disruption to students' academic schedules.

If a student must leave school early, the student must bring a signed note from the parent to obtain an early dismissal slip. The note must state the time of dismissal and the designated person picking up the child(ren). Early dismissal pick-up must be before 3:00 p.m. (or 2:00p.m. on Wednesday). It is the student's responsibility to come to the school office at the proper early dismissal time. (Younger students are walked to the office by a teacher). Classes will not be interrupted to call students to the office.

A parent/guardian or designated person must come to the office to sign the student out of school. If a student returns to school the same day, he/she must check in through the school office to obtain an admit slip before proceeding to class. A teacher will not admit a student to their class without an admit slip.

PK Early Dismissal: PK school hours are 8 a.m.-3:15 p.m. If a PK student will not be staying for the full day, the school allows for dismissal after lunch at 11:30 a.m. If a parent/guardian wishes to pick up a PK student(s) at 11:30 a.m., a note from the parent/guardian must be sent to the teacher in the morning. When a parent/guardian comes to pick up a PK student(s) at 11:30 a.m., he/she must park in one line at the curb alongside the PK and 1st grade classrooms and remain in the car. The teachers will load the students one at a time at the gate nearest the PK classroom. After the first student is loaded, the parent/guardian will drive away and the next car will move forward. Later in the first semester, certainly by the second semester, it is safer and beneficial for PK students to remain a full day and utilize the carpool morning drop-off and afternoon pick-up with the entire student body.

Special Dismissal Circumstances

Volunteer/ Attending Meetings before 3:15p.m. If a volunteer arrives early for meetings or read-a-story, etc. he/she may park in carpool line or in a parking space. However, if a volunteer is parked in a parking space, the volunteer must drive through the carpool line to pick up their students after completing the meeting/volunteer work. Walking up to retrieve students in the carpool waiting area or making requests to pick up additional carpool students early is strictly prohibited.

Drivers for athletic events Students are to report directly to the gym after school. Students will be released to drivers at 3:20 p.m. Drivers are to park in the designated parking spots and report to the gym immediately following school dismissal where students will be released by the coaches to the designated drivers. (See carpool map)

Drivers should not walk up to retrieve siblings from the carpool waiting area until carpool is over.

Walkers	All walkers must have a pre-approved note on file in school office. All students who walk home must be met at the designated place by the auditorium (old gym) and walked down the sidewalk to Sage for crossing. Walkers are to cross only with the crossing guard on Sage.
Forgotten Items	If a student has forgotten an item at school after he/she has been picked up in carpool, the driver should park in the north parking lot and the student should cross at the crosswalk with supervised assistance.
Choir, Scouts, Sports, Play Practice, etc.	Students should go directly to the designated room/location for their activity. Parents: Parking along the curb near the auditorium to wait for children is not allowed during carpool dismissal times.
Groups - Birthday parties, Scout field trips, etc.	Call the office to make special arrangements. Students will wait with parental supervision in a pre-arranged designated area. After 3:30 p.m., the supervised students may be walked to parked cars.
Substitute Teachers	Substitute teachers must park near the field and must drive through afternoon carpool to pick up their children/carpool.

After-school activities:

All students must be picked up in carpool unless they are participating in after school sports or a school sponsored activity.

All students attending games or events must be supervised by an adult appointed by the parent (if the child's parent is not attending). Students in violation of this rule will be sent to the office to phone for pick-up. Parents are responsible for the supervision of students who attend games or events. Students are not to leave the gym to go outside. This includes younger siblings who may not be unsupervised at any time. The behavior of any student attending a game or event must comply with the rules and regulations of the school. Students who misbehave at games or events are subject to disciplinary action.

Insert Carpool Map – with highlighted arrows

Attendance

Absence

In compliance with Texas Catholic Conference Education Department (TCCED) and the State of Texas Family Code, Schools of the Archdiocese of Galveston-Houston follow compulsory attendance laws. (Archdiocesan Policy)

St. Michael Catholic School establishes and publishes a school calendar prior to the beginning of each school year. Parents/guardians are expected to honor the calendar established by the school. Daily school attendance is the only effective way to assure continued academic progress. School absence is categorized in the following manner:

Family Emergency – If a family experiences an emergency such as a death in the immediate family or a serious or prolonged illness, it is always handled on an individual basis. Special care and consideration for the student and his/her family would dictate the procedure that the school would follow in such circumstances.

Absence due to Illness – If a student is unable to come to school due to illness, the parent/guardian is expected **to notify the school office by 9 a.m.** Parents/guardians are to send a written note upon the student's return to school.

Students will be given a reasonable amount of time to make up assigned work and tests. A suggested gauge would be an allowance of one school day for each day the student was absent.

Absences for Other Reasons – When a student is absent from school for any reason other than illness or family emergency, the absence is considered unexcused. The school staff is not obligated to provide special services when a parent/guardian opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the annual calendar.

We strongly discourage extended vacations outside the scheduled school holiday periods. Excessive absences may jeopardize the student's school success, continued enrollment or re-enrollment for the following year, and can contribute to a recommendation for student retention.

Tardiness – A student is tardy for the school day if he/she arrives after 8 a.m. A student who is late is required to report to the school office before being admitted to class. Habitual tardiness seriously affects school performance. Parents will be contacted when this situation arises, and the consequences will be discussed. Students must also report to class on time during the school day. Adequate time is allowed in the schedule to change classrooms. Excessive tardiness will be subject to ordinary discipline or administrative review in severe cases. (See "Disciplinary Guidelines Chart", Section III)

Birthdays, Party Invitations, Gifts, Snacks, Etc.

The school invites parents/guardians to join their child for lunch on their child's birthday. If your child's birthday falls on a weekend or holiday, you may choose another day on which to join your child. If your child has a summer birthday, you may choose to celebrate on his/her half-birthday or choose a day at random. Snacks in individual servings (i.e., cupcakes, cookies, etc.) can be distributed at lunch in the cafeteria to all classmates. Because classes eat together, snacks need to be provided for the entire grade. No other celebration is permitted, i.e. balloons/flowers/posters/locker decorating.

Party invitations may NOT be given out at school unless all students in the class or all students of the same gender in the class are included.

Cell Phones And Electronic Devices

Students are not permitted to use electronic devices (IPODs/MP3 players, CD/DVD players, cameras, electronic games, beepers) on campus while school is in session.

Students **may not use cell phones (including texting)** on campus during school hours (7:45 a.m.-3:30 p.m.) Use of cellular phones by students during school hours is prohibited. (Archdiocesan Policy). Cell phones must be turned off and in the students' lockers or backpacks while on campus. The school office phone may be used for emergencies only. Calling parents for forgotten homework, projects, or making social plans, etc. does not constitute an emergency.

- For the first offense (all grades), confiscated cell phones and electronic devices will be held by the Administration and returned to the student on the following school day.
- For the second offense, the confiscated electronic device will be held by the Administration and returned to the students after a week.
- For any offense thereafter, the school will hold the device for a minimum of 30 days.

The school is not responsible for confiscated items.

Parents/Guardians:

Calling or texting students during school hours (7:45 a.m.–3:30 p.m.) is strictly prohibited. Messages of an emergency nature will be relayed to students if called into the front office.

Cell phones and audio beepers must be turned off or put on vibrate while on the school campus or while attending school activities. All cell phone use must occur outside the building.

For the safety of our students, the use of cell phones by drivers during carpool is prohibited.

Specifically:

- During morning carpool, cell phone use is prohibited from when a vehicle enters the campus until the vehicle exits the campus.
- During afternoon carpool, cell phone use is prohibited from when the line begins to move until the last car exits the campus.

Offenders of this policy are subject to a conference with the Principal and to further consequences at the Principal's discretion.

Child Abuse Policy

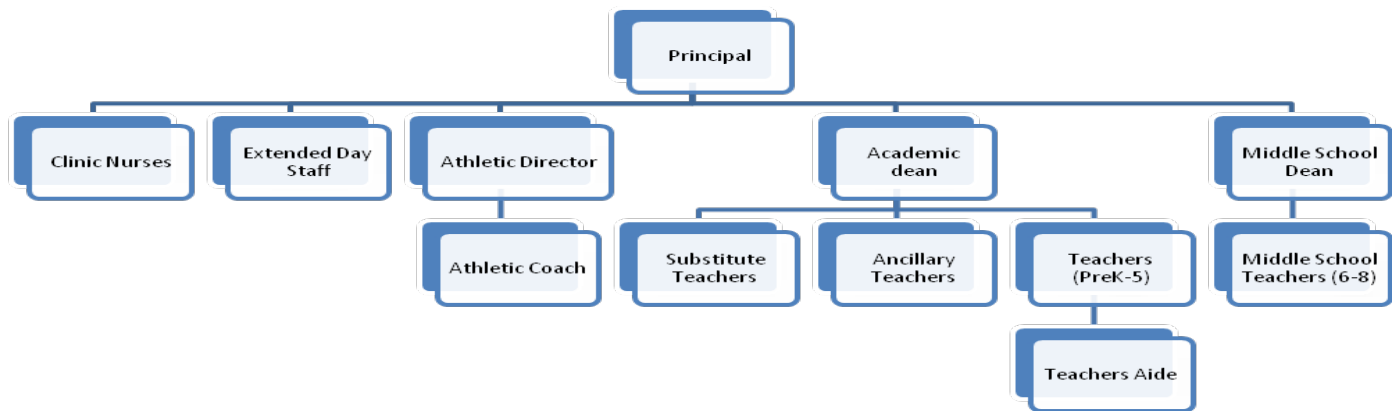
In order to protect the students, St. Michael Catholic School, the Archdiocese, and the Church, the school has a child abuse policy which addresses: (1) identification and reporting of child abuse and (2) training school personnel and volunteers to identify child abuse. School personnel in the Archdiocese of Galveston-Houston have a moral and legal obligation to report child abuse or neglect. The school personnel should document all observations and conversations and report to the Principal immediately, and to the Child Protective Services within twenty-four (24) hours. The Principal will determine the need to follow up with the child and/or the parents.

Complaint/Problem Resolution And Appeal Process

At St. Michael Catholic School, every effort will be made to resolve grievances and maintain a positive experience for the student and his/her education. Resolution of grievances will be a priority for all involved, through open and honest communication. All grievances will be handled in accordance with Archdiocesan Policy.

Parents/guardians should report those matters which involve a significant physical threat to students, faculty or staff, or involve a violation of the law directly to the Principal or Designated Representative.

For minor grievances between students, the administration encourages the parent/guardian to resolve the matter at the parent/family level and keep only the immediate students and family members involved.



When it is necessary for a parent/guardian to seek resolution of a grievance, he/she should follow the steps listed and refrain from carbon copying or blind carbon copying superiors or parties not involved:

Step 1 Address grievance with Teacher/Athletic Coach/Faculty/Staff Member

The parent/guardian should first address any grievance with the Teacher, Athletic Coach or Faculty/Staff member. The grievance should be reported immediately for timely handling and response. If the grievance cannot be handled the day it is reported, the Teacher, Athletic Coach or Faculty/Staff member will be responsible to report back to the parent/guardian within 2 school days of the initial report.

Grievances for the following infractions **are not** appealable any further than the Teacher, Athletic Coach, Faculty/Staff member:

- Carpool violations
- Cell Phone and Electronic Device Policy violations
- Classroom Rules violations
- Gum Chewing
- Uniform Violations

All other grievances not satisfactorily resolved at Step 1 may be appealed to Step 2.

Step 2 Address grievance with Academic Dean, Middle School Dean or Athletic Director.

If the grievance is appealable and cannot be satisfactorily resolved at Step 1, the parent/guardian may then discuss the grievance with the individual's immediate supervisor. (see chart above) If the

grievance cannot be resolved immediately, the supervisor will be responsible to report back to the parent/guardian within 2 school days.

The Academic Dean, Middle School Dean and Athletic Director will submit a monthly report to the Principal and Pastor, of those acts which are more serious in nature and interfere with the orderly operation of the classroom and/or school.

Grievances for the following infractions **are not** appealable any further than the Academic Dean, Middle School Dean or Athletic Director:

- Cheating
- Misuse of Technology
- Public Display of Affection
- Skipping Class

All other grievances not satisfactorily resolved at Step 2 may be appealed to Step 3.

Step 3 Address grievance with Principal or Designated Representative

If the grievance is appealable and cannot be satisfactorily resolved at Step 2, the parent/guardian may then discuss the grievance with the Principal. The grievance should be reported as soon as possible to allow timely handling and response. Once contacted, the Principal will schedule a meeting with the parties involved to assist in resolution. If the grievance is not resolved immediately, the Principal will orally report back to the parties involved within two (2) school days. The Principal will provide a written resolution to all parties involved, appropriate school staff, and the Pastor within five (5) school days from the report of the grievance. If any of the parties involved have not been given a written resolution within five (5) school days, the Pastor should be notified.

The Principal or Designated Representative will submit a monthly report to the Pastor of those acts that are serious or illegal in nature; threaten the safety of students, faculty or staff; or impair the educational efficiency of the school.

If a grievance is not satisfactorily resolved by the Principal or Designated Representative, the parent/guardian can initiate the formal grievance process below.

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally such matters can be resolved informally by a parent/guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not settled to the parent/guardian's satisfaction, the parent/guardian may institute a formal grievance.

A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the Principal for a copy of the current appeals process/grievance procedure of the Archdiocese for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Archdiocesan schools. (Archdiocesan Policy)

Deliveries During School Hours

DO NOT bring student's forgotten items to school. An important part of building responsibility in children is allowing them to experience logical and natural consequences. When a student has to leave class to call home for forgotten items, he/she is losing valuable instructional time.

Classes will not be interrupted to deliver lunches, coats, homework, etc. Students will not be allowed to use the school phone to call home for forgotten items. If a student forgets his/her lunch, a parent may deliver the lunch to a designated table in the school office (see pg. II-18).

Emergency Policy/Procedures

A crisis management plan is designed to provide immediate assistance in the case of an emergency. The crisis management plan addresses concerns regarding safety, receiving accurate information and a long-term plan to minimize the effects of the crisis. Every Archdiocesan school has a crisis management plan. Teachers know procedures to shut down classrooms and contact administrative officials in the school in case of an outside threat and are also trained in case of an inside threat (i.e. fire, gas leak, etc.) which would result in an evacuation of the school. St. Michael Catholic School follows the guidelines of the Archdiocesan School Office for bomb threats, fire drills and tornado drill procedures.

St. Michael Catholic School follows the guidelines of the Archdiocesan School Office and Houston Independent School District regarding weather-related school closings. During periods of severe inclement weather, the local radio/TV stations carry frequent bulletins of the Catholic Schools and /or H.I.S.D. school closings. If the Catholic Schools or H.I.S.D. close, St. Michael Catholic School will be closed also. Additionally, St. Michael Catholic School has an all-school telephone network (IRIS) that is used to notify parent/guardian of other situations.

Because of the wide area from which our students come, conditions near each home may require special consideration; therefore, parents/guardians are expected to exercise their own judgment regarding their child's safety and security.

Extended Day

The Extended Day Program is offered for students who are enrolled at St. Michael Catholic School. This is an Extended Day program, rather than day care, and as such, will follow the official school calendar and rules in the Parent-Student Handbook. Extended Day hours are 3-6 p.m. Extended Day is a school year contract and does not service daily drop-ins. Extended Day is ordinarily not scheduled on school holidays nor early dismissal days. Information and registration forms are available in the school office

Field Trips

Class visits to places of cultural and/or educational significance enrich classroom instruction. Teachers shall coordinate field trip plans. Permission slips must be signed and returned so that students can participate. Permission cannot be given over the telephone. All field trips are part of regular school curriculum and are considered regular school days. If a student does not participate in a field trip, he/she should not come to school on that day.

When a parent/guardian goes on a field trip, that person is responsible for three to five students from a class. These students are to receive that parent's/guardian's undivided attention. This makes it impossible to take siblings along. Cooperation is appreciated.

Financial Information

Financial Account Responsibilities

Parents are expected to keep current all financial accounts at St. Michael Catholic School. Report cards, transcripts and school records are not released if an outstanding debt exists. All past financial obligations to the school must be fulfilled, including any assessed late fees, for the school to consider re-registration or admission to a new school year.

It is assumed that all checks payable to St. Michael Catholic School have sufficient funds for their deposit. Checks are ordinarily not held for any period of time and post-dated checks are not accepted. Any returned check is subject to a \$25.00 charge.

Tuition

St. Michael Catholic School is an integral part of St. Michael Church and exists primarily to serve children of active and supportive parishioners. The annual tuition rate is established upon the recommendation of the School Commission following a review of the annual operating budget. The operating budget for the school includes revenue from the Annual Fund Drive, as well as, parish subsidy.

The parish subsidy enables the school to continue to provide assistance for families with multiple students and financial aid for needy and qualified students.

Tuition is collected on an annual basis at St. Michael on a designated date in June. Parents who wish to make periodic payments for tuition may do so through a school plan with Trustmark Bank. Trustmark Bank through the school provides simple applications to utilize this method of tuition payment.

Financial Aid

Applications for financial aid are available in the Business Office during re-registration and must be completed and submitted prior to March 30 for PSAS for any consideration. Families are notified by the school administration of available assistance before the end of May. Financial aid is available for active, supporting parishioners and qualifying students must maintain satisfactory academic progress and a record of good conduct. Participants are expected to keep the school apprised of changing financial needs following acceptance of assistance.

Athletic Fees

Students who participate in interscholastic athletic activities are assessed a fee per athlete for each sport. The fee enables the school to help provide for uniforms, officials, transportation, entrance, and participation fees. Fees are ordinarily due following tryouts, but prior to the beginning of play in a season. The Athletic Director coordinates fees for student/athlete participation with the Business Office and the Sports Advisory Committee.

Lunch Cards

See "Lunch", this Section.

Homework Requests

If a student is unable to come to school due to illness, the parent/guardian is expected to notify the school office. It is the student's responsibility in grades 6-8 to obtain notes for missed class time. Parents/guardians are to send a written note upon the student's return to school.

For more details, see "Homework" under Section IV.

Liturgy And Worship

All-School Mass

All students in grades PK-8 ordinarily attend 8:15 a.m. Mass on Wednesdays when school is in session. If a Holy Day occurs during a week, students will attend the Holy Day Mass instead of the Wednesday morning Mass. In addition, students will be given opportunities during the year to participate in other types of worship in keeping with our Catholic faith and traditions. All parents are invited to worship with us.

Advent Buddy Program

The purpose of the Advent Buddy Program is to foster spiritual development among the grade levels at the school. Older students provide their wisdom and greater understanding of Gospel values, and younger students provide their innocence and enthusiasm for God's love. In keeping with the purpose of this program, modest religious-oriented gifts are made in school to exchange with buddies. Please do not purchase or exchange material gifts.

Lunch

Lunch Options

Students have the option of bringing their lunch from home each day or purchasing a lunch from the contracted catering company. **No soft drinks may be consumed by students during school hours with the exception of brown bag lunch days.** Students may pay cash or purchase lunch cards in increments of \$25, \$50, \$150, or \$300. Estimated cost is \$4.15 for regular lunch. This does not include snacks or the large lunch. Hot lunches are prepared and served each day. All lunches are served in the cafeteria.

Lunches for PK students are prepared in advance. They may purchase hot lunches or hot dogs with parent permission. Kindergarten and first grade students are allowed to purchase hot lunches or hot dogs. Grades 2-8 may purchase all menu items including a la carte choices.

Lunch Schedule/Visits

Lunch is considered part of the regular school day. Parent lunch visits are limited to birthdays, half-birthdays and our two Brown Bag Days. Time spent outside of the classroom is important teaching and learning time in a school. Our teachers are spending lunch time with their classes and value that time with their students in another environment. Students need this time together to build social skills and to learn to interact with each other outside of the classroom. Thank you for helping us with this important aspect of your children's education. Parents must sign in at the school office and receive a visitor tag for birthday lunches.

SMCS strongly discourages the daily delivery of lunches for students, particularly “fast food” lunches. Please note as stated above, no soft drinks may be consumed by students during school hours. If a student forgets his/her lunch, the school lunch catering company will allow a student to charge a meal and the parent/guardian will be notified of the charges incurred. Lunch cards are very handy for these types of situations.

If a forgotten lunch is delivered, the parent or guardian will leave it on the designated table in the school office. It is the student’s responsibility to check this table for his/her forgotten lunch. The school is not responsible for missing lunches.

Students are expected to follow all school rules and promulgated cafeteria rules throughout the lunch periods. They are expected to clean up after themselves and refrain from any activity such as throwing food, running, shouting or any other disruptive behavior while at lunch.

Brown Bag Lunch

On designated days throughout the year, parents and grandparents are invited to have lunch with their child(ren) during their regular lunch period. Please refer to the school calendar for these dates. Fast food lunches may be brought in for this special occasion. The school has been greatly pleased by the number of parents who participate in this event. The students look forward to this special day so parents should consider attending.

Medication/Clinic

St. Michael Catholic School has a school clinic staffed by a registered nurse. A student will be taken to the clinic if illness or injury occur. No student is to be left at the school clinic once ill or injured. The clinic is a temporary place for an ill or injured student to wait as comfortably as possible until a parent/guardian or designee can pick up the student and best provide for the student’s welfare.

Texas State Law forbids the dispensation of medications by school employees without the written request of the parents or legal guardians.

Schools of the Galveston-Houston Archdiocese follow a uniform policy regarding the dispensing of medicines.

Parents/guardians are encouraged to schedule the administration of student medication in such a manner that medicine brought to school will be kept to a minimum. For example, the physician may be able to prescribe medication before/after school and at bedtime.

Medicine (prescription AND non-prescription) may be administered to students only upon the written request of the parent AND a physician. This means the school cannot give even

aspirin/Tylenol without a physician's signed request. A copy of the physician's request for administration of medication by school personnel is at the end of this handbook. This form is also available in the school office and clinic. The form which will be used by every school in the Archdiocese contains a liability release which must be signed by a parent/guardian before a medicine is dispensed.

Students are not allowed to transport medicine back and forth to school. Parents, guardians, or a designated adult must deliver and pick up medicine to be administered. The school will keep the medicine as long as requested by the physician. After such time, an adult will be responsible for picking up unused medicine.

Texas State Law also requires that the medicine be sent in the ORIGINAL PHARMACY CONTAINER (prescription or non-prescription) labeled with the student's name.

All medicines will be kept in the clinic and be dispensed by the clinic staff. It is the student's

responsibility to come to the Clinic when it is time to receive his/her medication. If a student requires a medication that needs to be given on a long-term basis (i.e. six weeks or longer), a permission form must be completed by the physician prescribing the medication. These forms may be obtained from the school clinic. If deemed necessary, students may carry and self-administer asthma medication with physician's orders and St. Michael administration staff approval. Special forms for these students will be kept on file in the clinic. (See Section VIII for examples of forms).

No student should be sent to school with a fever (temperature of 100 degrees or above) or vomiting. The student should remain at home until he/she has been free of fever or vomiting for 24 hours. This is for the safety of the student and his/her classmates.

Personal Items At School

- Classes that take naps after lunch may be allowed to bring a special item for naptime.
- Toys and live animals are prohibited.
- Cell phones and electronic devices are not to be used during school hours (See "Cell Phones and Electronic Devices", this Section).

Release Of Student To An Impaired Parent/Guardian

No student will be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (i.e. inebriated) and, therefore, unable to care for the student. Another person from the student's emergency contact list will be called.

Security

St. Michael Catholic School teachers, Extended Day staff, and the night cleaning company have been instructed to keep the gates locked at all times. The cleaning crew has been instructed NOT to open the gates or doors for anyone. Please refrain from asking them to do so.

Supplies/Books

Annual tuition includes a curriculum fee and the rental of school-owned textbooks and the annual purchase of consumable books. Students are expected to augment supplies needed throughout the year. Students are responsible for the care of the books issued to them. All school-owned textbooks are to be covered at all times to provide protection for the books and to minimize wear and tear. If a student loses a book, he/she is responsible for notifying the teacher. The student will be charged the price to replace the book so that a new book can be purchased. Consumable workbooks/materials are also issued to the students. If a workbook is lost, the student must pay the full price for a second workbook.

At the end of the school year, the rented books are returned to the school. Students will be fined for books that are damaged while in their possession. The condition of the book is noted on the inside front cover at the time of issue. Fines will be assessed according to the amount of damage and/or misuse during a given school year.

Uniforms

Dress Code

St. Michael students wear uniforms in grades PK-8. In an effort to teach our children that it is not the clothing nor the possessions that make each person special, St. Michael Catholic School requires all students to wear the uniform prescribed for their grade level. It is the responsibility of the parent/guardian to see that students conform to the uniform regulations. Failure to cooperate with the school in this area would perhaps indicate a philosophical difference with the school that should be explored. Students in violation of uniform regulations will be issued a School Uniform Violation. Further consequences may also be given, including ineligibility for free dress days.

All uniform items, except the P.E. uniforms for Grades 6-8, are available through Mills (formerly Sue Mills Uniform Company). Uniform order forms are distributed each spring and are available in the school office throughout the year. All clothing should be in good condition and clearly marked on the inside with the student's name.

Required Dress Uniform

The following dress uniform will be required whenever the students attend all-school liturgies and at any other time directed by the administration. Students are not allowed to wear shorts to Mass. If a student is not dressed appropriately, he/she will not be allowed to participate in liturgies or special ceremonies.

Girls: **Plaid or Navy Jumper** (Grades PK-5) Shorts to be worn under jumper/skirt
Plaid or Navy Skirt (Grades 6-8) Shorts to be worn under jumper/skirt
School Monogrammed White Oxford Shirt, long or short-sleeved
(Knit shirts are not allowed for dress uniform.)
Thin white knee high socks

The length of skirts and jumpers must be no shorter than the top of the knee.

Boys: **Navy Long Pants**
School Monogrammed White Oxford Shirt, long or short-sleeve
(Knit shirts are not allowed for dress uniform.)

Belt

Plain brown, blue, or black belt (braided or smooth) must be worn with shorts/slacks that have belt loops. (Exceptions are made for PK students).

Socks

Ankles must be covered at all times by matching white or navy at least quarter length socks (available at Target, Academy, etc.).

“Footies” or tennis socks that come to or below the ankle are unacceptable.

Socks must be plain white with no logos showing.

On dress uniform days, all girls will wear **thin** white knee-high socks (available at Mills as well as stores).

Shoes

Matched pair of **predominately** black, navy, white, or grey athletic (rubber soled) are to be worn daily.

Leather or suede loafer, tie oxford or **topsider style (navy or dark brown ONLY)** – may be worn on dress uniform days.

Laces must be tied and **Velcro must be fastened** on any type of shoe.

No boots, sandals, open-back or slip-on style shoes or shoes of any color except those colors noted above may be worn.

Headbands

Girls may wear any solid black, brown or navy headband or plaid handband purchased from Mills Uniform.

P.E. Uniforms

Grades 6-8 are required to change into a P.E. uniform. The uniform consists of a grey St. Michael t-shirt and black St. Michael athletic shorts. These uniforms can be purchased through the Physical Education Department at the beginning of school.

Optional Uniform Items

Shirts: White, school-monogrammed knit shirts, long or short-sleeve, purchased from Mills Co.

Shorts: Boys: Navy walking shorts (pleated cotton twill or Docker style)
Girls: Plaid walking shorts or
Plain navy walking shorts (pleated cotton twill)

The length of the shorts must be no shorter than two inches from the top of the knee

- Pants:** Girls: Navy, flat front cotton twill or Docker style
- Tights:** Girls: White or navy. Must have feet.
- Turtlenecks:** White or navy turtlenecks may be worn under the uniform shirt for added warmth. Turtlenecks may not be worn alone with shorts, slacks, jumpers or skirts.
- T-Shirts:** Plain white T-shirts may be worn UNDER the uniform shirt. T-shirts worn under the uniform shirt must not be turned inside/out or have anything printed on it. No long sleeved T-shirt may be worn under a short-sleeved uniform shirt.

School Sweatshirts/Jackets

Only the monogrammed solid navy school sweatshirt or solid navy school fleece jacket (purchased from Mills Co.) may be worn during school hours. For added warmth, jackets without the school logo may be worn to and from school and when going outside.

Vest Sweater

Red sleeveless V-neck vest sweater **purchased from Mills Co. only** may be worn by all boys and by middle school girls as part of the dress uniform.

Non-Uniform Days

During the school year, special days may be designated as non-uniform or “free dress” days. Students are instructed as to what constitutes appropriate attire for these occasions. Failure to dress appropriately will result in a student being given a school uniform from lost and found, sent home, or exclusion from the special activity/event.

Certain types of apparel are inappropriate for school even on non-uniform dress days. Such clothing would include halters, short shorts, short skirts, spaghetti-strap tops or dresses, T-shirts with offensive slogans/symbols, backless shoes, and ragged clothing. Parents will be called to bring appropriate clothing for students who report to school in such attire and could be sent home.

Go Western Day: Students have the option of wearing their school uniform or dressing in western attire. Western attire consists of:

- Western-themed shirt
- Western pants or skirt

- Skirts, pants, or overalls can be denim/blue jeans if worn with a western-themed shirt and/or vest
- Jeans and a plain shirt if coupled with western accessories (i.e. hat, bandanna, western boots, western belt, etc.)

This is not a jeans day; therefore, a non western-themed shirt with only jeans and athletic shoes is not considered western attire.

If denim or western skirts are worn, the skirt must be no shorter than the top of the knee.

Spirit T-Shirt Day: Ordinarily, Thursdays throughout the school year are designated as Spirit Days. Students may purchase Spirit T-shirts through the school office or Mills Co. (monogrammed polo shirt in green or red). At the teacher's request, students are sometimes given the option to wear Spirit Shirts on field trips.

Jewelry

Only small pierced earrings, wristwatch, one simple ring per hand, and modest religious medal or cross on a simple metal chain are allowed. No bracelets or ankle bracelets are permitted for safety reasons. The school will not be responsible for the loss, breakage, or theft of jewelry and/or other personal items. Jewelry not conforming to these guidelines will be taken from the student and returned as designated by the administration. A Uniform Violation will be issued to any student who is not in compliance.

Fingernail Polish/Makeup

Only clear fingernail polish is allowed. Students will be asked to remove excessive makeup/fingernail polish/jewelry. A Uniform Violation will be issued to any student who is not in compliance.

Hair Styles

Hair color and styles which are deemed distracting are not acceptable for any student. Boys hair length cannot cover the eyebrows or be longer than the collar of a shirt. A parent/guardian will be notified by the Principal to remedy distracting appearance deemed not suitable for continued enrollment. A Uniform Violation will be issued to any student who is not in compliance.

Logos

No brand logos on any clothing item. A Uniform Violation will be issued to any student who is not in compliance.

Visitors and Guests

Visiting Procedures

For the protection of every student in attendance at St. Michael Catholic School, no one is allowed on the school premises without first receiving clearance from the school office. State law prohibits the interruption of a teacher during class time or while performing any official duties.

All parent volunteers, visitors, and guests are required to check in at the school office and obtain a visitor/volunteer badge to be worn while he/she is on the school campus.

Student visitors to St. Michael, such as family members and graduates, are expected to make arrangements in advance with the Principal. These visits are ordinarily limited to the lunch period. Our expectations are that all visitors will remain well-mannered and well-dressed while on campus. All visitors are expected to check in and out of the school office. Volunteers are asked to sign in and designate where they are assisting. This will enable the office staff to locate them if they receive an emergency call at school or need to be reached.

VOLUNTEERS

Volunteers are required to sign in at the front office and receive a volunteer's badge before reporting to their work area. If you cannot be at school during scheduled times, please arrange for a substitute. Upon completion of work, volunteers must sign out in the office and return their volunteer badge. Please refrain from visiting classrooms. Volunteers are encouraged to ask for assistance as needed. Please make other arrangements for younger siblings as they may not be brought to school during volunteer hours. At home assignments are available upon request. Volunteers represent the church and school. They should show support for the school and governing policies at all times. Archdiocesan Ethical and Moral Conduct policies hold all volunteers bound by confidentiality. Administration may terminate service of any volunteer who fails to uphold the policies and procedures of the school. All comments and concerns should be addressed with school administration.

Virtus

(Required for all volunteers)

All volunteers are required to follow specific guidelines. The Archdiocese of Galveston-Houston requires that volunteers in the Catholic school system complete the Application for Volunteer

Service, Volunteer Code of Conduct, Criminal Background Check, and attend a VIRTUS training class. A criminal background check will be conducted on each volunteer.

VIRTUS is a child sexual abuse awareness program adopted by the National Council of Catholic Bishops. It is entitled "Protecting God's Children" and is offered throughout the Archdiocese at various locations, dates, and times. The training is a three-hour session. Everyone who takes the training will be registered with the archdiocesan database.

Volunteer Dress Code

Volunteers should dress appropriately when working on campus. Overly casual attire, exercise clothing, sports attire, or shorts/skirts of an inappropriate length should not be worn.

Volunteer Responsibilities

As a volunteer, you are responsible for:

- arriving on time and staying for the agreed upon time;
- notifying the appropriate persons if you are going to be absent or tardy;
- performing your tasks to the best of your ability;
- understanding that the administrator values your service, but may not always be able to honor your preferences for days, times and places of service;
- supporting the authority of staff and administrators;
- upholding parish and program rules;
- keeping confidential information that you have gained during your volunteer service that is private to young persons and/or their families;
- promptly making known the confidences of young persons that involve issues of health, life and/or safety;
- keeping young people under your supervision safe and appropriately occupied;
- notifying your supervisor or the administration about unsafe conditions or issues causing you concern;
- supporting the teachings of the Catholic Church and living in accordance with those teachings;
- enjoying being part of our ministry team; and
- praying for our community and the youth we serve.

Volunteers in Catholic Education by Mary Angela Shaughnessy, SCN (NCEA, 2007)

SECTION III

STANDARD OF CONDUCT

Standard of Conduct

Philosophy

The true goal of any discipline program is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning and in action which is consistent with good moral principles. Clearly a program of discipline is based on the premise that a school operating within defined limits will provide an effective learning environment for all students. The plan consists of well-defined regulations and logical consequences for student behavior.

Disciplinary Policy

The school's discipline policy is based on the assumption that children have the capacity to make choices in their behavior that will either help or hinder their own growth and development. Parents/guardians and educators are called to work together to provide an atmosphere that will enable children to accept their decision making ability and understand both the positive and negative consequences of their behavior.

Students who misbehave and/or infringe on the academic process will be disciplined. Parents/guardians will be notified whenever a child has seriously misbehaved within the classroom or during extracurricular activities. Prior to a telephone call, parents/guardians can be assured that the student had been spoken to regarding the misconduct and subsequent consequences. The phone call serves to alert parents/guardians to the situation and request their assistance in disciplining their child.

Specific breaches of discipline in the classroom are under the authority of the supervising teacher. However, all teachers have jurisdiction over all students, regardless of age or grade. Students are expected to adhere to the principles of self-discipline, respect of others and their property, and good judgment in the area of academics and behavior. The school rules are designed to establish clear guidelines for student behavior. The expectation is that all students choose behavior that is appropriate at school. If students choose to break rules, they must accept the consequences related to their behavior.

The Principal reserves the right to place a student on probation or home study or to suspend or expel a student as deemed appropriate to the circumstances. The Principal is the final recourse in all disciplinary matters and can waive any disciplinary action for just cause.

General Expectations of Students

1. Respect yourself, others, the property of others, and school property.
2. Contribute positively to the learning environment.
3. Listen and follow directions the first time they are given.
4. Remain seated until given permission to leave.
5. Be on time and prepared for class.

6. Avoid physical, verbal or written abuse of others (including, but not limited to, use of cell phones, text messaging, computers, or any other electronic device in an abusive manner), on or off campus
7. Obey classroom and school-wide rules
8. Be honest and trustworthy
9. Act in accordance to Christian morals and behaviors at school and at all school functions, on or off campus.
10. Report inappropriate and/or threatening behavior to the homeroom teacher or administrator
11. Be well dressed/groomed in compliance with the Uniform Code

General Regulations:

1. No soft drinks may be consumed by students during school hours.
2. Students are not permitted to chew gum on campus, during or after school, or at school sponsored events.
3. Students may not enter an office or the faculty work room unless special permission has been given.
4. Students may not use the office phone without the permission of the Principal, Deans or School Secretary.
5. Students may not go into a teacher's desk or the locker of another student
6. Walkmans, radios, televisions, toys, MP3 plays, Ipods, CDs, games, cell phones, etc. may not be brought to school.
7. Items that could be used as weapons and drugs, or paraphernalia, alcohol, and cigarettes are never to be in the possession of any student, including in lockers or desks.
8. Invitations may NOT be given out at school unless all students in the class or all students of the same gender in the class are included.

Failure to adhere to the Expectations and/or General Regulations may result in a probation, suspension or expulsion depending on the nature of the offense.

Uniform Infractions

Violations of the uniform code will be brought to the attention of parents through a written notice and, if necessary, a follow up phone call. Parents are expected to support the uniform policy of the school, by insuring that each child is in proper uniform each morning.

Lunch Detention (Grades 4-8)

Lunch detention is given for disrespect towards a teacher, an administrator, or another student. Lunch detention is served by student the same day as the infraction or the next day. Parents will be notified when a lunch detention is given.

Disciplinary Probation

A student's continuous misbehavior may result in the student being placed on disciplinary probation by the Principal. The Principal determines the length of time of the probation, and will conference with the student and parents/guardians regarding the reasons for the probation. During the probation and at the end of probation, the parents/guardians will be informed of the student's progress. After consultation with the student's teachers, the Principal will determine if sufficient improvement has occurred. If insufficient progress is noted, another disciplinary actions may be considered by the Principal.

Suspension

Students may serve in-school or out-of-school suspension as a consequence for a variety of reasons at the discretion of the Principal.

Disciplinary offenses ordinarily resulting in in-school or out-of school suspension would be:

- Smoking or possession of tobacco
- Use or possession of harmful substances
- Possession of fireworks
- Vandalizing or defacing school property
- Fighting
- Insubordination
- Persistent disobedience or violation of school regulations
- Forging names of parent/guardian
- Abusive or vulgar language and/or actions
- Stealing
- Serious misuse of computers and telecommunications
- Possession of pornographic materials
- Possession of materials or actions which threaten school and student safety

In-School Suspension

In-school suspension may be half-day or full day at the discretion of the Principal.

- A half-day in-school suspension is from 8 a.m.-12:30 p.m.
- A full day in-school suspension is from 8 a.m.-3:15 p.m.

During the suspension:

It is the student's responsibility to make up work to complete work assigned for an in-school suspension.

Parents must confer with administration before the student can return to class.

Out-of-School Suspension

The student receives a maximum grade of 70 for all daily and homework assigned that day. Incomplete or poor quality work will be graded accordingly. Parents must accompany the student to school at the conclusion of the suspension and meet with the administration.

Expulsion

Expulsion is an extremely serious matter. Students may be expelled as a consequence for a variety of reasons at the discretion of the Principal. The school procedures for expulsion ordinarily include the efforts made to assist the student that have proved ineffective. In consultation with the parents, provisions for appropriate placement of the student in another learning environment better equipped to meet the student's needs will be explored.

Disciplinary offenses ordinarily resulting in immediate expulsion would be:

- Possession of controlled substances (For example marijuana, steroids, narcotic drugs, hallucinogens, stimulants, or depressants)
- Possession or use of weapons/firearms, knives, razors, or any other similar articles capable of inflicting serious bodily injury
- Drinking or possession of alcohol
- Selling or distribution of harmful substances
- Assault that results in serious physical injury to a student or any school personnel
- An accumulation of suspensions

Cheating

Cheating and plagiarism are not tolerated. Personal integrity and honesty are always expected. St. Michael Catholic School will not tolerate cheating or dishonesty such as the following:

- Copying someone else's homework or classwork
- Giving homework or classwork to someone to be copied
- Plagiarizing – using another person's work, ideas, or a quotation as if it were one's own
- Using unauthorized methods (i.e.: using a "cheat sheet" of any kind)
- Completion of class assignments and projects by a parent/guardian
- Giving or receiving help on a test by: talking to another person or showing work to another person during the test or talking about the test after it has been taken to someone who has not yet taken it.
- Committing forgery (i.e.: forging a parent's/guardian's or teacher's signature)

All students involved will face the disciplinary action stated below and receive a zero on the assigned task.

On some occasions, students will collaborate (work together in pairs or in groups) on cooperative learning projects. Projects requiring collaborative efforts will be clearly defined and announced as such.

Drugs And Controlled Substances

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

A student on school property or attending a school-sponsored or school-related activity is subject to removal from class, suspension, expulsion and/or referred for prosecution if he/she:

- Uses a chemical substance, possessing for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs; alcohol, inhalers, marijuana, or a controlled substance)
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana, or a controlled substance
- Misuses or overdoses on prescription or over-the-counter medication.

Upon discovery of a drug-related situation stated above, the Principal reports the incident to the superintendent, and notifies parent/guardian immediately, and requests a conference. After a conference with the parent/guardian and student, the student is subject to removal from class, suspension, expulsion, or referral for prosecution. A recommendation to the parents/or guardians is made for evaluation and possible treatment for the student. (Archdiocesan policy)

Harassment Policy

St. Michael will not tolerate harassment of any kind including sexual harassment and bullying. Written, verbal, or physical conduct which is deemed inappropriate, demeaning, or disrespectful of others opposes the very mission of the school.

Some examples of bullying are as follows: physical contact, including, but not limited to, inappropriate touching, pushing and shoving; rumor spreading; alienation; teasing; and the use of electronic devices such as cell phones and computers in a harassing manner. This policy encompasses conduct on and off campus.

Any individual who experiences harassment in any form is to report the incident immediately to the Homeroom Teacher, Academic or Middle School Dean, or the Principal.

Weapons and Firearms

The unlawful possession, use or concealment of a weapon/firearm is prohibited. A weapon is any instrument which may produce serious bodily harm or death. A student on school property or attending a school-sponsored or school-related activity may be subject to removal from class, suspension, expulsion, and/or referred for prosecution if he or she possesses, uses, or conceals a weapon/firearm.

Upon discovery of a weapon/firearm, the Principal will immediately confiscate the weapon/firearm and notify the parent/guardian and the proper authorities as warranted.

SECTION IV

**INSTRUCTION,
GRADING &
COMMUNICATION**

Instructional program

The core curriculum of St. Michael Catholic School complies with time allotment and subject requirements of the Texas Education Agency (TEA), Texas Catholic Conference Education Department (TCCED), and the Archdiocese of Galveston-Houston. Various education and athletic opportunities are available to our students as electives and extracurricular activities.

Communication And Conferences

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. In the event concerns continue, referrals for additional assistance and resources may be pursued through the school counselor or administration.

Appointments with the administration and/or with teachers need to be scheduled in advance. A teacher attempts to return phone calls within 24 hours during school days. Please note that messages left for teachers may not be retrieved until the close of the school day.

BLUE WEDNESDAY FOLDERS – Students in Grades K-5 will bring home a blue folder on Wednesday of each week. The folder will contain communication from the office, weekly reports on progress and behavior, and student's work. Please review this with your child. Parents are required to provide a signature as acknowledgement and return the folders on Thursday.

FORMAL CONFERENCES – Your child's progress is important to us. Teachers are available to discuss issues during the regular school day by appointment only. Contact the school office to request a conference, a phone call, send a note with your child or email the teacher. Teachers will attempt to return calls within 24 hours of receipt of the message during school days. Parent/teacher conferences are held twice a year, once in the fall and once in the spring. **Students in grades 4-8 are expected to attend report card conferences with parents. First Quarter report cards will be distributed at the parent/teacher conference in the fall.**

INFORMAL CONFERENCES – Every student's progress is important to the school administration/faculty. Teachers are available to discuss issues during the regular school day by appointment only. To leave a message for a teacher, contact the school office, send a note or e-mail the teacher. Teachers will respond within 24 hours of receipt of the message during school days. Please respect the personal life of the faculty, and do not call a faculty member at home.

INTERVENTION CONFERENCES – Parents of students who are experiencing academic, social, and/or behavioral problems will be asked to conference with the team of teachers and administrators who work with the student daily. The student may be asked to attend the conference when appropriate. At this time, a School Action Plan will be completed to determine causes of the problems and to make recommendations to resolve the problem.

PROGRESS REPORTS – Parents will be contacted at any time during the year when there is an indication that the student’s performance is unsatisfactory. Formal progress reports for grades 1-4 will only be issued to a student whose performance is unsatisfactory in a core subject. Formal progress reports for grades 5-8 will be mailed home at the midpoint of each quarter for each core subject. These dates are indicated on the school calendar.

Student success can only be attained through cooperation between parents and educators. If it is determined that the school’s resources cannot meet the needs of a student or if parent(s)/guardian(s) fail to act on the school’s recommendations for remediation or diagnostic evaluation, the Principal may request withdrawal of the student or deny admission for the following year.

Grading And Report Cards

Grading System

The school year is divided into four nine-week quarters. As much as possible, every grade given, both academic and conduct, will be the result of an honest, careful evaluation of all phases of the student’s work and effort.

Students in PK are issued written summaries which are discussed verbally at the fall conference. Written summaries and/or report cards for Kindergarten are issued beginning with the second quarter. Report cards for First Grade are issued beginning with the second quarter. Students in grades 2-8 receive report cards at the end of each quarter. Report cards are sent home in a packet with the youngest child beginning with Kindergarten. These dates are marked on the school calendar.

For all students in grades 1-8, the following grading designations are used:

Outstanding		Above Average		Average		Below Average		Failing	Letter Grades
A+	99-100	B+	91-92	C+	84-85	D+	76-77	F Below 70	E -Excellent
A	95-98	B	88-90	C	80-83	D	72-75		G -Good
A-	93-94	B-	86-87	C-	78-79	D-	70-71		S -Satisfactory
									N -Needs Improvement
									U -Unsatisfactory

Edline

Edline is a web-based, password-protected program that allows teachers to communicate with parents as follows:

- PK-3rd: Teacher notes to parents and classroom news items are posted regularly.
- 4th & 5th: Same as above, with test and quiz dates posted.
- 5th: Student grades can be viewed as well.
- 6th-8th: Test and quiz dates are posted, homework is posted daily, and student grades can be viewed.

Activation codes are distributed to new parents at the beginning of the school year to set up their individual accounts. Returning parents will use their existing accounts.

Conduct Grades

The following criteria have been defined to assist in interpreting conduct grades earned by students.

- Excellent- Outstanding in behavioral traits.
- Good – Clearly above average in behavioral traits.
- Satisfactory – Ordinarily, usually and generally conforms to behavioral traits.
- Needs Improvement – Progress is clearly needed in behavioral traits.
- Unsatisfactory – There is evidence that the student is clearly lacking in behavioral traits.

Honor Roll Criteria

“A” Honor Roll Requirements:

- No grade below A in core subjects
- No grade below S in ancillary subjects
- No conduct mark below S

“ A/B” Honor Roll Requirements

- No grade below B in core subjects
- No grade below S in ancillary subjects
- No conduct mark below S

Elementary Core Subjects include: Religion, Math, Reading, English, Spelling, Social Studies, and Science

Middle School Core Subjects include: Religion, Math, Literature, English Language Arts, Social Studies and Science

Promotion and Retention

Promotion --A student is promoted if, considering his/her abilities, he/she satisfactorily completed the work of the current grade. Promotion from Early Childhood shall be based upon accomplishing the required essential curriculum elements as well as progress made in social, emotional, and physical growth.

Retention --A student may not be retained more than twice from grades K-8 and no more than once in the same grade. Every effort should be made by the school administrator to provide alternative programs or adjust the regular program for children with special needs.

If a student receives a grade below 70, the student fails the subject. If two core subjects are failed, the student may be recommended for retention. Parents must be informed of the likelihood of a student's academic failure and possible retention before the end of the school year.

If all avenues have been explored and the school cannot meet the needs of the student or the parent(s) have not acted on the school's recommendations regarding diagnostic evaluation, the Principal has the right to request withdrawal of the student (if currently enrolled) or refuse re-admittance.

Homework Policy

If a student is unable to come to school due to illness, the parent/guardian is expected to notify the school office and request homework assignments by 9 a.m. for grades 1-5. It is the student's responsibility in grades 6-8 to obtain notes for missed class time. Homework assignments for middle school should be accessed on Edline.

St. Michael Catholic School policy does require homework which includes both written assignments and review/study of material presented in class. There is no absolute minimum or maximum length of time per evening, as each student's needs and ability will dictate the amount of time needed to complete home assignments or study projects and maintain or master basic skills.

Assignments may be given which are due over a period of time. It is the student's responsibility to plan for adequate progress on a continual basis thus avoiding last minute completion.

Each student in Grades 3-8 is given an assignment book to record his/her daily assignments, tests, and long-range projects. Many parents verify completion of homework by initialing the assignment book.

All students are expected to have homework completed and turned in on time.

Frequent failure to complete homework assignments will seriously affect the student's grade and a parent-teacher-student conference might be requested.

The following times reflect the average daily time frame for homework at each grade level. Times are based on average students – many students will finish faster and some students may require additional time to complete homework assignments.

Grades 1-2	30 minutes
Grades 3-5	45-60 minutes
Grades 6-8	60-90 minutes

Standardized Testing

Catholic schools in the Archdiocese of Galveston-Houston participate in achievement testing in the spring of each year. All students in grades 2 -8 will be tested using the Iowa Test of Basic Skills. Additionally, students in grades 2, 4, & 6 are given the CogAt Test.

Record Viewing

Parents/guardians wishing to view student records must make the request in writing twenty-four hours in advance.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or a copy of the custody section of the divorce decree.

SECTION V

**PARENTS
RESPONSIBILITIES**

Expectations of Parent/Guardian

When your child is enrolled at St. Michael Catholic School, the school expects and you agree to the following:

1. Be a partner with the school and teachers in the education of your child.
2. Understand and support the religious nature of the school.
3. Read all communication from the school and request clarification when necessary.
4. Know who your child's teachers are and observe parent-teacher conference dates and special requests for meetings.
5. Obey all classroom rules.
6. Discuss concerns or problems with the appropriate personnel instead of resorting to or listening to gossip.
7. Address concerns and problems with the person(s) most directly involved, within the appropriate time frame, before contacting higher authorities. Contact with teachers should be during school hours and not at home on their personal time. (See "Complaint/Problem Resolution and Appeal Process", Section III).
8. Be actively involved in the life of the school and volunteer assistance whenever possible.
9. Promote your school and speak well of it to others, on and off campus.
10. Meet your financial obligations in a timely manner and support the fundraising efforts of the school when possible.
11. Support the Annual Fund Drive.
12. Appreciate that a Catholic education is a privilege.
13. Arrive on time each day for morning drop-off and afternoon pick-up and adhere to the carpool guidelines in the handbook.
14. Monitor students' home usage of all electronic devices, including but not limited to cell phones and computers, to avoid any harassment or bullying.
15. Sign in at the office and wear a visitor's badge while on campus during school hours.
16. Turn audio beepers and phones off or on vibrate while on campus or at school functions.
17. Refrain from bringing any device on campus (including in your car) that would threaten school and student safety, such as a firearm or knife.
18. Refrain from calling or texting students on their cell phones during school hours.

We acknowledge that we are not the school for all families and we will exercise the right to ask families to leave.

School Commission

The School Commission consists of nine people who are appointed by the Pastor. The purpose of this group is to advise the Pastor and the Principal in areas dealing directly with general policy, budgeting, and finances of the school.

Scheduled meetings are found in the annual school calendar. Parental attendance is always welcomed and encouraged. Parents wishing to speak must contact the Chairperson at least one week prior to the meeting in order to be added to the agenda.

Parents Lending Useful Support – PLUS

St. Michael Catholic School recognizes that volunteers are valued members of our school community. Parent Lending Useful Support (P.L.U.S) is the parent volunteer service organization of the school which assists the school in activities during the year. The P.L.U.S. Welcome Back Coffee is generally held on the first day of school and volunteer sign-up opportunities are available.

Annual Fund Drive

Parents are selected to chair the Annual Fund Drive for a two-year period. The chairs actively seek contributions from all parents of the school as well as parishioners and patrons. It is the goal of St. Michael Catholic School to achieve 100% school family participation in the Annual Fund Drive. In order to encourage support, classes which attain 100% participation are listed in the school newsletter and awarded a pizza party. Activities designed to support the Annual Fund Drive include an annual golf tournament in the fall and an event in the spring.

Athletic Booster Club

All parents of students who are participating in St. Michael Catholic School sports will be members of the Athletic Booster Club. In addition, any interested parent, alumni parent or other interested party can be a General Member of the Booster Club. The purpose of the St. Michael Catholic Athletic Booster Club is to support St. Michael Catholic School athletic teams by raising funds providing equipment and sports facility improvements, soliciting memberships, offering activities for members, promoting participation in athletics, encouraging attendance at athletic events, and assisting the Athletic Director, Coaches and Administration.

SECTION VI

**TECHNOLOGY &
TELECOMMUNICATIONS**

Technology Acceptable Use Policy (TAUP) Agreement **For Parents And Students**

St. Michael Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on the Permission for Internet Usage, Media Release, & Parent-Student Handbook Acknowledgment located on the last page of this handbook. Should a parent prefer that a student not have Internet access, use of the computer is still possible for more traditional purposes such as word processing.

However, all students without parental permission will not be able to go to computer lab and participate in projects which require research. Research will have to be done outside of school hours.

Internet Access

Internet access will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. The school has a firewall that prevents students from entering inappropriate sites and is continuously updated. The school believes that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the school supports and respects each family's right to decide whether or not to allow for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Rules of Usage

What are the Rules of Appropriate Use?

Personal Safety and Personal Privacy – Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking – Accessing social networking websites (e.g. myspace, friendster, tagged, etc.) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized e-mail, chat or instant message, blogs, and discussion forums is also prohibited. A good rule to follow is never view, send, or access materials which the user would not want his/her teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges at school.

- Do not use technology to harm other people or their work
- Do not damage the network or any technology resource in any way
- Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses
- Do not violate copyright laws
- Do not view, send or display offensive messages or pictures
- Do not share your password or in any way obtain another person's password
- Do not waste technology resources such as disk space or printing supplies
- Do not trespass in another's folders, work, or files
- Do notify an adult immediately if by accident, you encounter materials, which violate the Rules of Appropriate Use
- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated

SECTION VII

ATHLETICS

School Athletic Program

St. Michael Catholic School sponsors interscholastic athletic programs for our 6th, 7th and 8th grade participants directed by our employed coaches.

As a rationale for its existence, athletics should teach fair play, sportsmanship, and an understanding and appreciation of teamwork.

St. Michael Catholic School participates within the Houston Junior Preparatory Conference (HJPC) and administers the policies set forth by the governing body.

Houston Junior Preparatory Conference Sportsmanship Creed

Players and coaches shall at all times represent themselves, their schools, and their conference with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged but that the disrespect for opponents is unsportsmanlike and lessens the value of rivalries. They shall confine the competitiveness of the game to the field and in particular behave properly on the sidelines and in the locker rooms both before and after the games. They must never forget that they represent their school.

HJPC schools will not tolerate any spectator, either student or adult, whose behavior is disrespectful toward players, officials, coaches, or other spectators. Nor will HJPC member schools permit any type of spectator behavior that either distracts from the proper conduct of the game or disadvantages a player on the other team.

Athletic Policy

St. Michael Catholic School Athletics are offered to student-athletes as enhancement to the academic environment of the school. It is an extension of the curriculum. Decisions concerning the athletic program will be the responsibility of the administration and coaching staff. Parent involvement or participation will be at the discretion and with approval of the administration and coaching staff. Coaches of SMCS teams may not be parents or siblings of SMCS students.

The St. Michael Athletic Department offers the following sports:

SEASON	BOYS	GIRLS
Fall	Football: Varsity & Junior Varsity	Cheerleading: Varsity Volleyball: Varsity & Junior Varsity
Winter	Basketball: Varsity & Junior Varsity Soccer: Varsity Swimming	Basketball: Varsity & Junior Varsity Soccer: Varsity Swimming
Spring	Track: Varsity & Junior Varsity	Softball: Varsity Track: Varsity & Junior Varsity

Student-athletes are allowed to participate in ONLY ONE school sport per season. Each coach expects full commitment to the school team each season. Outside sports, including Parish sports and club sports are not school-sanctioned activities and are expected to be a secondary priority.

The St. Michael Athletic Department allows sixth, seventh, and eighth graders to tryout for individual sports. Varsity teams will be comprised of eighth graders. In the case there are not enough eighth graders to fill a team, seventh graders may be moved up to the varsity level. Junior Varsity teams will be comprised of sixth and seventh graders after a tryout selection period.

Responsibilities

The Athletic director is responsible to the Principal and:

- Manages all operations of the athletic program.
- Works with the faculty and administration to ensure that the programs are consistent with the goals of St. Michael Catholic School.

Coaches are responsible to the Athletic Director and are expected:

- To set guidelines for the particular sport, of which the athlete will be made aware at the onset of the season.
- To provide accurate and timely information concerning practice and games dates and times to parents/guardians, the Athletic Director and the Principal.
- To provide a learning environment for skill acquisition and progression of skill development.
- To organize carpools for away games with the assistance of parents who are able to provide rides.

Players are responsible to the Coach and are expected:

- To be representative of SMCS while participating in an interscholastic event and to conduct themselves in a manner commensurate with the guidelines set forth by the coach and the Student-Parent Handbook. In the event a player cannot live up to these responsibilities, he/she may be asked to withdraw from the sport.
- To be on time for practices and games, to behave in a sportsmanlike manner, to exhibit leadership qualities, and to exercise self-control.
- To be respectful of him/herself, his/her team, and the coach, and to be supportive of them.
- To be held accountable for his/her actions on the playing field while representing SMCS school.
- To check with the coach before leaving the practice/game site.

Parents/guardians are expected:

- To be supportive of each player, team, and coach.
- To limit "stand-talk" to positive comments.
- To dialogue with players after games, not during.
- To make an appointment to dialogue with a coach about problems rather than to speak to him/her at a game site.
- To attend a parent meeting at the beginning of each season.
- To insure that their child has transportation to and from away games when necessary.

Code of Conduct

The conduct of a student-athlete at St. Michael Catholic School is closely observed in many areas of everyday life. It is important that the actions of the student-athlete are above reproach at all times.

In the area of athletic competition, the student-athlete must be gracious in defeat, modest in victory, maintain complete control of him/herself at all times, never use profanity, and never resort to fighting or illegal tactics.

The student-athlete should set forth the example for all students by following the policies set forth by the school, the administration, and individual teachers. The behavior pattern is also expected in the hallways, in the locker room, on the playground, in the parking lot, etc.

It is expected that the student-athlete and spectators will adhere to the rules and regulations as may be established by the school and that the student-athlete will respect the rights, privileges, and property of other members of the school community.

At athletic events, the student-athlete represents himself/herself and the St. Michael Parish and School Community as a whole. It is expected that all concerned, coaches, athletes, parents/guardians, siblings, and all fans/visitors will behave in an acceptable manner.

Student-athletes are responsible for their own conduct, and violation of established rules and regulations may subject them to disciplinary measures or dismissal from the athletic team.

Discipline is the responsibility of the head coach; however, it is imperative that all policies of the school administration be strictly followed.

Attendance

Student-athletes are expected to attend all practices, games, meets, tournaments, and team meetings. All team events are considered standard and mandatory. Exceptions will be made on an individual basis. Anticipated absences from team events must be scheduled and approved by the coach at least one day prior to the event and are considered excused.

Other absences from team events are considered unexcused unless he/she is absent from school.

No athlete may compete in after school sports on a day he/she is absent from school.

If the student-athlete misses the practice the day preceding competition without an excuse, he/she should not expect to participate in the competition the next day. Only academic tutoring and doctor's appointments will constitute an excused absence. Other circumstances will be left to the discretion of the head coach.

Excessive absences can result in dismissal from the team. A student-athlete will receive a warning prior to dismissal.

The student-athlete's first priority is being a student. Student-athletes should always be present and on time to school. The student-athlete must be present for at least four hours of school to be eligible for competition on that day.

Eligibility

Parent athletic meetings will be held at the beginning of each sports season on an individual team basis. Attendance of at least one parent/guardian is mandatory. This requirement must be met prior to the student-athlete participating in competition. Parents/guardians unable to attend meetings may request an appointment with the coaching staff only under extenuating circumstances.

An athletic fee for each sport is required for a student-athlete to participate on an athletic team. The fees vary from sport to sport and are non-refundable. The fee must be received within two weeks of being notified by the St. Michael Catholic School Business Office. Student-athletes will be suspended from competition until the fee is paid. If the fee is not received by the end of the sport season, it will be determined by the head coach, athletic director, and administration whether or not

the student-athlete will be allowed to participate in the following season. (See, "Financial Account Responsibilities," Section II.)

All student-athletes will be required to receive a physical exam prior to tryouts, valid within a year. He or she will not be allowed to participate until all forms are returned to the athletic office. Forms can be found at the school website, www.stmichaelcs.org under the Athletics link. (See "Athletic Forms," Section VII.)

Upon acceptance to an athletic team, the academic and behavior progress of the student-athlete will be monitored every two weeks. If a student-athlete receives one failing grade, he or she must discontinue participation on the athletic team until the next eligibility check. The student-athlete will not be allowed to attend practices but may attend competitions as a spectator. The student-athlete will not be eligible until the following eligibility check if he/she receives all passing grades.

In addition to grades, student-athletes are expected to maintain proper conduct at school. His/her conduct will also be monitored at each eligibility check. If a student-athlete receives an 'N' (needs improvement) at the eligibility check, that student-athlete will be given a temporary suspension from participating or attending any team events.

Other conduct infractions will be handled at the discretion of the coach and administration.

Practice/Game Day Policy

Team selection will be conducted by the head coach for the individual sport during a designated tryout period. Student-athletes are expected to be present during all days of the designated tryout period unless prior arrangements are made with the head coach of the sport. Expectations for participation will be explained to student-athletes prior to tryouts. All tryouts are closed to parents/guardians and the public.

Practice schedules are prepared by the head coach. Student-athletes are expected to be on time to all team events. Parents must be aware that practices may be scheduled on weekends, holidays, and school breaks. Student-athletes that continually miss practices may be dropped from the team and definitely should not expect to be a participant without preparation.

Coaches are instructed to be honest with parents/guardians and student-athletes regarding the following:

- Ability
- Positive response to coaching
- Learning opportunities
- Playing time

- Student-athletes who are selected for a team should not expect to participate in competition simply based on making a team. Playing time will be based on practice, participation, and performance at the coaches' discretion.

Quitting

If a student-athlete quits a sport of his/her own will, after being selected for a team, it will be noted on file and considered in future tryouts. Making a team means making a commitment to the overall athletic program.

The St. Michael Athletic Department understands unforeseen circumstances and will determine the following as acceptable reasons to quit:

- Failing grades
- Illness
- Extended absence
- All other reasons for quitting will be reviewed by the coaching staff and administration.

Equipment

St. Michael Catholic School is responsible for providing the facilities and equipment needed for practices and games. Additional or special equipment for personal needs should be purchased on an individual basis.

School-issued uniforms and equipment are to be used for all St. Michael athletic events. The wearing of athletic uniforms in physical education classes is unacceptable. Equipment and uniforms should only be worn for the specific athletic event. They must be returned in good condition at the end of the season, or the student-athletes will be assessed a fee to replace the damaged (or lost) uniform or equipment.

Student-athletes are responsible for furnishing their own shoes, knee pads, shin guards, and socks. Individual teams may request a separate fee to purchase team packages which may include some of the preceding items and including warm-ups, bags, or other team-identifying equipment.

Grievance

The St. Michael Athletic Department encourages open communication between parent/guardian, student-athletes, and coaches. The coaching staff welcomes comments and questions concerning athletic teams. If a parent/guardian would like to conduct a meeting with the coaching staff of a particular sport, the athletic director and coaching staff will be present.

Also, parents should wait 24 hours after an incident occurs to approach the coaching staff. Coaches will not discuss an incident before, during, or after competitions. Parents should contact the athletic office to schedule a meeting with the appropriate coaching staff.

Transportation

The football and track teams will be taken to most away competitions by a bus.

Student-athletes may be asked to provide their own transportation to team events for late competitions, weekends, and holidays.

Head coaches frequently rely on parents/guardians to transport student-athletes to athletic events. In this case, all parents/guardians volunteering for carpool must register to be on the school-approved drivers list and attend VIRTUS Training. For information on how to become a registered driver and VIRTUS certified, contact the school office. (See "Virtus Training", Section II)

Parents/guardians are expected to pick up their student-athletes immediately at the conclusion of all athletic events. Parents/guardians who are continually late should make arrangements, in advance, to have their child picked up on time. If a parent/guardian is late more than twice a season and has been warned by head coach, his/her student-athlete may be suspended from the following competition date. Extenuating circumstances will be determined by the head coach.

Athletic Hotline

St. Michael Catholic School has an athletic hotline that provides schedule changes. The Athletics Department updates this hotline on a daily basis. For questions or concerns about schedules or rainouts for outdoor sports, please call 713.552.0405. The rainout deadline is 2 p.m.

Parish Sports Program

Athletics at St. Michael begin in the early grades through a parish-wide sponsored program coached by volunteer parents. All volunteer coaches must be Virtus certified. This program, generally available through the 6th grade, attempts to maximize participation for our young people from our entire parish. For more details, refer to www.stmichaelcs.org.

SECTION VIII

FORMS