

ADMISSIONS POLICY

1. NON-DISCRIMINATION POLICY

St. Michael's School, in the Archdiocese of Los Angeles, mindful of their mission to be a witness of the love of Christ for all, admits students of all races, color, national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at this school. The schools do not discriminate on the basis of race, color, and national and/or ethnic origin in the administration of its educational policies or practices.

2. ADMISSIONS PROCESS

- January Complete the Children Education Foundation Tuition Assistance Form
- February Inform parents of prices
- March Mail out Pre Registration Questionnaire
- April **REGISTER CURRENT STUDENTS.**
- May **REGISTER NEW STUDENTS.**
 - File Principals Recommendation Form in Cum.
 - Set Appointment for Interview and Testing
 - Complete School Agreement and FACTS forms.

- Kindergarten students must be 5 years old by December 1st.
- First Grade Students must be 6 years old by December 1st.
- In general, new Eighth Grade students are not accepted.
- Teachers assist with the testing process.

3. DISCIPLINE

St. Michael's School has a mission of helping students to know, love and experience Jesus Christ and to spread His message. Discipline is a key part of our formational mission and is considered to be an aspect of moral guidance and not a form of punishment. Our discipline policy is based upon Gospel living, respect, and compassion. Together, we encourage and support choices, actions and attitudes which make St. Michael's School safe and caring Christian communities where learning and growth are possible for everyone.

The Purposes of Discipline

- To provide a school climate conducive to learning
- To promote character training, i.e., to cultivate virtues that ensure right living and to redirect disorderly tendencies

4. Detention

See insert.

5. HARASSMENT POLICY FOR STUDENTS

St. Michael's School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrong-doing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidation because of the individual's race, creed, color or national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment

Derogatory comments and jokes; threatening words spoken to another person

Physical Harassment

Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement

Visual Harassment

Derogatory, demeaning or inflammatory posters, cartoons, written words, drawing, gestures

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicit or implicitly a term or condition of a student's academic status or progress.
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
- Specific examples of sexual harassment include but are not limited to:

- Making unsolicited sexual advances and propositions; using sexually degrading words to describe an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually related jokes.
- Making reprisals, threats of reprisals, or implied threats of reprisals following negative response to sexual advances

SUSPENSION, PROBATION, EXPULSION - GENERAL GUIDELINES

6. STUDENT BEHAVIOR

Students are expected to behave in a manner, both on and off campus that is consistent with the Christian principles of St. Michael's School. This includes, but is not limited to all policies, principles and procedures listed in the student/parent handbook. Students are expected to follow classroom and school rules and to behave in a respectful manner. Students are expected to respect the learning environment and all members of the school community. The principal is responsible for interpretation policies and will make final decisions regarding consequences for inappropriate behavior.

7. SUSPENSION

The principal shall have the right to suspend a student from school as a consequence for disciplinary violations. Suspensions may be assigned as either in-school or out of school suspensions. He will contact the parents when a pupil is suspended. In no case will a teacher on his/her own authority suspend a student.

- Suspended students are not to come to school or attend any school activity during the time of suspension.
- Students will be assigned academic work to make up for lost class time.
- Students who are suspended may return to school only after a parent/school conference.
- When reinstated, the student remains in school on disciplinary probation.

8. EXPULSION

The reasons for expulsion include but are not limited to the following:

- Action gravely detrimental to the moral and spiritual welfare of the students
- Habitual profanity or vulgarity
- Assault, battery, or any threat of violence directed toward school

personnel or students

- Bullying or harassing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Use, sale, or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Computer Network User policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic School.

Expulsions are carried out by the principal in consultation with the pastor.

9. BULLYING

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening words spoken to another person.

Bullying is a form of harassment which typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, and stealing, that are initiated by one or more students against a victim or victims.

In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Bullying is a form of harassment and may result in serious disciplinary action, up to and including expulsion.

10. STUDENT THREATS

St. Michael's School will take seriously all threats to inflict harm to self or others. The schools will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of students, staff, or others, and any weapon possession. St. Michael's School has an obligation to keep our school safe and will take any of the above seriously. This is not an area for practical jokes or offhand comments. If you become aware of a threatening situation, you should report it immediately to the school co-principals or a teacher.

11. STUDENT PREGNANCY

If a faculty or staff member becomes aware that a student is pregnant, s/he shall make the principal aware of this fact so that the principal can initiate the counseling process for the student and family. Faculty and staff members are obligated to report such information to the principal and are not to become involved in counseling the student and parents/guardians.

12. CODE OF CHRISTIAN CONDUCT FOR PARENTS/GUARDIANS

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves with the Christian principles of the school. These principles include but are not limited to any policies or procedures set forth in any student/parent handbook of the school. The Christian principles further include, but are not limited to the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a

manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

- These expectations for parents/guardians include, but are not limited to, all school-sponsored programs and events both on and off campus.

The school reserves the right to determine when conduct is of severe nature that could require the parent/guardian's presence on campus to be limited or to require immediate withdrawal of the family from the school.

13. ACTIONS AND ATTITUDES OF PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian, or other person who upbraids, insults, or abuses any member of the school is risking their child(ren)'s continuation in the school.

Any parent/guardian, or other person who insults or abuses any member of the school in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place where said member is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

Faculty/Staff Implementation of the Discipline Policy

In general, teachers/staff members are to be considered the primary disciplinarians of the students. Students need to see the teacher/staff member as the person who has the authority to carry out discipline. Therefore, the principal/vice-principal should not be the first recourse in disciplinary matters. The principal and vice principal are available for consultation so that teachers have additional ideas and support in implementing discipline policies.

Specialists and supervisors should handle their own discipline. Students should not be sent back to the homeroom teacher for discipline. However, dialogue between the homeroom teacher and other teachers who work with the student is critical for consistent expectations.

Consistency

Consistency is critical to the implementation of a school discipline policy. All faculty and staff are responsible for student discipline. Students need to know that they are responsible for appropriate behavior wherever they are.

14. GUM

Gum is not permitted.

15. STUDENT RESPONSIBILITY

Teachers are encouraged to help promote personal responsibility in the students. The degree of responsibility varies with the age of the child. Students should be responsible for bringing their own lunch and school materials each day. Parents are discouraged from bringing these items to school. Students are not to be sent to the office to call for these items. **Cell phones may not be used to call for items.** *Students should not re-enter classrooms for forgotten items after school or on weekends.*

Teachers also model responsibility. Students are not to be sent to supply rooms, mailboxes, the office, for forgotten materials, for copies, etc. during class time. Teachers are never to pass keys to students to unlock classrooms or to go to supply rooms or lounge for items. Students are not to go to a teacher's car for items that the teacher needs unless the teacher is present and the student is assisting the teacher.

16. STUDENT RETENTION

The decision to promote a student to the next grade or to retain him/her in the present grade shall be based upon a consideration of the overall welfare of the student, i.e. made by carefully weighing academic, emotional, and social factors. In the event that retention is under consideration, the following guidelines shall be applied:

Role of the teacher

The teacher is responsible for consistent evaluation, early diagnosis, and effective addressing of learning problems.

- Initially, the teacher shall provide remedial help to the student within the school setting, either by individualized instruction or some form of tutoring
- If such help proves to be inadequate, the teacher shall advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring, or summer session
- The teacher shall make the principal aware of any student with significant learning problems by the end of the first trimester.

The final decision regarding retention is the sole responsibility of the Principal.

17. STUDENT SEARCHES

If a teacher has serious reason to believe that a student or a student's personal belongings must be searched in order to protect the health and safety of all students and to maintain order at the school, the teacher is to notify the principal so that proper procedures may be followed for conducting searches. At no time is a teacher to conduct a search of a student or of student belongings.

18. ANNUAL READMISSION

Readmission to St. Michael's School for the following year is evaluated on a yearly basis. It is not automatic. Students who do not maintain a 1.0 grade point average may be denied readmission. Under special circumstances, a student may be readmitted and placed on Academic Probation. Additional reasons that students may be denied readmission include but are not limited to: frequent tardies and or absences, inability to follow school rules, lack of parent participation, delinquent tuition, and inappropriate parental behavior.

19. STUDENT DRESS CODE

Proper student dress is important to the learning environment and promotes safety as well as Christian values. Students are to follow the dress code in its entirety. Repeated disregard for the dress code will be addressed as a disciplinary matter. Students are to be in complete uniform each day unless notified by the parent. Student uniforms are to be clean, and free of tears and holes. The children are expected to practice good personal hygiene. Periodic dress code checks will be held without warning, but daily monitoring is the responsibility of the teacher. If a student is in consistent violation of the dress code, teachers are to speak to parents personally to clarify the expectations.

GIRLS

- Maroon plaid jumper – Gr. K-3 – Maroon plaid skirt – Gr. 4-8 (Jumpers and skirts may be no shorter than two inches above the knee.)
- White Peter Pan blouse with tie
- Burgundy polo shirt** (May not be worn with jumper or skirt)
- Maroon sweater
- Gray pants* Worn for cold weather. Sweats not permitted for cold days.
- Gray walking shorts
- White, or maroon knee highs or tights

- Black “Mary Jane” shoes or tennis shoes may be worn. Tennis shoes are to be solid white or black – no pictures, lights, wheels or other colors are permitted. High tops or boot type shoes are not permitted.
- Belts worn with pants and polo shirts must be tucked in.
- Plain white turtle neck shirts may be worn under the school blouse on cold days.
- The uniform jacket is the only jacket permitted at the school. Jackets may not be worn in the classroom.
- Nail polish and artificial or sculpted nails are not permitted.
- Simple jewelry may be worn: Only one earring per ear. Earrings must-not be distracting and may be no larger than a nickel. No other parts of the body may be pierced.
- Simple rings may be worn – only one per hand permitted.
- A simple necklace may be worn. Thick chains are not permitted on the body, backpack or uniform.
- Tattoos are not permitted
- Hair is to be simple and non-distracting. Hair may not be tinted or dyed. Students may not wear bandanas or other head coverings.
- Shaving in the head is not permitted.
- Uniforms must fit properly – not too tight, baggy or over-sized.

**Full Dress Uniform is worn for All School Masses and special events. It includes:
 Jumper/skirt, blouse, tie, school sweater (no sweatshirts), socks and school shoes.**

BOYS

- Gray slacks (*Sweats are not permitted for cold days.)
- White short/long sleeve button down shirt and black tie
- Burgundy polo shirt

- Black belt – Belt may not hang long on one end.
- Burgundy sweater
- White or black socks (anklets not allowed)
- Black oxfords or solid black or white tennis shoes. No pictures, lights, wheels or other colors are permitted. No boots are permitted.
- Plain white turtle neck shirts may be worn under the school shirt on cold days.
- The uniform jacket is the only jacket permitted at the school. Jackets may not be worn in the classroom.
- Simple rings may be worn – only one per hand is permitted.
- A simple necklace may be worn. Thick chains are not permitted on the body, backpack or uniform.
- Tattoos are not permitted.
- No body piercing
- Hair is to be simple and non-distracting. Hair may not be tinted or dyed. Students may not wear bandanas or other head coverings. Any braids must be close to the head. Hair must not extend below the collar.
- Shaving designs or lines in the head are not permitted.
- Uniforms must fit properly – not too tight, baggy, or oversized.

Full dress uniform is worn for All School Masses and special events. Its includes: White button down shirt, black tie, long gray pants, black belt, school sweater (no sweatshirts), socks and school shoes.

PE UNIFORMS

All students come to school in PE uniform on the day they have Physical Education Class.

20. JEANS FOR JESUS DAYS

Students and school personnel are permitted to wear jeans on Enrichment days of each month. The monthly Jeans for Jesus privilege cost is \$1. The money collected will be used to purchase recess equipment.

21. COMING TO SCHOOL OUT OF UNIFORM

Students out of dress code will be sent home.

22. SCHOOL TELEPHONES/CELL PHONES

Students may use the school office phone for approved emergency situations.

Students are permitted to carry cell phones. Phones must be **off** during the school day - this includes recess and lunch times. Any phone that is on/out will be taken to the office and the student will face disciplinary action. Use of text messaging will also be treated as a disciplinary issue. Cell phones are for emergency use only. Calls on cell phones must be pre-approved by the office. (Unless there is a major disaster) Students are not permitted to carry pagers. Students are not permitted to use the phone in the teacher work room or parish hall. Parents are not permitted to call the school and speak to a child in class unless the office determines it to be an emergency situation.

23. VERBAL/WRITTEN CONFIDENCES

Principals, teachers, and other school personnel will respect the verbal or written confidences of students except in cases where the health or safety of the student or others is involved. In these cases the principal should be notified immediately.

- Teachers are obligated to read assignments given to students.
- Journal writing, if given, should be directed assignments rather than a diary form or stream of consciousness.