

# SAINT MICHAEL'S SCHOOL

1027 West 87<sup>th</sup> Street  
Los Angeles, CA 90044

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Office Hours: 7:30 a.m. to 3:30 p.m.

## SCHOOLWIDE LEARNING EXPECTATIONS

As followers of St. Michael, we are:

### **DEFENDERS OF THE FAITH who ...**

1. apply the Gospel to our daily lives
2. make a positive contribution to the community
3. understand the Catholic Faith, rituals and traditions

### **PEOPLE OF VISION who ...**

1. set goals and act upon them
2. use technology competently
3. respect cultural diversity

### **COURAGEOUS LEADERS who ...**

1. give service to our parish, neighborhood and global community
2. appreciation and participate in the fine arts
3. respect our school and the world around it
4. show confidence and take action

### **PEOPLE OF DETERMINATION who ...**

1. develop and utilize academic skills
2. communicate clearly both orally and in writing
3. display problem solving and critical thinking skills

### **PROTECTORS OF OTHERS who ...**

1. who are respectful and considerate of all
2. able to resolve conflict peacefully
3. demonstrates the qualities of St. Michael

### **MISSION STATEMENT**

The mission of St. Michael's School is to educate students in the Catholic tradition with the foundational knowledge, skills, self-esteem, and moral responsibility to work to their full potential and to have the courage of St. Michael to lead and serve in their church and community.

St. Michael's School retains the right to amend this handbook for just cause.

All policies & procedures are interpreted & implemented at the discretion of the pastor & principal.

## **ACADEMIC DECATHLON**

Students in grades 6, 7, 8 are eligible to participate in the Academic Decathlon program. Students work in teams to study a variety of curriculum areas and compete against other schools throughout the Archdiocese of Los Angeles. The principal and ALL the teachers will be working with the students to attend and succeed in this competition

## **ACADEMIC EXPECTATIONS**

St. Michael's School is dedicated to academic excellence. Students are challenged to perform at the level of their capability and beyond. Students are encouraged to meet their maximum potential. All assignments are expected to be completed as required, to be done neatly and with the proper heading. Students are required to re-do any work that is not considered to be neat, which is at the discretion of the teacher. Incomplete assignments are a serious matter which will result in one hour detention. Students with consistent incomplete assignments may be asked to withdraw from the school.

## **ACTIONS & ATTITUDES OF PARENTS**

Every parent/guardian, or other person who upbraids, insults, or abuses any faculty or staff member of our school, in the presence or hearing of a pupil is guilty of a misdemeanor. (Education Code 4481)

If a faculty or staff member is "insulted or abused" by any person in the presence of other school personnel on school premises, on public ways adjacent to the school or at another place where the member is assigned, that person is also guilty of a misdemeanor (Education Code 44812)

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the action/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

## **ADMISSION**

St. Michael's School, in the Archdiocese of Los Angeles, mindful of its 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. This school does not discriminate on the basis of race, color, and national and/or ethnic origin the administration of its educational policies or practices. Kindergarten students must be five years old by December 1st. First Grade Students must be six years old by December 1<sup>st</sup>.

## **ATTENDANCE**

Daily attendance is essential to the learning process. Students are to be in attendance unless they are ill or there is a family emergency. These are considered excused absences. Students need to bring a note from home or doctor's office. At the discretion of the teacher, student may be permitted to make up the work with the amount of time related to the days absent. If a student is absent for fifteen or more days during a marking period, a progress report/report card will not be issued. The principal reserves the right to request a doctor's excuse for students who are frequently absent due to illness.

Family trips/vacations are to be scheduled when school is not in session. If a student is taken out of school for this reason, students will not be given make up work. Absences are to be reported to the school office by 8:30 a.m. The school will call families who have not reported absences beginning at 9:00 a.m. Students with unreported absences are subject to notification of local truant officers.

**Upon return to the school after an absence, students must present to the teacher a note that is signed by the parent/guardian stating the dates of absence and the reason.**

## **ATHLETIC PROGRAM**

Students in grades 4-8 have the opportunity to grow in skill and spirit through the athletic program. Students must maintain a C average to participate and have acceptable behavior. Weekly monitoring will determine continuation.

## **BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER BLADES, AND WHEELIES**

These are not permitted on school property at any time.

## **CATHOLIC IDENTITY**

St. Michael's School is the Catholic parish school of St. Michael's Church. Emphasis is placed on helping students to grow in their relationship with God, to understand the basic teachings of the Catholic Faith, to participate in Catholic rituals and traditions, and to grow into morally responsible citizens. All students, Catholic and non-Catholic, participate in religion classes and daily religious activities.

## **CLASSROOM PARTIES**

Classroom parties are a means of celebration and community building among the students. They are also a means to teach social skills. Parties may take place with the approval of the teacher. The teacher and room parents coordinate classroom parties.

## **CONFERENCES**

The principal and teachers are available to meet with parents. Parents are encouraged to make appointments ahead of time in order to provide optimum time that will not interfere with the instructional time. Teachers are not available to conduct school business after 7:45 a.m., during the morning exercises, or while on yard duty.

## **DISASTER PLAN**

In the event of a disaster, students will be kept at the school until they can be picked up by parents/guardians or others designated on the emergency card. Students will not be dismissed with any person who is not listed on the card. The school has emergency supplies to keep students for 3-5 days if necessary.

## **DOCTOR AND DENTAL APPOINTMENTS**

Doctor and dental appointments should be scheduled after school hours as much as possible. Parents should write a note indicating their request to pick up their child for an appointment the day before the appointment is scheduled. Parents/Guardians are to come to the office to sign out their child.

**They may not go directly to the classroom.**

## **DRESS CODE**

Uniforms must be purchased at Cambridge Uniform Company. It must fit properly, not too tight, baggy or oversized. Uniforms must be clean and pressed at all times. Students who are not in COMPLETE uniform must present a note from the parents. Parents are advised that this should not become a regular habit.

### **BOYS**

Gray fitted slacks  
Black belt - belt may not hang long on one end  
White short/long sleeve button down tucked in shirt  
Black tie  
White or Black socks – short socks not allowed  
Solid black or white tennis shoes  
Hair may not extend below the collar.

### **GIRLS**

Maroon plaid skirt, jumper or skort. It may be no shorter than two inches above the knee.  
Gray fitted pants - worn on cold weather  
Black belt - belt may not hang long on one end  
White or pink button down tucked in blouse  
Plaid Cross tie  
White or maroon bobby socks, knee highs or tights  
Solid black or white tennis shoes

### **BOTH**

Burgundy polo shirt with logo  
Gray Walking shorts  
Burgundy vest

White turtle neck under shirt/blouse on cold days  
Burgundy sweater with logo  
Burgundy jacket with logo

### **P.E. UNIFORMS FOR BOYS AND GIRLS**

It is MANDATORY for all students to come to school with their P.E. uniform on the day they have Physical Education Classes.

Gray T-Shirt with logo  
Gray / burgundy shorts with logo  
Gray sweatshirt with logo on cold P.E. days.  
Gray / burgundy sweatpants with logo on cold P.E. days.  
Gray or white socks, NO ANKLETS  
Solid black or white tennis shoes

### **HAIR**

Hair is to be simple and not distracting. Hair may not be tinted or dyed. Students may not wear bandanas or other head coverings. Spiky, shaved designs or lines on the head are not permitted.

### **JEWELRY**

A watch, a ring on each hand, 1 bracelet, a simple necklace. Thick chains are not permitted. Girls can wear only 1 pair of earrings on their ear loops, studs or small hoop. Boys are not allowed to wear ear rings. No other piercing allowed.

### **NOT ALLOWED**

No boots, sandals or high heels  
No nail polish or artificial nails  
No Make-Up  
Tattoos are not permitted

**Gang attire clothing is not permitted**

### **DROP OFF AND PICK UP PROCEDURE**

Enter through Manchester and follow the orange cones. Exit through the alley towards 87<sup>th</sup> Street.

### **EMERGENCY INFORMATION**

Parents/Guardians are required to have an updated emergency card on file in the school office for each child attending St. Michael's School. The school office should be notified when there is a change of address or phone number

### **EXPULSION**

Serious offenses shall be reported to the pastor and may result in expulsion. The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor. Full credit shall be given for all work completed by the student prior to the expulsion. An expulsion will be done in consultation with the Pastor. The reasons for expulsion include but are not limited to the following:

1. Action gravely detrimental to the moral and spiritual welfare of the students
2. Habitual profanity or vulgarity

3. Assault, battery, or any threat of violence directed toward school personnel or students
4. Open, persistent defiance of the authority of the teacher
5. Continued willful disobedience
6. Use, sale, or possession of narcotics
7. Use, sale, distribution, or possession of any alcohol for beverage purposes on or near school premises
8. Smoking or having tobacco
9. Stealing
10. Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school
11. Habitual tardiness/truancy
12. Possession of harmful weapons or materials that can be used as weapons
13. Know gang related activity

### **FAMILY ENVELOPES**

The Family Envelope is sent home with the oldest child in each family every Wednesday. This is a very important form of communication from the school. The principal will write a weekly letter that contains current events at the school. Please sign the envelope and return it the next day. There is a \$5.00 replacement fee for lost envelopes important information for parents. Parents are asked to read all documents carefully to be fully informed of events.

### **FIELD TRIPS**

Field trips are planned to enrich the curriculum. They are educational activities. Field trips are a privilege and therefore parents/guardians are to give written consent on a school form. This form will allow the school to take the child on the trip. The school reserves the right to deny permission for participating in field trips to any student with disciplinary and/or academic issues. Transportation to and from the field trip is arranged by the school. Students are required to go to and from the field trip via the transportation provided by the school. Chaperones will be appointed by the teacher on a first come, first serve basis. NO parent may solely care for their own child.

### **FOOD PROGRAM**

Students have the option of ordering breakfast and lunch through the Archdiocesan Lunch Program. Menus are sent home on a monthly basis and students may order on a daily, weekly or monthly basis. Qualifying families may receive free meals or at a reduced rate. Payment must be given on the first week for that entire month. Breakfast is served from 7:30 a.m.- 7:45 a.m. each morning. Students are to be finished eating breakfast by the time the bell rings at 7:50 a.m. Students may also bring their own cold

lunch. (Lunches will not be heated in the microwave.) A well-balanced meal is encouraged. No sodas or glass containers allowed.

### **FREE DRESS CODE**

Free dress is a privilege given to students periodically throughout the school year. Students are to follow the regular school dress code in regards to hair, jewelry and make-up. Students are expected to wear clothes that are presentable, clean and appropriate for school. Free dress does not include beach attire, netted shirts or crop tops. Solid color T-Shirts with or without a collar may be worn. Pants must be in good condition – not torn and must fit properly. If shorts are worn they may be no shorter than two inches above the knee. The principal reserves the right to make all decisions regarding interpretation of the dress. Free dress for birthdays will be on designated days of each month.

### **GUM**

Gum is not permitted at school. Consistent disregard for this rule will be treated as a disciplinary matter.

### **GRADING SYSTEM**

#### **Kindergarten:**

- M- Demonstrates expected development
- X- Demonstrates emerging skill
- T- Needs more time to develop
- No Mark- Not expected at this time

#### **Grades 1 - 2**

- |               |                      |
|---------------|----------------------|
| O Outstanding | S Satisfactory       |
| G Good        | NI Needs Improvement |

#### **Grades 3 - 8**

- |             |              |
|-------------|--------------|
| A = 93-100% | C+ = 80%-84% |
| B+ = 90-92% | C = 75%-79%  |
| B = 87-89%  | C- = 70%=74% |
| B- = 85-86% | D = 65%-69%  |
|             | F = 64% -0   |

### **HARASSMENT POLICY**

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 intimidating 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:

#### **1. VERBAL HARASSMENT**

Derogatory comments and jokes; threatening words spoken to another person

#### **2. PHYSICAL HARASSMENT**

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

#### **3. VISUAL HARASSMENT**

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

#### **4. SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature – This includes using displaying sexually suggestive objects or pictures, telling inappropriate or sexually related jokes, using sexually degrading words.

### **HOMEWORK**

Homework is generally assigned on all days that school is in session. Time for homework should not exceed the following:

Grades K - 2 Not to exceed ½ hour

Grades 3 - 5 Not to exceed 1 hour

Grades 6 - 8 Not to exceed 2 hours

Teachers plan the time limit knowing the working patterns of their individual class. The time it takes each student to complete their homework will vary according to individual differences. **Parent's notes excusing a child from completing an assignment are only accepted in case of an emergency.** All incomplete homework will result in an hour of detention. Each student is required to use the student planner that is provided by the school. This is another tool for communication between the home and the school. **Parents are asked to check planners daily so they can see what has been assigned to their child on that day.**

### **IMMUNIZATION, CHDP EXAMS AND COMMUNICABLE DISEASES**

All students must be properly examined and immunized in accordance with the state of California guidelines. Documentation must be in the school office **before admission**. Students who have been absent due to a reportable communicable disease must have a written permit from the Public Health

Department or doctor before re-admittance to school. Parents/Guardians must inform the school office if the child has a reportable communicable disease.

### **MEDICATION**

To protect all children and to conform to the State Education Code, only medication prescribed by a health care provider may be taken during school hours. In order for any prescribed medication to be administered, it must be delivered to the office by the parent/guardian in the original labeled prescription bottle. An "**Administration of Medication during School Hours**" form must be submitted and signed by the health care provider and the parent/guardian. Students carrying inhalers must have a physician/health care provider's release form on file stating that s/he may have it with him/her while at school or a school activity. Non-prescription medication is not permitted unless administered by parent/guardian.

### **PROGRESS REPORT**

Midway through each grading period a Progress Report is issued for each student. This enables the parents/guardians to have a general idea of their child's achievement. This is not meant to be as detailed as the report card, but is a tool to identify the level of progress. Progress Reports are to be signed by the parent/guardian and returned to the school by the following week.

### **READMISSION**

Readmission to St. Michael's School for the following year is evaluated on a yearly basis. Students who do not maintain a satisfactory grade point average may be denied readmission. Students may also be denied readmission due to frequent tardiness and or absences, inability to follow school rules, lack of parent participation, and delinquent tuition. Students may also be denied admission because the school can not meet the academic needs of the child.

### **REPORT CARDS**

Report cards are issued at the end of each trimester. Formal Parent Conferences with the first progress report and after the 2<sup>nd</sup> trimester. Other conferences may be scheduled at any time by the parent/guardian or teacher.

### **RETREAT PROGRAM**

St. Michael's School provides our students with opportunities to spend time in quiet reflection and to participate in experiences that help them to grow closer to God. Class and all school retreats are held on campus periodically throughout the year. The eighth grade class will participate in an off campus retreat

## SACRAMENTAL PROGRAM

The school, in conjunction with the parish, assists parents in preparing their children to receive the Sacraments of Reconciliation and Holy Communion. This two year program is held during school hours and celebrated with the Whole Community Catechesis Program. Students may also be baptized as part of this program

## SERVICE REQUIREMENTS

Service is a means of building up the St. Michael's Community. Parents/Guardians are required to serve a total of **30 hours of service** to St. Michael's School in increments of **10 hours per trimester**. It is the responsibility of each parent to have their Service Hour Booklet filled out and signed by the coordinator of that event. It is mandatory to do 8 hours for our Fall Carnival. Parents are assessed a **\$10 fee for each incomplete hour**. Hours are to be completed by May 30, 2010.

## SCHOOL DAY

The school day begins at 7:50 a.m. and ends at 3:00 p.m. School gate opens at 7:30 am. When the bell rings at 7:50 a.m., students are to precede to their class lines for morning exercises. Students are not permitted in the school hallways before school. Students arriving after 8:00 a.m. are marked tardy and must proceed to the office for a tardy slip. The rear gate (Manchester) will be locked until 8:00 a.m.

**All late students must enter through the office, (87<sup>th</sup> Street).**

## Kindergarten Schedule

<u>Monday - Thursday</u>	<u>Friday</u>
07:50–08:00 First Bell	07:50–08:00 First Bell
08:00–10:15 Class	08:00–08:30 Assembly
10:15–10:30 Recess	08:30–09:00 Mass
10:30–11:45 Class	09:00–10:15 Class
11:45–12:20 Lunch	10:15–10:30 Recess
12:20–03:00 Class	10:30–11:45 Class
01:45–02:00 Recess	11:45–12:00 Lunch
02:00–03:00 Class	12:00–12:30 Dismissal

## Primary Schedule (First – Fourth)

<u>Monday - Thursday</u>	<u>Friday</u>
07:50–08:00 First Bell	07:50–08:00 First Bell
08:00–10:15 Class	08:00–08:30 Assembly
10:15–10:30 Recess	08:30–09:00 Mass
10:30–11:45 Class	09:00–10:15 Class
11:45–12:20 Lunch	10:15–10:30 Recess
12:20–03:00 Class	10:30–11:45 Class
01:45–02:00 Recess	11:45–12:00 Lunch
02:00–03:00 Class	12:00–12:30 Dismissal

## Intermediate

Monday - Thursday  
07:50–08:00 First Bell  
08:00–09:55 Class  
09:55–10:10 Recess  
10:10–11:45 Class  
11:45–12:20 Lunch  
12:20–03:00 Class

## (Fifth – Eighth)

Friday  
07:50–08:00 First Bell  
08:00–08:30 Assembly  
08:30–09:10 Mass  
09:10–09:55 Class  
09:55–10:10 Recess  
10:10–12:15 Class  
12:15–12:30 Lunch  
12:30 Dismissal

After school students must proceed directly home or to after school activities. Halls must be clear when the bell rings at 3:15 p.m. For safety purposes students may not leave the campus through any of the gates/doors on 87<sup>th</sup> Street. All students are to wait for their rides on the playground area in the back of the school. Main office is off limits.

## SCHOOL BOOKS

Student books are purchased through the student fee. However, the student fee does not cover the entire cost of the books. Books are the property of St. Michael's School. All textbooks are to be covered and labeled. Students are responsible for the care of the books throughout the year and will be charged for lost or damaged books.

## SCHOOL MASSES

Students attend Mass every Friday. Student will wear formal uniform for boys button down shirt with black tie and girls white/pink blouse with Cross tie. Students take active roles in planning the Mass and serving in roles of leadership such as servers, choir members, lectors and ushers. Once a month, the entire school community gathers for our 5:30 p.m. Saturday Liturgies.

## SEX NON-DISCRIMINATION POLICY

*St. Michael's Catholic School in the Archdiocese of Los Angeles, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school.*

*St. Michael Catholic School does not discriminate on the basis of race, color, or national and/or ethnic origin in the administration of educational policies and practices.*

*St. Michael's School does not discriminate against any applicant or employment on the basis of sex, age, handicap, veteran status, race, color, or national and/or ethnic origin.*

## SNACKS

Students are encouraged to bring a snack to enjoy during their recess and after school. Snacks are to be healthy items that will give the students the proper

energy for learning. **Candy, soda, and items in glass bottles are not permitted. The Spartans Snack Shack will be open daily.**

### **STUDENT COUNCIL**

Students learn leadership skills through participation in Student Council. Student Council members organize a variety of activities for students throughout the year and are the key to the day to day running of the school. Students must have at least a C average in order to participate in the Student Council. Elections for commissioners are held each Spring. Students must receive parental and faculty approval before running for office.

### **STUDENT INSURANCE**

Students are insured through the Archdiocese of Los Angeles for coverage throughout the school day and during after school activities sponsored by the school. If your child is injured at school or during an after school activity, please request an accident insurance form from the school office

### **STUDENT RESPONSIBILITY**

Parents/Guardians are encouraged to help promote personal responsibility within the students. The degree of responsibility varies with the age of the child. Students should be responsible for bringing their own materials to school each day. Students may not re-enter the classroom after school or on weekends to retrieve forgotten items.

### **STUDENT SERVICE**

Service is an important value at St. Michael's. All students will participate in service projects throughout the year. Some projects will take place off campus. Parents also have the opportunity to participate through the parent service program.

### **STUDENT RETENTION**

Student retention is a serious matter. Parents work closely with the school faculty and the principal to identify what is best for the individual child. Notification of possible retention will be with on-going written and verbal communications between the teacher and principal. Generally, students must have a minimum of a 1.0 grade point average in order to be promoted to the next grade. The final decision to retain a child is the responsibility of the principal.

### **SUSPENSION**

A student may be placed on suspension for severe violation of rules, continued misconduct, or for serious misconduct on or off campus during school related activities.

1. The student will be given an oral or written report of the infraction, and a fair opportunity to present his/her side of the story.

2. The gravity of suspension requires notice be given to the parents by telephone or other appropriate methods within a reasonable time, followed by a written notice signed by the principal.
3. A conference with the parents, student and appropriate faculty/staff will be arranged.
4. The principal will keep documents of the facts and parent conference.
5. In "emergency" situations constituting a clear and present danger to lives, safety, or health of students or personnel, suspension may be imposed without prior conference. In this case a note to the parents will follow within 24 hours.
6. A suspension must be approved by the principal, or in the absence of the principal, the pastor.
7. Since the grounds for suspension ordinarily differ only in degree from grounds for expulsion, the possibility of expulsion or recommended transfer for continued or repeated misconduct will be clearly stated to the student and parents/guardians.
8. The length of any suspension is left to the discretion of the principal in accord with the Administrative Handbook.
9. To the extent that such an opportunity can be provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

The principal shall have the right to suspend a student from school as a consequence for disciplinary violations. The principal shall contact the parents when a pupil is suspended. Suspension will take place after every possible mean to correct the student's behavior has been undertaken.

1. Suspended students are not to come to school or attend any school activity during the time of suspension.
2. Students will be assigned academic work to make up for lost class time.
3. Students who are suspended may return to school only after a parent/school conference.

When reinstated, the student remains in school on disciplinary probation

### **TARDINESS OR EARLY DEPARTURE**

Students are tardy if they arrive after 8:00 a.m. Students with consistent tardiness will face disciplinary action and families may be asked to withdraw from St. Michael's School. Tardiness is also reportable as truancy if it occurs on a consistent basis,

three unexcused tardiness equals to one detention. Students are to remain in school for the full day, each day. Students who are picked up early are required to make up missed assignments.

**TELEPHONE CALLS & CELL PHONES**

Students are permitted to bring cell phones in their bag packs. Phones must be off during the school day – this includes recess and lunch. Students may use the school office phone for approved emergency situations. Students who call parents or others during the school day without permission will face disciplinary action. Any phone that is visible during school hours will be taken to the office for parent pick up at the end of the school day. As a result, the student will not be allowed to bring a cell phone to school. Use of text messaging or paging will also be treated as a disciplinary offense. Parents are not permitted to call the child’s cell phone during school hours. In an event of an emergency, parents need to call the office. Parent/student has full responsibility for the care of their cell phone.

**TOYS, CDS, COMPUTER GAMES, ETC.**

Students are provided with play equipment. They are not to bring toys, CD players, playground balls, computer games, etc. These items will be confiscated if brought to school. Parents **MUST** come to the principal to pick up said items at the **end of the school year.**

**TUITION & FEES**

Tuition payments are made through FACTS, an automatic payment system from your bank to ours. Tuition is paid on the 5<sup>th</sup> or 20<sup>th</sup> of each month from July to May. FACTS charges \$25.00 for any insufficient funds. If your school account is delinquent, your children will not be allowed in class.

**Every parent needs to sign up for FACTS, no exceptions.**

**Tuition for 2009-2010:**

<u>Active</u>	<u>Parishioners</u>	<u>Non-Active</u>
\$2,850	1 student	\$3,100
\$4,150	2 students	\$4,400
\$5,450	3 students	\$5,700
\$6,750	4 students	\$7,000
\$8,050	5 students	\$8,300

**Fees:**

Registration	\$100 per student - no refunds
Student Fees	\$250 per student
Application	\$35
Graduation	The fee will be discussed.
NSF Checks	\$25.00

**Fundraisers: due 2 weeks after the fundraiser**

Parish Support

Register for family envelope.

Join a ministry or volunteer.

School Support

Amounts for each family fundraising efforts

1 child	\$600
2 children	\$800
3 children	\$1,000
4 children	\$1,200
5 children	\$1,400

**USE OF THE INTERNET**

Students may use the internet at school with supervision for class projects. Any material copied from the internet that is considered to be in opposition to the mission of St. Michael’s School will be treated as a serious matter. This includes inappropriate language, sexual content, immoral content, etc. Students may not send inappropriate e-mails or enter chat rooms. Myspace and UTube may not be viewed during school hours. No mention of St. Michael School may be used on these sites. Students must sign the internet use contract before using the computers each year.

**VISITORS ON CAMPUS**

Security for students is of utmost importance. Any person, who enters the school throughout the day, **must** check in at the school office, to sign in and receive a visitor’s badge.