



# STUDENT/PARENT HANDBOOK

ST. MICHAEL THE ARCHANGEL DIOCESAN REGIONAL CATHOLIC HIGH SCHOOL  
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Grades 9 through 12

Approved by the Louisiana State Department of Education  
Accredited by The Catholic University of America



Owned & operated by the Catholic Diocese of Baton Rouge

St. Michael High School does not discriminate on the basis of race, color, sex, or ethnic origin in the administration of educational policies, admission processes, extracurricular activities, and other school related activities.

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***PAGES 55 and 56 must be printed, filled out and returned to the school office by Thursday, August 7, 2025.***

*St. Michael the Archangel Catholic High School...*  
*building a tradition in faithful pursuit of excellence for more than four decades and beyond.*

## **INTRODUCTORY COMMENTS**

The rules and policies for St. Michael High School outlined in this handbook are the material condition of a contractual agreement between the school and the student and his/her parents/guardians. SMHS is owned and operated by the Catholic Diocese of Baton Rouge and as such, abides by and is governed by all rules and regulations in the Administrative Manual of the Catholic Schools Office. The administrative team of St. Michael High School has tried to be as explicit as possible in its design, but during the academic year new and unusual circumstances may arise. The principal has the authority to use discretion in making decisions regarding unforeseen circumstances, thereby, amending the student handbook for just cause. Parents and students will be given prompt notice when such changes are made.

Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student's removal from the school.

Currently enrolled families are requested to read the Student Handbook carefully to ensure a thorough understanding of its contents. Both the student and his/her parents must sign the contract, acknowledging that they have read and do understand this handbook, and agree to be accountable for and supportive of the rules and regulations contained herein. That contract and the Medical Information sheets must be filled out, signed, and returned to the school prior to the first day of the new school year. The handbook is on the school website and may be downloaded if desired. The information pages requiring signatures and the medication form that must be returned to the school office will also be available on the website.

## **MISSION STATEMENT**

Formed in Catholic tradition, the mission of St. Michael High School is to foster the spiritual, intellectual, and personal development of young people as committed disciples of Christ.

## **PHILOSOPHY OF CATHOLIC EDUCATION**

According to Canon Law 794 & 795 – “The duty and right of educating belongs in a unique way to the Church which has been divinely entrusted with the mission to assist men and women so that they can arrive at the fullness of Christian life. Since a true education must strive for the integral formation of the human person, a formation which looks toward the person's final end, and at the same time, toward the common good of societies, children and young people are to be so reared that they can develop harmoniously their physical, moral and intellectual talents, that they acquire a more perfect sense of responsibility, and a correct use of freedom, and that they be educated for active participation in social life.”

In the spirit of the above opening paragraph, St. Michael the Archangel Diocesan Regional Catholic High School is permanently incorporated on the belief that all individuals are persons uniquely gifted by God. As such, students are given the opportunity to recognize and develop their God-given talents within the context and tradition of a Catholic educational community. Uppermost among St. Michael High School's goals as a Catholic school is to instill in each student an understanding of Christian moral values while urging the practice of ethical behavior based on these values. St. Michael High School believes that the actions of each member of the school community reflect a belief in God and a respect for the dignity of all human beings. We believe that the experience of this type of Christian environment, where the virtues of love, respect, unity, and dignity are expounded, enables each one of us to accept Jesus as model and teacher and to understand the message of the Gospel.

St. Michael High School acknowledges that parents are the primary educators who share with the school the responsibility for their children's education. Canon Law 796 states – “It is incumbent upon parents to cooperate closely with the schoolteachers to whom they entrust their children to be educated. In fulfilling their duty, teachers are to collaborate closely with parents, who are to be willingly heard and for whom associations

or meetings are to be inaugurated and held in great esteem. Furthermore, the school recognizes that the student, as a primary agent in learning, has the responsibility for being receptive to the opportunities offered.”

## **HISTORICAL INFORMATION**

Since 1984, St. Michael the Archangel Catholic High School has provided a co-educational opportunity for students in grades 9-12 seeking a rigorous, college preparatory Catholic education rooted in Gospel values. In the spirit of the school’s mission, St. Michael High School encourages each student to develop spiritually, intellectually and personally. The

Christian environment of St. Michael offers opportunities in which teachers and students can demonstrate the virtues of love, respect, unity, and dignity. This Catholic tradition resulted in St. Michael High School receiving Honorable Mention on the National Catholic Honor Roll.

St. Michael opened its doors in the fall of 1984 with an enrollment of 164 students as Bishop Sullivan High School. It was the first parochial high school built in the Baton Rouge area since 1979. The Catholic Diocese began discussing plans for this new school, which was originally to be named St. Michael the Archangel High School. The Diocese decided to build this new school in South Baton Rouge. Bishop Joseph Sullivan and the Diocesan School Board approved the final plan in September 1981. In November, a 40-acre site in the Shenandoah/White Oak subdivisions was purchased to house the school campus. Bishop Sullivan died in September of 1982, and his successor, Stanley Joseph Ott, oversaw the completion of the project. The school was renamed in Bishop Sullivan’s honor only to be changed back to the original, St. Michael the Archangel Diocesan Regional Catholic High School in July 2005. In 2013 -2014 the school began its 1 to 1 laptop program. In 2015, the school became part of the REACH Special Education Program for the Diocese of Baton Rouge by providing a Special Education classroom. **In 2024, the Special Education High School Program became under the administration of the school administration with support from the Diocesan Reach Office under the name Strong Warriors of Resilience and Determination (SWORD.)** Dual Enrollment courses that allow students to earn college credit as well as high school credit were added to the course offerings in the 2016-2017 school year. During the 2019-2020 school year, the multi-purpose building was completed to add a band room, an auditorium space, a stage, a reception area, and a lobby to serve both the main gym and the new building. The former band space was remodeled into a STEM maker space called the IDEA Lab. St. Michael High School was able to open for in person learning during the Coronavirus Pandemic of the 2020-2021 and the 2021-2022 school years. New in 2023, St. Michael embarked upon a stadium construction project which when completed will have a turf field, an eight-lane track, restrooms, concession stand and press box for use by physical education classes, football, soccer, and track and field. **In 2025, St. Michael has seen the completion of the stadium, new locker rooms in the main gym, a new campus ministry space, and began construction on a new chapel in the heart of our school.** As we begin our 42<sup>nd</sup> year, St. Michael High School is excited to welcome new students to our school as we continue to form committed disciples of Christ.

Staffed by a dedicated faculty comprised of lay men and women, along with religious sisters and Deacons and Priests, St. Michael High School is fully accredited by **The Catholic University of America** and the Louisiana State Department of Education. The college preparatory curriculum features honors, advanced placement and dual enrollment courses, a comprehensive fine arts program, as well as a business and technology program that offers engineering, multi-media productions, and broadcasting, among other areas of study. As a result, St. Michael students are recognized by the National Merit Program and receive millions in scholarships annually to colleges and universities throughout the country. Counseling services offered by the school include academic, college, career, vocational and personal guidance.

The school mascot is the “Warrior”, and students are formed to live up to the ideal of the St. Michael Warrior, who consistently seeks to live the school charisms *Veritas* (Search for Truth), *Fides* (Faith in God), and *Ministerium* (Service to All).

At St. Michael High School, the Christian Service Program helps students grow as servant-leaders modeled after Jesus Christ. This program is responsible for providing avenues in which the students give back more than 20,000 volunteer hours of service to the community annually. An active Campus Ministry engages students with Bible studies, retreats, mission trips, pro-life programs and youth rallies. St. Michael boasts a rich athletic and extra-curricular program for its students. More than 45 sports teams, clubs and extra-curricular activities further provide opportunities for the development of the whole person. Success in the classroom and

community has led to the successes on the playing field as well. In fact, the St. Michael High School Warriors continue to win district, regional and state championships.

Parents have an opportunity to get involved with St. Michael High School through the Diocesan Home and School Association, the St. Michael Home and School Association, the Warrior Club, the Annual Fund, and various boards and committees. Grandparents are also encouraged to volunteer and are invited to Grandparents Day. Parents and grandparents are encouraged to participate in our St. Michael traditions. Over four decades, the school has acquired more than 5,700 alumni that stay connected through class reunions, holiday events at the school for children of alumni, Career Day, Homecoming, and more.

## **GOALS**

Catholic schools, which realize the four-fold purpose of Christian education – to teach doctrine, to build community, to worship, and to serve, are the most effective means available to the Church for teaching young men and women to grow into adulthood according to the measure of Christ. To promote the development of the whole person, that is, to help each student realize his/her potential spiritually, morally, intellectually, emotionally, physically, culturally, socially, and aesthetically, the administration and the faculty and staff have set forth the following goals.

So that each student will be enabled to become a fully integrated person, St. Michael High School will provide a learning environment entrenched in the following:

- a firm foundation of Catholic doctrine
- a working knowledge of moral values based on Christian principles
- a reverence for religious traditions, which encourages students to assume responsibility in the Church and society
- a desire to contribute to and to participate in a community of Christian faith
- an example of and support for the development of respect for self and the dignity of others in a pluralistic society
- skills which develop qualities of leadership, responsibility, accountability, cooperation, and service
- a strong college preparation program in the fields of mathematics, science, social sciences, and the humanities in order to meet the needs of a rapidly changing, technological society
- proficiency in reading, writing, oral communication, and technology and familiarity with the process of research and critical analysis, which are the essentials of a college preparatory education
- opportunities for enhancement of human performance and challenged in a strong physical education and health program
- responsible use of technology as a tool for learning
- activities which promote one-to-one relationships and group interaction
- opportunities to investigate and discover areas of particular interest and to achieve self-actualization by participation in curricular and extracurricular activities
- an understanding of the American system which emphasizes the rights and responsibilities of citizens of the United States and of the world
- opportunities to master self-discipline in academics and in behavior
- appropriate counseling programs which present academic, career, and personal guidance
- activities which offer whole family involvement
- a thirst for knowledge and truth as a life-long process

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### **St. Michael the Archangel High School Code**

As St. Michael Warriors, we commit to living the charisms of *Veritas*, *Fides*, and *Ministerium* with virtue and excellence.

In *Veritas*, Warriors *seek the truth*, demonstrating creativity, independence, and a constant thirst for knowledge. They stand on the side of Truth, even if they stand alone.

In *Fides*, Warriors *live the faith*, revealing a deep sense of joy fostered by prayer and trust in God. They pursue a life of virtue founded on the teachings of our Catholic faith.

In *Ministerium*, Warriors *serve like Christ*. As servant leaders, they show deep respect for self and others and act with courage and compassion.

In service to society and in gratitude to God, St. Michael Warriors seek the truth, live the faith, and serve like Christ.

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### **SCHOOL LEADERSHIP**

The administration of St. Michael High School consists of the President, the Principal, the Assistant Principal of Academics and the Assistant Principal of Curriculum and Instruction. Administrative support includes the Dean of Students, the Athletic Director, the Director of Student Activities, the Advancement Director, the Campus Minister, and the chair of the School Counseling Department.

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### **SPIRITUAL LIFE OF THE SCHOOL**

Whereas St. Michael High School provides a variety of activities such as retreats, liturgical celebrations, reconciliation services, and daily prayer to promote the spiritual aspect of a Catholic environment, it is our belief that our faith in Jesus must be a natural part of every aspect of the school community.

Part of our mission as a Catholic school is to provide a Catholic spiritual formation to all students regardless of their religious background. Together, all students attend religion classes, participate in all-school Masses and class retreats, participate in Friday Adoration Prayer services, and adopt all body postures (standing, sitting, genuflecting, and kneeling) that the community exhibits during these spiritual activities. We try to avoid students being segregated by faith by praying, playing, eating, and learning as a single community. All students, faculty and staff members are to be respectful of Catholic teachings and traditions.

During times of restricted access to service opportunities, such as a pandemic, the school will communicate with parents and students concerning the adjustments to the service program requirements.

### **SCHOOL GOSPEL VERSE**

Ephesians 6:16-17 - "In all circumstances, hold faith as a shield, to quench all flaming arrows of the evil one. And take the helmet of salvation and the sword of the Spirit, which is the word of God."

### **CHRISTIAN SERVICE PROGRAM**

**Introduction:** Serving others is at the very heart of Christian life, for Jesus came not to be served but to serve. Jesus teaches us again and again that in encountering and serving people in need, we are meeting and loving God. Accordingly, the students, faculty, and staff work hard to create a *culture of service* at St. Michael High School, where Christian service is integrated naturally into everything we do. **Students** help coordinate service projects through the Student Council, Beta Club, Campus Ministry, and many other student organizations. **Faculty and staff** encourage Christian service through the visible example of their many volunteer activities in the community, and **coaches** encourage team service projects to build unity and leadership. Throughout the

year, students have countless opportunities for students to serve their school, church, and community. For all service information and forms, please see the SMHS website.

**Purpose of the Program:** To provide for the kinds of powerful *interpersonal* experiences that can change the hearts of our students and teach them to readily see the dignity of every human person, while living out Christ's call to serve.

**Service Organizations:** All service hours must be completed through an approved community service organization. This allows students to become aware of and involved with community organizations. It also allows for fairness and verification in the documentation process. Only one hour of service can be earned/documented from helping at home/with family (see below).

To count towards the required minimum number of service hours, service activities must be completed at organizations listed on the SMHS website. To add a non-profit organization to the list or to have a service activity/organization pre-approved, please contact the Service Coordinator. Hours must involve helping people in the community. Therefore, hours with animal rescue/care will not be accepted. Agencies must already be listed on the SMHS website at the time the students do the service. If the organization is not listed, students should seek pre-approval before completing service.

Also located on the SMHS website is a link to a regularly updated list of ongoing and upcoming service opportunities with approved service organizations.

**Requirements:**

Year in School	Total Number of Hours Required:	Number of "Direct" Hours must be at least:
Freshman	10	5
Sophomore	15	8
Junior	20	10
Senior	25	12

***Students may not miss school to complete service hours.***

**Categories:**

- **"Direct Hours":** *"Gospel Mission Hours"*
  - Must involve direct face-to-face human interaction with and service to those who are disabled, poor, elderly, handicapped or disadvantaged. These hours reflect the Gospel call of Jesus in Matthew 25 to help "the least among us," or most in need.
  - May not include clerical work
  - Must relate directly to one of the Corporal or Spiritual Works of Mercy
  - Requires prior approval by SMHS administration (see approved service organization list)
  - Certain Pro-Life activities can count as "direct hours" - such as participating physically in a pro-life walk, prayer outside a clinic, etc. This is due to the importance of this injustice and lack of face-to-face opportunities to serve for our students. Other walks (hunger, cancer, etc) will count as indirect hours, because students can interact with this injustice more directly.
- **"Indirect Hours":** *"Building Community Hours"*
  - May involve any number of good works where students provide assistance and service with community organizations, church, or school. These hours do not involve direct human interaction with the poor, elderly or handicapped.
  - One indirect hour may be done at home, for the student's family. Examples would be helping with needs within students' home without pay. This is to encourage students to live Mother Teresa's words, "If you want to change the world, go home and love your family." *The hour done within the family does NOT count as a direct hour. We want students to step outside of their comfort zone and the familiar to complete these hours.*



**Documentation:** Students must record service hours on a cover sheet each semester and provide letterhead documentation/printed email of their service hours from the organization where they completed their hours. Documentation must contain the name and contact information of the person who supervised the service, as well as the date service was completed. Hours completed during regular school hours **will not** be accepted, unless organized by the school.

- A student's family hour may be signed on the cover sheet by the family member.
- The Missionaries of Charity at St. Agnes have a roster sheet and letterhead for all students from St. Michael. Please ask them for this.
- Any documentation provided from an organization that is not on the Approved Service list or has not been pre-approved will not be accepted.
- All service hour information, forms, approved organization list, and a regularly updated list of ongoing service opportunities can be found on the SMHS website.

**Special Items:**

- **Freshmen:** Freshmen will complete their "Direct Hours" through activities coordinated in their Religion classes.
- **Seniors:** During their senior year, students will focus at least FOUR of their required hours with a specific service organization or in a specific area of service (for example: elderly, homeless, abortion, and disabled). From this experience, students will prepare their Senior Social Justice Project, a research presentation which is intended to draw out and demonstrate the spiritual, social, and academic skills which are the hallmarks of a St. Michael graduate. Please consult the Senior Social Justice Project Manual for details. Seniors must successfully complete their senior service project as a requirement for graduation.

**Deadlines:** Half of the total hours required are due on December 5. The deadline to receive a Christian Service Award is April 13. Remaining hours for all students are due April 27. Students will not be allowed to take any semester exams until their service hours are complete and turned in.

**Recognition:** Students who go above and beyond the requirements are recognized at the Christian Service Mass each spring. The categories for these recognitions are as follows:

- Bronze Award – 10 hours above the minimum requirements
- Silver Award – 25 hours above the minimum requirements
- Gold Award – 50 hours above the minimum requirements

**RETREATS**

Students, faculty, and staff work together to create retreat experiences that are meaningful, reflective, and engaging. Retreats are scheduled as an essential part of the spiritual formation provided at St. Michael High School and are required each year for every student.

- Freshman, sophomores, and juniors who are unable to attend their retreat for a serious reason must participate in a replacement activity as approved by the administration. Students who do not fulfill this requirement may not begin classes the following year.
- Seniors are required to attend the Senior Retreat as a condition of graduation. Seniors who are unable to attend the Senior Retreat for a serious reason that is approved by the administration must attend another retreat approved by the administration before being allowed to graduation.

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**SPECIAL EDUCATION**

Through the special education program, St. Michael High School is committed to providing measurable superior services that address the unique and diverse needs of all students. This commitment supports our belief that students have the right to an effective education. We believe that this focus on providing an effective education in an atmosphere of Catholic faith formation prepares students for their roles as Disciples of Christ and sets the stage for them to become lifelong independent learners and compassionate and contributing members of a diverse society.

## CRITERIA FOR ACCEPTANCE

A student's ability for success is assessed when he/she applies to the program. This assessment considers all other documentation such as, but not limited to evaluation, therapy records, public IEP's, medical diagnosis, observations and the **ability to integrate and thrive within the existing student community of the program as a main consideration for acceptance.**

### Considerations at time of application will be given to the following student characteristics and abilities:

- **Ability to independently complete all activities of daily living, including grooming, toileting, dressing, and following basic directions**
- Demonstration of interest in the learning process, curiosity, and motivation

### Other Considerations:

- Student does not present a potential disruption to the classroom environment
- Student does not require a disproportionate percent of staff time
- Student does not pose a danger to her/himself or others

**Admissions Documents:** The following documents must be provided for all students seeking enrollment in the St. Michael Special Education program:

- Copy of state birth certificate
- Copy of social security card
- Current immunization records
- Current/previous year school records
- Current evaluation or private evaluation documenting exceptionality (**evaluation should include up-to-date testing that reflects the student's present level of academic, cognitive, and/or functional performance**)

## ACADEMICS AND SERVICES OFFERED

Exceptionalities Served: The St. Michael SWORD (Strong Warriors of Resilience and Determination) program is designed to meet the needs of children with the following exceptionalities:

- Autism
- Hearing Impaired
- Intellectual Disability (Mildly or Moderately Impaired)
- Multiple Disabilities
- Down Syndrome
- Other Health Impairment
- Specific Learning Disability
- Traumatic Brain Injury
- Orthopedic Impairment

**Students are placed in classes based on their age and individual abilities. The Special Education Coordinator, in collaboration with school administrators, determines the most appropriate placement for each student within both the special education and general education settings. This decision is guided by several factors, including the student's ability level, age, exceptionality, and the needs and profiles of other students in the program. All placement decisions are made in the best interest of the student and overall learning community and are considered final.**

**Mainstreaming decisions are based on a student's ability to attend and benefit from general education classes. For a special education student to be mainstreamed into a regular education class to be taken for a Carnegie unit credit, the student must be able to attend the class independently and demonstrate progress with minimal assistance. For a student to audit a course, he or she must benefit from the class. We do not place students in a class that will not help them grow. As determined by need and availability, a special education assistant may be assigned to students.**

Related/Special Services such as Speech Pathology Services, Occupational Therapy, Adapted Physical Education, and Assistive Technology can be provided during the school day if the student is eligible to receive those services as articulated in the qualifying agency's (Pupil Appraisal) evaluation report. These services are not guaranteed and are provided according to the funding allowed by the state. Other therapies/services may be provided during the school day by private providers if space is available, has been approved by/coordinated with the Special Education Coordinator and has completed required child protection paperwork.

Parentally placed children with disabilities do not have an individual entitlement to services they would receive if they were enrolled in a public school. Instead, the LEA is required to spend a proportionate amount of IDEA federal funds to provide equitable services to this group of children. Therefore, it is possible that some parentally placed children with disabilities will not receive any services while others will. For those who receive services, the amount and type of services also may differ from the services the child would receive if placed in a public school by the parents or in a private school by a public agency.

Special education students taking regular education classes for credit will only receive accommodations outlined in the school-based service plan created by the Special Education Coordinator and Administration.

Note: During the school year, student progress in the program is periodically reviewed to determine potential for success. Continued participation in the Special Education Program is contingent upon the student's consistent effort and adherence to basic behavioral and academic expectations. If, based on documented evidence and observational data, the Special Education Coordinator determines that a student is not meeting these expectations in a manner that significantly limits their potential for success, the student's placement in the program may be re-evaluated and subject to removal. Additional testing may be required by administration at any time to assist in determining appropriate support. That testing may be conducted in-house, coordinated through the Pupil Appraisal Services of the LEA, or required by administration to be conducted privately at parent/guardian's expense. As well, additional measures may be implemented to ensure a student's success in the program prior to removal. Those additional measures include but are not limited to interventions or applicable behavior plans (refer to Student Code of Conduct). **Continued student enrollment in the program is ultimately at the sole discretion of the Principal.**

## GRADES

If the Special Education Coordinator and the student's parents agree that a transition to the traditional academic setting is appropriate, a transition plan will be developed in collaboration with the host-site school. For high school students on the diploma track, this transition typically occurs after one to two years in the SWORD program. At that point, the student will begin following the traditional St. Michael academic path, which typically spans five to six years in total to earn a high school diploma.

If the decision (based on data) to place a student in a regular education class has been made, that student will be expected to perform all class requirements to receive credit for course completion. Special education students who are on a diploma path are required to take the PSAT, PreACT and the ACT.

Student performance in the SMHS Special Education Program is monitored through both the Service Plan Progress Report and the school's subject/class-based report card. The special education teacher assigns letter grades to reflect student effort and achievement within the individualized instructional setting. However, these grades do not automatically indicate that the student is earning high school credit, as the coursework may not be aligned with the student's assigned grade-level curriculum.

**Grading Policy for Life Skills Curriculum:** Students participating in the Life Skills track of the SWORD Program will no longer receive traditional letter grades (A–F) for coursework. Instead, progress will be monitored and reported through data collection aligned with each student's Individualized Service Plan (ISP) objectives and skill acquisition within the life skills curriculum. This shift allows for a more accurate and meaningful reflection of each student's growth in functional, social, vocational, and daily living skills, which are areas not adequately captured by traditional grading systems. Progress reporting will include:

- Updates on mastery of ISP goals and objectives
- Notes on student's strengths, progress, and areas for continued growth

Note: Students in the Special Education Program are considered St. Michael students, and as such are expected to comply with all school rules and discipline requirements stated in this handbook. They are full members of our school community, valued for their unique gifts and contributions.

***Pathways to Independence: A Life Skills Program at Saint Michael High School:*** Pathways to Independence is our specialized Life Skills program designed to support students with exceptional needs as they grow in independence, confidence, and purpose. Rooted in Catholic values and the mission of Saint Michael High School, this program provides individualized instruction in practical academics, daily living skills, and social-emotional development. Students engage in meaningful, hands-on learning through:

- Functional academics tailored to real-life applications
- Community-based instruction to build independence beyond the classroom
- Faith-based service opportunities that foster compassion and connection
- Social and communication skills essential for healthy relationships

A key component of the program is pre-vocational and career readiness training, which includes:

- Working in the student-run Sword & Shield Coffee Shop, where students learn responsibility and accountability, workplace hygiene and food safety, and time management
- Operating the Kindness Cart, delivering treats and encouragement to staff around campus while practicing social interaction, organization, and responsibility

Through Pathways to Independence, students are empowered to gain valuable real-world experience and prepare for the next steps in life with confidence and support. In our Catholic mission, the Life Skills program fosters dignity, purpose, and belonging. We believe all students are called to grow in their gifts, and our goal is to prepare students for life beyond high school whether in supported employment, community involvement, or continued learning opportunities.

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## REGISTRATION

### ADMISSIONS POLICY

St. Michael High School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, sex, or ethnic origin in the administration of its educational policies, admission processes, extracurricular activities, and other school related activities.

The Principal of St. Michael High School will appoint an Admissions Committee comprised of administration and faculty. The committee will review the records of all applicants for admissions, selecting students based on their current principal's recommendation, interview of parent/guardian and student, standardized test scores, grades, conduct, absenteeism, other educational information, and the attestation of the pastor where applicable.

St. Michael High School admits students we believe that we can serve. Students with special needs will be accommodated within the limitations and policies of the school.

The priority of admissions will be as follows:

1. Catholic children or grandchildren of SMHS alumni and who attend Catholic elementary school
2. Catholic siblings of students in the school, whose parents are involved in the ministry of their church parishes as attested by their pastor, and who attend Catholic elementary schools
3. Catholic children of parents who are involved in the ministry of their church parishes as attested by their pastor and who attend Catholic elementary schools
4. Catholic siblings of students in the school, of parents who are involved in the ministry of their church parishes as attested by their pastor, and who attend non-Catholic elementary schools
5. Catholic children of parents who are involved in the ministry of their church parishes as attested by their pastor and who attend non-Catholic elementary schools
6. Non-Catholic children who attend Catholic elementary schools

7. Non-Catholic children who attend non-Catholic elementary schools

**Required Admissions Documents:**

- Copy of state birth certificate
- Copy of social security card
- Current immunization records
- Current/previous year school records

**FOREIGN STUDENTS**

Students who enroll and have attended secondary school outside the boundaries of the United States in the previous year will not register until such time that records can be validated, English proficiency can be established, and a copy of an approved visa is on file with the school. The student will have the responsibility of supplying valid transcripts with an English interpretation of his/her foreign transcript with appropriate notary seals.

**RE-ADMISSION OF STUDENTS**

A student who chooses to leave SMHS must reapply following normal admissions procedures of the school.

**TRANSFER STUDENTS**

For transfer students to be accepted, courses listed on the student's transcript must be compatible with SMHS requirements for graduation. Except under extenuating circumstances as determined by the administration, seniors are not admitted into St. Michael High School.

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**FINANCIAL OBLIGATIONS**

**FINANCIAL ASSISTANCE PROGRAM**

Any student enrolled for the upcoming school year may apply for tuition assistance by contacting the Finance Office for appropriate forms and information. The deadline for applying for financial assistance each year is published on the school website under the *Admissions* tab. Applications submitted after this date may not be processed.

**REGISTRATION FEES**

A registration fee is due and payable according to the schedule posted each year on the school's website at [www.smhsbr.org](http://www.smhsbr.org). Registration fees cannot be delayed and are non-refundable.

**TUITION AND FEES**

To attend, St. Michael High School requires payment of tuition and fees. Current tuition and fee information can be found on the school website or by calling the Finance Office at 225-753-9782 ext. 25. Information on tuition and fees will be given to parents as part of the registration process.

Tuition and fees must be paid through a payment plan with FACTS. If tuition is 30 days past due, the student may be dropped from the rolls and will have to reregister.

**Refund Policy:** A large percentage of the tuition is an upfront cost in hiring faculty and staff based upon parents/guardians' commitment that their child will attend St. Michael. With this in mind, the SMHS Advisory Board has approved the following refund policy.

In the event a student is withdrawn or expelled from school for any reason, the following applies:

- Registration and the Technology Fee are non-refundable
- Prior to the first day of school a refund of 90% of the annual tuition
- After the first day of school, but before the start of the second semester, a refund of 50% of the annual tuition

- After the first day of the 2<sup>nd</sup> semester, there will be no refund of the annual tuition. If tuition is financed, the remaining balance of the tuition is owed to the school.

**Tuition Payments:** Tuition payments are to be paid on time and kept current. Late fees are determined by FACTS and applied to an account that is in arrears. Tuition payments that are not kept current may result in the student being dropped from the school rolls. A student will not be allowed to take semester examinations until all financial obligations have been met. All admission and tuition payment information can be found on the school website at [www.smhsbr.org](http://www.smhsbr.org).

**Remote Learning:** During a public health emergency or other emergency closure when school facilities are closed to students, our school's teachers will provide remote learning support for their students when possible, and we expect all students to actively participate in their learning to receive academic credit. Remote education is a normal practice for many educational institutions, and we are committed to utilizing technology for learning during restrictive times. Information about online lessons will be provided by our school using multiple, separate means to all parents and students.

As a general rule, the school does not provide online learning for students with extended absences.

As teaching and learning will continue during emergencies, tuition refunds will not be issued due to school facilities closures.

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## DISCIPLINE

### CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

Receiving a quality, morally based education can best be served when students, parents/guardians, and school officials work together in partnership. Such partnerships are centered on mutual respect, communication, and courtesy. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parent/guardian to withdraw his/her child.

It shall be an expressed condition of enrollment that **students** who are registered at St. Michael High School behave in a manner both on and off campus that is consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of St. Michael High School.

It shall be an expressed condition of enrollment that the **parents/guardians of a student** shall also conform to the standards of conduct that are consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of St. Michael High School.

These 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 this school system.
- Students and 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. This includes disrespectful or negative posts on social media.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., athletics, conventions, field trips, etc.)

The school reserves the right to determine if an action falls short of meeting the Christian principles of St. Michael High School. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. Should questionable behavior continue, further actions will be taken (e.g., suspension of student, withdrawal of the student, or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.).

St. Michael High School reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## **PHILOSOPHY OF DISCIPLINE**

St. Michael High School strives to teach students to be responsible, courteous citizens who are committed to receiving a quality education within a Catholic environment. Therefore, students are expected to meet the highest standards of personal, ethical, and moral conduct possible. School has a serious purpose, and certain levels of conduct and discipline must be maintained to provide an atmosphere for learning. Students are held responsible and accountable for their behavior and are liable for the consequences resulting from their choices. This code of discipline is not adapted to students who require constant correction.

While every effort has been made for St. Michael High School policies, regulations, and consequences to be as explicit as possible, these are subject to ongoing interpretation and revision by the administration as needed. The decision of the administration in these matters is final.

All students have the obligation to represent St. Michael High School in a respectful manner in school, at school-sponsored activities on or off campus, during school breaks and vacation time. Students who become involved in any grave violation of discipline and/or serious personal or public misconduct that brings discredit to the school or disruption of the learning environment could be subject to suspension or expulsion, regardless of whether the conduct occurred on or off the campus of St. Michael High School. A grave or serious violation can occur on or off campus and includes, but is not limited to, any act that is a violation of federal, state or local criminal laws. The determination of whether to discipline a student for a grave or serious violation of discipline and/or serious personal or public misconduct that brings discredit upon the school is left to the discretion of the school administration. If criminal charges are pending, the school is not required to wait until the criminal proceedings are complete. The administration of the school can make its own determination of appropriate discipline after conducting its own investigation of the facts and make its own decision based upon those facts. The decision is left to the sole discretion of the school administration. Any student who elects to remain in an area or digital platform where serious misconduct is occurring is subject to the same disciplinary action given to the parties committing the act.

Self-discipline underlies our total development program. Freedom implies the responsibility and the right to make choices, as well as the responsibility for those choices and the acceptance of consequences. Cooperative and responsible behavior at all school events, in school, on the school grounds, and on the way to and from school will be expected from every student.

Recommended teacher consequences (the order of which depends on severity of student action) include, but are not limited to, the following:

- Discussion & warning with possible consequences assigned
- Consequences assigned; parent notified
- Consequences and referral to Dean of Students – students referred to the Dean of Students might receive consequences including, but not limited to:
  - specific assignment or research
  - lunch clean-up duty
  - before or after school detention (an hour or more duration)
  - service work of specific hours/days after school hours
  - saturday or weekend service work
  - removal from participation in any/all extracurricular activities for a specified period of time
  - suspension which may be at school or at home for up to 3 days
  - recommendation to Principal for expulsion

APPEAL BY PARENTS of the Dean of Students' decision may be made directly to the **Principal**.

Any issues not covered by the school discipline policy will be addressed by the Principal who will make a determination of appropriate action. In all disciplinary issues, the Principal has discretion and final authority.



## **DISCIPLINARY PROBATION**

Students with serious or repeated disciplinary issues may be placed on disciplinary probation. A Disciplinary Contract is offered by the school to assist the student in improving his/her self-discipline and in staying enrolled in the school. The student may immediately be removed from all student activities as a participant and/or spectator for a period of time during the school year and possibly a period of time into the next school year should the student be re-admitted. Specific requirements for probation will be listed in the contract to be signed by the student, the parents, the Dean of Students and the Principal.

## **SUSPENSION AND EXPULSION**

Any member of the administration may suspend a student for serious misconduct. The suspension may be “at school” or “at home” for one to three days. The parents/guardians of a suspended student will be informed and are required to have a conference with the Dean of Students before the student is re-admitted to classes.

For each day of the suspension, the student is:

1. prohibited from attending class.
2. responsible for completion of all assigned work, tests, and projects covered in class during his or her absence. Tests will be taken apart from the student body or classroom.
3. prohibited from participating in or attendance at extra-curricular activities or any other school-related activity or event. In the matter of a suspension that spans the weekend, the student may not participate in or attend any activity throughout the weekend.

As a result of the first and/or second suspension and if the student is permitted to remain enrolled, the “above” is in force and could include the following:

- The student is removed from participation in or attendance at extra-curricular activities for a period of time immediately following the actual suspension as specified by the administration. This period of time may be two (2) or more weeks depending on circumstances.
- A specified number of service hours will be completed for the school, or the school community as directed by the administration.

As a result of a third suspension and if the student is permitted to remain enrolled, the student may be put on disciplinary probation and/or immediately removed from all student activities as a participant and/or spectator for the remainder of the school year and possibly a period of time into the next school year should the student be re-admitted.

Whereas a student may be expelled immediately for any grave violation of discipline or for serious public misconduct, a student may also be expelled upon receiving the third suspension in his/her tenure at St. Michael High School. Only the principal, in consultation with the superintendent of Catholic schools, may expel a student. Once a student is expelled, that student will not be re-admitted. Students who are expelled or asked to withdraw may not attend any future school-related or sponsored function or activity. By withdrawing a student from St. Michael, parents forgo the right to appeal.

**Expulsion Policy and Procedure:** At St. Michael the Archangel High School, disciplinary infractions of a serious nature may lead to expulsion. In such cases, the school is committed to a fair and prayerful process that upholds both the dignity of the student and the integrity of the school community. When an expulsion is being considered, a formal meeting will be held with the Disciplinarian, Principal, student, and the student’s parents or guardians. During this meeting, the incident in question, as well as any prior interventions or behavioral concerns, will be reviewed. The student and/or parents are invited to submit a written letter to the Discipline Committee. This letter may provide context for the situation, include statements of reflection or contrition, and express any desire for restoration or reconciliation.

The Discipline Committee, composed of faculty, staff, and administrators appointed by the Principal, serves in an advisory capacity. The Principal and Disciplinarian will hold a hearing with the committee to discuss the situation. During this meeting, the committee will review all documentation, including the student’s disciplinary record and the written statement submitted by the family. After reviewing the facts, the committee will submit a written recommendation to the Principal as to whether expulsion is warranted.



The Principal will prayerfully and carefully consider the committee's recommendation and all supporting materials before making a final decision. The Principal's decision will be communicated in writing to the student's parents or guardians within three (3) school days of the committee's recommendation.

Families may appeal the Principal's decision only under specific circumstances: (1) if significant new information becomes available that was not known or accessible during the original review, or (2) if there was a material failure to follow the procedures outlined in this policy. To initiate an appeal, the family must submit a written request to the School President within five (5) school days of receiving the Principal's decision. The appeal must clearly identify the grounds for the request and include any relevant supporting documentation.

Upon receiving the appeal, the President will review the case in its entirety, including all records, the committee's recommendation, the Principal's decision, and the new evidence or procedural concerns presented in the appeal. The President may uphold the expulsion, overturn the decision, or remand the case to the Principal for reconsideration. The President's decision is final.

All proceedings related to expulsion and appeals are confidential and will be handled with discretion and respect for all individuals involved.

**INFRACTIONS considered serious and which may result in Suspension or Expulsion include, but are not limited to:**

1. **A violation of any federal, state or local criminal law**
2. **Disrespect:** Disrespect, insolence, insubordination, and/or vulgarity will not be tolerated. Students are to display respect for self, fellow students, faculty, and staff at all times. Symbols or words of hate or intolerance, including racial slurs, are not allowed.
3. **Fighting:** Fighting is a serious offense and will automatically result in suspension or expulsion. Fighting is defined as two or more students involved in a physical exchange of hitting, shoving, pushing, and similar forceful behavior. (Also, see THREATS.)
4. **Harassment, Hazing, Bullying:** To reflect Gospel values and to ensure a positive and safe learning climate, St. Michael High School does not condone harassment, hazing, or bullying of any kind. All St. Michael community members are to be treated with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all St. Michael students both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication both public and private. Teachers or students who witness or have knowledge of such acts must report those acts to the Dean of Students or an administrator. Students who engage in these activities may be suspended or expelled.

Harassment is annoying or unpleasant behavior toward someone including, but not limited to, threats, offensive remarks, or physical attacks. Verbal harassment shall include derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to another. Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal schoolwork or movement.

Sexual harassment is defined in the law (L.R.S. 23:1006 and U.S.C.A. 42 2000e-2 et. Seq.) as any deliberate or repeated unsolicited and unwelcome sexual overture which affects interpersonal relationships. This behavior includes unsolicited written or verbal statements, vulgar or obscene photographs, drawings, jokes or comments, gestures, or physical contact of a sexual nature which is unwelcome. Any student who uses implicit or explicit coercive sexual behavior to affect the learning environment is engaging in sexual harassment. Any student who feels this directive is being violated has the right and responsibility to report the situation so it can be corrected. 1) If anyone's attentions, actions, or statements are making your school situation uncomfortable, the Dean of Students should be advised and will investigate the complaint. 2) If for any reason these steps seem impractical, one should speak privately to the principal who will investigate the matter. If sexual harassment is determined to have occurred, correction of the situation will be prompt, permanent, and without retaliatory measures against any person who was harassed and/or who reported the harassment.

Hazing is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club athletic team or other group. Culpability includes hazing practices mandated or voluntarily entered by any party.

Bullying behavior is the repeated harassment and targeting of another with the intent to cause emotional, physical, or psychological harm.

5. **Inappropriate Academic Conduct:** Honesty, which is an expression of the moral character of an individual, is always expected. Inappropriate academic conduct (planned or incidental) which includes, but is not limited to, unacceptable use of materials or devices, copying another student's work, using another student's login or password to do other student's work, using AI generated work and claiming it as your own, and/or plagiarizing is punishable by the academic penalty of receiving a zero on the specific assignment. Equally responsible for blame is the student who allows another to copy his/her tests and/or original work. Conduct those calls into question the validity of graded work, including the appearance of inappropriate academic conduct, will receive the same penalty as that given for cheating – planned or incidental. The teacher will notify the parent of any incident and academic consequences of such. The Dean of Students will be informed of these incidents to determine what disciplinary action is appropriate. Should the incident be serious enough, said student(s) may be suspended or expelled.
6. **Profanity and Obscenity:** Profanity, obscenity and/or vulgarity in any form are prohibited. This includes, but is not limited to, spoken profanity, gestures, writing vulgar and/or obscene notes or possession of objects with vulgar and/or suggestive markings or writing. Included here also is immorality in talk or action and conduct detrimental to the reputation of the school.
7. **Technology Abuse:** Inappropriate use of computers and/or the Internet or violation of the St. Michael High School Acceptable Use Policy (AUP) may result in suspension or expulsion. Students may lose the privilege of using the computer. This includes getting around filters or other network programs or the manipulation of an electronic gradebook and/or any official school record of any kind.

**Technology and Harassment:**

- The Technology Abuse policy exists to curtail any use of technology, including social media, as a form of harassment, invasion of privacy, or to view and/or distribute any material, including digital images or printed materials that may be deemed offensive or inappropriate.
  - Digital images and video may easily reach the Internet through the use of video devices and make their way to personal web pages or social networking websites. Therefore, the use of technology, which includes cellular phone digital photography, digital motion video, personal computer, or other digital video or photography equipment, to access, photograph, video, or re-distribute any inappropriate or illicit material is prohibited.
  - No inappropriate digital images or video of any member of the St. Michael Community, including SMHS faculty, staff, students, or their families, may be used with or without their consent.
  - In addition, even appropriate digital images or video of any member of the SMHS faculty and staff cannot be used without their specific consent.
  - Any of these actions may be considered a violation of one's privacy and a possible endangerment to one's safety. See also the *SMHS Technology Acceptable Use* regarding the appropriate use of the technology on pages 31-36 of this handbook.
8. **Threats:** **From the Office of the Superintendent of Catholic Schools in the Baton Rouge Diocese** "With recent events in our city and nation, families must be aware that school administrators respond to any and all incidences of a threatening nature. Even though statements are made in anger or in a joking manner, and usually prove to be frivolous, we must take aggressive action to protect all individuals involved. Safety to our schools is of the utmost importance and our top priority. We take all threats seriously. Parents are urged to caution their children about making statements of a

threatening nature. As stated above, such statements cannot and will not be taken lightly.” Any student making a threatening statement to harm self or others will be removed from the school, until such time as a licensed professional counselor performs an evaluation and determines that the student is not a threat to himself/herself or to others. The Diocesan Superintendent will be contacted as well as civil authorities, when appropriate. Further, any behavior on or off campus which endangers the physical, moral, emotional, or spiritual well-being of another person will not be tolerated. The administration has the right to require additional counseling or other requirements if determined by the administration to be necessary.

9. **Vandalism:** Any act of vandalism by students against property of the school, property of another school, property of any member of the faculty and/or staff (at home or school), or public/private property will result in disciplinary action and may be cause for suspension/expulsion. Students committing the act of vandalism are required to make full restitution as prescribed by the administration.
10. **Weapons:** La. R.S. 14:95.2 creates the crime of carrying a dangerous weapon by a student or nonstudent on school property, on a school bus, at school-sponsored functions, or in other designated zones. The law provides that a dangerous weapon includes, but is not limited to, a firearm. A dangerous weapon is also a knife, club, or similar device. Gas, liquid, or other substances which when used are likely to produce death or great bodily harm are considered to be weapons. The law prohibits possession of such instruments within 1000 feet of the school property, on a school bus, at school-sponsored functions in a specific designated area but not limited to athletic competitions, dances, parties, or any other extracurricular activities. The law mandates that a principal or school official must notify the parents of any student who is detained or arrested for carrying a dangerous instrument, and that the principal or school official immediately report any detention of a student or other person for this reason, and to seize any dangerous instrument and transport it to the appropriate law enforcement authority. If a student is found to be in possession of a dangerous weapon, the principal or school official will notify law enforcement officials.

## **DRUG AND ALCOHOL POLICY**

St. Michael High School strives to provide preventative education and a drug free climate on campus and at all school-related functions. SMHS prohibits substance abuse on or off campus including, but not limited to, tobacco or smokeless tobacco, vaping products, alcohol, prescription or non-prescription drugs, and illegal drugs.

**Drugs:** The use, distribution, or possession of drugs (including drug paraphernalia), and/or being under the influence of any illegal drug or chemical substance on the school campus or at school-related functions are strictly prohibited. Violation of this regulation may result in suspension or expulsion. The campus has been declared a drug free zone. The principal will report the incident to the police. Students who sell or provide illegal or prescription drugs may be expelled from St. Michael High School. If a student is found to be in possession of a prescription or over-the-counter drug and/or found providing such to another person on school grounds or at any school-related function, the item will be confiscated, and appropriate action will be taken by the administration. That action may include, but is not limited to, suspension or expulsion.

**Alcoholic Beverages:** The use, possession, distribution, sale or being under the influence of alcohol or any other drug-related substance while the student is on or off the school campus is strictly prohibited. Violation of this regulation may result in suspension or expulsion. Authorities will be contacted as appropriate.

**Smoking, Tobacco, and Vaping Products:** According to Louisiana law, smoking or the use of smokeless tobacco or of smoking related materials by a student or an adult is strictly prohibited on the school campus and at all school functions. Vaping and vaping materials are not allowed on campus or at any school functions. **Any tobacco or nicotine product, vaping materials, or smoking related material found in a student's possession shall be confiscated. As a matter of information, the use, distribution, or possession of tobacco, nicotine, or vaping products by people under the age of 18 is an illegal act.** Violation of this regulation may result in suspension or expulsion and may include being sent out for a mandatory drug test and a mandatory evaluation by a substance abuse counselor at the parent's expense. Authorities will be contacted as appropriate.

Students present in the bathroom when a vaping device goes off, may be required by the school to have a drug test and/or a nicotine test at the expense of the parents.

**Medication:** Students may not have medication of any kind in their possession at any time on the school campus or at a school function without the permission of the administration. This includes over-the-counter drugs such as ibuprofen and like substances. The school is not permitted to give any medications unless the required medicine form is on file in the office. Specific guidelines must be listed on the form. The medicine must be brought to the office personnel by the parent and must be in an appropriate prescription bottle with typed doctor's instructions, prescription number, and the name of pharmacy issuing the medicine. Over the counter medication must be in its original container.

## **DRUG/ALCOHOL SCREENING**

St. Michael High School always reserves the right while on campus or in attendance at school sponsored events to conduct random drug screening tests and/or a breath scan test for alcohol of its students and their guests. The tests may be administered as part of a random sample drug test or when a student exhibits behavior or displays symptoms/signs that are related to or consistent with being intoxicated, using, or under the influence of drugs or alcohol or when a student is found in possession of suspected illegal drugs and/or alcohol, or upon entry and exit to any St. Michael sponsored event. These drug screening tests and breath alcohol tests will be conducted at any time without prior notice. Entry onto the premises of St. Michael High School or attendance at any school function constitutes consent to the recognition of the right of St. Michael administration to implement the policy as described herein.

## **DRUG TESTING**

Any student may be required to be tested “**immediately and without delay**” for chemical abuse if there is sufficient cause or suspicion of a student's use of prohibited substances. Information of concern may come from several sources including but not limited to teachers, counseling staff, office staff, administration, medical facilities and emergency rooms, law enforcement personnel, judicial courts, or the parents of that student. Due to the unknown nature of some vaping chemicals, a drug test and/or an evaluation by a licensed substance abuse counselor will be required of any student caught vaping or in possession of vaping material. If a student, parent, or guardian refuses to cooperate with the administration to initiate or continue the drug testing process, the Code of Christian Conduct in the Student Handbook shall be considered to have been violated and steps may be taken to immediately remove the student from the school. Those students who at any time experience a positive test can expect further screening to be done at their family's expense. A positive test result is one that indicates, in the opinion of an approved clinical lab technician or medical professional, the presence of one or more illegal substances or a prescription drug not prescribed by a licensed physician for that student. Test samples that do not meet temperature requirements as determined by the clinical lab technician will be treated as a positive test. An appropriate test shall be considered as one which is conducted by a licensed professional, nurse, or medical doctor – not an over-the-counter test.

### **First Positive Test Result:**

1. School administration, parents/guardians, student, and any appropriate persons will be notified.
2. An immediate conference will be required between the administration, the student, and the parent/guardian. At this meeting, the terms of this drug policy will be reviewed and explained for clarity.
3. Although this policy is binding as part of the SMHS Student Handbook, the student and parent/guardian must agree to and sign a contract that stipulates the process described in this drug policy. Should the student and/or parent/guardian refuse to sign the agreement, the student will be removed from the school rolls immediately under the terms of expulsion.
4. The student will be suspended from all student activities, except for attending classes, certain religious events, and field trips with approval of the administration for a period of time as determined by the administration from the date of the “test confirmation” by the clinical lab, nurse or medical professional. If the student has cooperated with the process and has successfully completed all phases and requirements of the program and contract, then the student will be eligible for consideration of returning to activities on a date to be determined by the school administration.
5. The student will be required to participate in mandatory evaluation and treatment by an approved, licensed substance abuse professional. The student and his/her parents/guardians must initiate the program within seventy-two (72) hours of notification of the positive drug test result. The student

may not return to SMHS until evidence is presented to the administration declaring his/her participation in the approved substance abuse program.

6. The administration may require drug testing at intervals (unannounced) and at the expense of the student's family. Refusal to test or not showing up for a required test may result in the student's immediate expulsion.
7. It shall be a stipulation of the contract that the administration shall have permission to speak with the director or counselor of the drug program concerning the student's cooperative behavior and full participation in the drug program.
8. Should it be necessary to do so, the administration may enforce additional consequences.

**Second Positive Result:** Should the same student test positive at any time throughout the remainder of his/her academic career at SMHS, it must be assumed that he/she has a significant problem or has made a decision contrary to the mission statement of St. Michael High School. The administration will encourage this student to seek a more intense level of substance abuse program than the one in which he/she was participating but will none-the-less require this student to be dismissed immediately from SMHS.

**Louisiana High School Athletic Association Drug Policy:** In accord with LHSAA policy, SMHS provides selected drug testing to athletes and others that fall under the LHSAA policy. Parents and students sign an LHSAA permission form prior to their participation in their LHSAA sports and clubs. Should any student athlete or club member test positive, the student shall then be required to follow the steps outlined in the SMHS Drug Test policy as outlined above.

**Self-Disclosure:** SMHS encourages its students to voluntarily seek help if he/she feels that he/she has a problem with substance abuse. Self-disclosure at any time will be deemed a request for help. If self-disclosure occurs prior to the student being selected for testing, consequences may be mitigated.

Students are also encouraged to report to a school counselor any issues of serious concern.

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## ATTENDANCE

### ABSENCE & ATTENDANCE

Louisiana State Law requires that a student must attend a minimum number of class periods per semester to receive passing credit. Any student who misses **more than ten (10) class periods of the same subject during a semester is not eligible to receive passing credit in that class.** A decision of "no credit" results in an F grade, which cannot be improved as explained on page 27 under Semester Grades. Once a student is absent more than what is acceptable, the school cannot give credit regardless of whether the absences are excused or unexcused. Only extenuating circumstances of the most serious nature will be considered in waiving this State Law. An "Extenuating Circumstance" is not a doctor's visit, chronic illness, out-of-town trip for personal family business, matter of convenience, and more as determined by the administration. For chronic illness, which causes absence, it is possible that the family will be asked to withdraw their child to be considered "homebound" by East Baton Rouge Public School System. Appeals must be made directly to the Dean of Students, who will make a recommendation of decision to the Principal.

Students who struggle with attendance or tardiness issues may be put on a behavior contract.

### **Procedures and policies concerning absences:**

- A parent must notify the school office by phone at 753-9782 Ext. 0 (zero) by 7:45 A.M. when a student is absent. A fax, email or text is not acceptable.
- Immediately upon return to school following an absence, the student must always submit a written note from his/her parent(s) or guardian to the school office stating the specific dates of absence and the reason for the absence. The administration will determine if the reason is excused or unexcused. If the note explaining the absence is more than three (3) days late, the absence may be considered "unexcused."

- A student is considered absent from first period class if he/she misses twenty (20) minutes or more of class time. Arriving to school “less than 20 minutes late” is considered as being TARDY. (See TARDINESS page 23)
- Only with the expressed permission of the Dean of Students may a student who is absent from any part of any class participate in school functions, athletic events or other extracurricular activities that same day. Otherwise, participation is prohibited. **If a student is absent the day before a weekend or a holiday, that student may not participate in activities for the entire weekend or holiday.** Responsibility is upon the student to seek this permission.
- All absences will be indicated on the cumulative record in one of the following manners:
  - Excused Absence – Valid reasons to indicate an excused absence include sickness, death in family, family emergency, or medical emergency. A medical excuse, written by the attending physician, must be turned in no later than three (3) days following the absence. For an excused absence, a student will have one day for each day missed to make up all work and tests. More time may be allowed for extended absences.
  - Unexcused Absence – Unexcused absences include out-of-town trips, personal business, matters of convenience to family and/or student, or truancy. If a student’s absence is unexcused, all assignments (tests, projects, etc.) given or due on that day must still be completed and turned in according to handbook regulations. **Unexcused absences may result in a three (3) hour Saturday school detention.**
  - Educational absences – Any school-related activity such as field trips, school counseling appointments, administrative consultations, and extracurricular functions during school time is an educational absence from class, and as such, will not count or accumulate as an “absence per semester.” With prior permission from the administration, seniors may receive one educational absence to visit colleges in addition to the October senior visit which coincides with the SMHS testing day.
- Special circumstances concerning absences and dismissals:
  - Contagious Conditions – A student who has a condition considered contagious will be sent home and not readmitted until an attending physician’s release stating that the student’s contagious condition has ended is submitted to the school office personnel. A student is considered to be ill with a fever if his/her fever is 100.4° F or greater. Students should be fever free for 24 hours before returning to school.
  - Early Dismissals – *Before first period*, a student must request from office personnel a dismissal form, which must be shown to the classroom teacher as a means of explanation for the dismissal. This form will be filled out based upon a note from the parents/guardians explaining the reason for the early dismissal. As always, the student must sign out under the supervision of office personnel (in the office) before leaving campus. If this student returns to school the same day, he/she must check-in at the school office before returning to class.
  - Extended Absence – A student who has accumulated three (3) or more consecutive days of absence due to illness must submit a medical excuse from the attending physician upon return to school.
  - Unexcused Absence – An unexcused absence prohibits the student from participation in or attending all school functions, extracurricular activities, or events that day or night. **This type of absence may also result in a three (3) hour Saturday school detention.**

**When events are known about ahead of time, requests for Excused Absence must be submitted in writing 5 business days before the planned departure to Dean of Students with official itinerary of the event. In most cases, one travel day prior to the event will be allowed. Forms for requesting Excused Absences may be found under Quick Links on the SMHS website.**

## **ARRIVAL & DISMISSAL**

Supervision begins at 6:45 a.m. and ends at 2:40 p.m. with the exception of days on which a special bell schedule is in effect. Normally, the first bell rings at 7:10 a.m. Before the first bell rings, students are expected to wait in the building of their first hour class, so that they can be seated in their first class by 7:14 a.m. **A bell will ring at 2:26 p.m. to dismiss all students.** Students not involved in supervised activities are required to leave campus promptly at dismissal time or report to the school office by 3:00 p.m. It is not acceptable for students to be picked up after 3:00 p.m. unless they are registered members of the After Care program.



## CHECKOUT PROCEDURES

Except for extenuating circumstances, a **student cannot check out** during the first or the last periods of the day. Students may legally check out under the following circumstances:

- **Illness** – If a student becomes ill during the school day and cannot remain in class, he/she must report directly to the school office. Office personnel will confirm the illness and contact the parent/guardian to inform them of the circumstances. If the parent agrees, the student will sign out and leave campus immediately. No student will leave campus without office personnel obtaining permission from parents/guardians.
- **Parent request** – If a parental note is presented to the office before the first class begins, a student will be issued a permit to be dismissed at a time specified by the parent. Upon leaving the classroom to be dismissed, the student shall report directly to the office and sign out under supervision of office personnel.

Unless it is an emergency, parents should send students with a note to check out for scheduled appointments. This will prevent having to disturb an entire class when a student must leave school. The checkout may be delayed if a parent just shows up to check out a student.

In all circumstances, the request for checkout will be deemed either “excused or unexcused” by the administration whose decision in such matters is final.

## TARDINESS

A student is **“tardy to school”** if he/she reports to the front office personnel between 7:14 and 7:33 a.m. - “up to 19 minutes” after the bell which begins first hour class. Twenty (20) minutes late (at 7:34 a.m.) means that the student is “absent” from first hour, which will have a direct effect on a student’s receiving credit in that subject. **When a student has missed 10 classes in any one subject, his or her “credit” in that subject is in jeopardy of losing credit automatically for the semester in which the absences occurred regardless of grade.** (See page 21 – Absence & Attendance)

Consequences for tardies (whether excused or unexcused) in one semester are as follows:

- **4** = Lunch detention
- **5** = Detention for 1 hour before or after school
- **6** = Two detentions (1 hour each) before or after school
- **7** = parents will be contacted for a conference with the Dean of Students and a Saturday school will be assigned
- **8** = the administration will take more serious action to bring about an end to tardiness. These actions may include, but are not limited to, extended “before or after school detentions,” extended loss of driving privileges and/or command to ride the school bus, loss of student activity privileges, Saturday school detention and/or suspension. The student may be required to be signed in by parent/guardian before the first bell at 7:10 a.m. for a determined period of time.
- **Continued** unresolved tardiness may result in a student being expelled from school.

A student is **“tardy to class” during the school day** if he/she reports to class four (4) or more minutes after the “change of class bell” during the school day. The student **MUST** have a note of explanation from the detaining teacher or appropriate adult-in-charge. Any student without such a note will be considered unexcused and subject to consequences by the teacher.

## TRUANCY

**Under no circumstances** may a student miss a class, part of a class, or leave campus without acknowledgement by the classroom instructor **AND** prior permission from office personnel through parental permission **AND** appropriately signing out. Students are not permitted to go to the school parking lots without permission. A student who is inappropriately missing from class, part of a class, or leaves the premises without permission is considered in violation of school policy. The parent/guardian will be notified, and disciplinary action will be taken. Action may include, but is not limited to, detention, suspension, or expulsion. Missing from class or leaving campus without proper permission is considered “unexcused”; therefore, all consequences and circumstances of an unexcused absence will apply according to page 22 of this Handbook.

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## BELL SCHEDULES 2025-2026 School Year

### Regular Bell Schedule

7:10	Bell to proceed to 1 <sup>st</sup> hour
7:14-7:17	Prayer, Pledge, Announcements
7:17-8:07	1 <sup>st</sup> hour
8:11-9:01	2 <sup>nd</sup> hour
9:05-9:55	3 <sup>rd</sup> hour
9:59-10:49	4 <sup>th</sup> hour (1 <sup>st</sup> lunch)
10:53-11:43	5 <sup>th</sup> hour (2 <sup>nd</sup> lunch)
11:47-12:37	6 <sup>th</sup> hour (3 <sup>rd</sup> lunch)
12:41-1:31	7 <sup>th</sup> hour
1:35-2:25	8 <sup>th</sup> hour
2:25-2:26	Prayer

### Test Prep Schedule

7:10	Bell to proceed to 1 <sup>st</sup> hour
7:14-7:17	Prayer, Pledge, Announcements
7:17-8:00	1 <sup>st</sup> hour
8:04-8:47	2 <sup>nd</sup> hour
8:51-9:43	Test Prep
9:47-10:30	3 <sup>rd</sup> hour
10:34-11:17	4 <sup>th</sup> hour (1 <sup>st</sup> lunch)
11:21-12:04	5 <sup>th</sup> hour (2 <sup>nd</sup> lunch)
12:08-12:51	6 <sup>th</sup> hour (3 <sup>rd</sup> lunch)
12:55-1:38	7 <sup>th</sup> hour
1:42-2:25	8 <sup>th</sup> hour
2:25-2:26	Prayer

### AM Assembly Schedule

7:10	Bell to proceed to 1 <sup>st</sup> hour
7:14-7:17	Prayer, Pledge, Announcements
7:17-7:55	1 <sup>st</sup> hour
7:59-8:37	2 <sup>nd</sup> hour
8:47-10:07	Assembly
10:17-10:55	3 <sup>rd</sup> hour
10:59-11:37	4 <sup>th</sup> hour (1 <sup>st</sup> lunch)
11:41-12:19	5 <sup>th</sup> hour (2 <sup>nd</sup> lunch)
12:23-1:01	6 <sup>th</sup> hour (3 <sup>rd</sup> lunch)
1:05-1:43	7 <sup>th</sup> hour
1:47-2:25	8 <sup>th</sup> hour
2:25-2:26	Prayer

### PM Assembly Schedule

7:10	Bell to proceed to 1 <sup>st</sup> hour
7:14-7:17	Prayer, Pledge, Announcements
7:17-8:02	1 <sup>st</sup> hour
8:06-8:51	2 <sup>nd</sup> hour
8:55-9:40	3 <sup>rd</sup> hour
9:44-10:29	4 <sup>th</sup> hour (1 <sup>st</sup> lunch)
10:33-11:18	5 <sup>th</sup> hour (2 <sup>nd</sup> lunch)
11:22-12:07	6 <sup>th</sup> hour (3 <sup>rd</sup> lunch)
12:11-12:56	7 <sup>th</sup> hour
1:00-1:45	8 <sup>th</sup> hour
1:55-2:26	Assembly

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## ACADEMIC EXCELLENCE

St. Michael High School considers academic excellence as vital to the development of each student to reach his/her maximum potential. Faculty and staff commit to helping students develop their intellectual abilities through serious and focused study. Each student has different academic abilities, talents, and educational needs. For this reason, SMHS offers a curriculum based on the following four broad categories:

1. **College Preparatory courses** - for all students
2. **Honors courses** - for students with above-average ability who are capable of taking a challenging academic schedule
3. **Dual Enrollment courses** – college-level courses for students who want to earn both university credit and high school credit at the same time while remaining on the high school campus. Tuition and fees are set by the university and are the parents' responsibility.
4. **Advanced Placement courses** - college-level courses for which students may earn high school honor credit, gain valuable skills and study habits, and earn collegiate credit if they score a "qualifying" grade on the AP Exam in May.

Placement in the appropriate course for optimum educational results is important for all students.

- Freshmen are placed in courses according to a profile of scores earned on the high school placement test, grades earned in previous years, and department chair recommendation.
- Sophomores, juniors, and seniors are placed in various courses as a result of personal interests and goals, educational proficiencies in the subject area, and teacher recommendation.
- Transfer students are placed in courses based on grades and standardized test scores from previous schools.



- Placement in honors or AP courses is subject to the approval of the administration and the particular academic department.

Minor classroom interventions and accommodations will be utilized to meet the needs of individual students; however, major adjustments which affect the rights of other students, or which require additional costs cannot be incorporated. Special education courses to address exceptionalities are provided by the diocese in the form of (1) a Dyslexia Lab and (2) a class for intellectual exceptionalities. Information and applications for these two special education programs can be obtained from the Catholic Schools Office by calling 225-336-8735.

## ACADEMIC COURSES

The Louisiana State Department of Education has approved the following list of subjects as Carnegie Units (high school credits) at St. Michael High School:

Religion I-IV	Computer Science I	African American Studies
English I-IV	Leadership and Faith	AP African American Studies
English IV DE	Physical Science	Publications I & II
AP English III, IV	Biology I & II	Media Arts
French I-IV	Chemistry I	Physical Education I-IV
Latin I-IV	AP/DE Chemistry II	Clothing I, II
Spanish I-IV	Physics	Life Skills
Algebra I, II, III	Physics DE	Art I-IV
Geometry	Environmental Science	Fine Arts Survey
Advanced Math	Forensics	Advanced Band
Pre-Calculus DE	Government	Jazz Ensemble
AP/DE Calculus A/B	World History	Percussion Ensemble
Probability & Statistics	U.S. History	Theatre I, II
Financial Literacy	AP/DE U.S. History	Technical Theatre
Strategies for Success	AP European History	Dance I
Engineering I, II, III	Psychology/Sociology	Choir I-IV

\*An elective or an honors course will only be offered if enough students preregister for the course.

\*\*Some DE courses may be awarded an extra quality point if taught on the level of AP.

## CREDITS & REQUIRED COURSES

Religion and English are sequential classes; each course must be acquired for a student to be promoted to the next grade level. **Further, the Louisiana State Dept. of Education has mandated that a student who misses 10 classes per semester will lose credit in that class regardless of the grade.** Special requirements must be met for a student to graduate from St. Michael High School. (See Graduation information on pages 29- 31)

Dual enrollment courses are college level courses offered to students for an additional fee. The student receives college credit and a grade for passing the course. The student also receives a high school credit for the course. Dual enrollment courses are taken through specific colleges but may be transferred to other colleges.

## ADDITIONAL SOURCES OF CREDIT

Students may acquire “credit” from additional sources as follows:

- A student must receive prior permission from the administration to pursue credit from any outside source including online school, summer school, post-secondary schools or credit examination. The numerical grade earned in the course will be entered on the student’s transcript as a letter grade that corresponds to the SMHS grading scale.
- An elementary student shall be eligible to receive high school credit in a course listed in the program of studies provided that:
  - All state requirements for high school credit are met
  - The student has mastered the set standards of the course taken
  - All courses earned during elementary school must be validated by the elementary school principal and registered with St. Michael High School. The student in that course shall be issued a grade on a pass/fail basis with the designation of High School Credit indicated in the

remark column of the secondary transcript. Students who earn high school credit in middle school will be required to take a placement test in that subject in order to ensure the student is ready to proceed to the next level.

## **COURSE SCHEDULE**

Course requests submitted by the student and the parent are considered a COMMITMENT on the part of the students to take the classes they have asked the school to provide. Selections made are for the entire academic school year.

**Changes:** Once a course selection sheet has been completed by the student, a class may not be changed without the written permission of the parent and the permission of the Counseling Department. Changes may be implemented through the end of the school year in which the course selection sheet is completed. After that, changes will be made only under rare and special circumstances with the approval of the Assistant Principal of Academics and an advance payment a \$25.00 fee for the Add/Drop procedure. A letter requesting the change with the rationale and the \$25.00 fee must be Submitted to the Counseling Office on the designated day before the first day of school.

**Length of classes:** The length of a “regular schedule” class is fifty (50) minutes, with each class meeting five (5) days per week for eighteen (18) weeks per one-half credit.

**Number of classes:** Every student is expected to be enrolled in seven (7) classes per day.

**Sufficient number:** A course will be scheduled only if there is sufficient enrollment. The school reserves the right to cancel and make revisions in the courses offered.

## **DRUG EDUCATION**

A comprehensive drug education curriculum is conducted on an annual basis and integrated into a variety of courses offered throughout departments.

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## **GRADING PROCEDURES/SYSTEM**

### **ELECTRONIC GRADEBOOKS**

St. Michael High School has “electronic gradebook” software which teachers update on a regular basis. Parents/guardians can access such information on their own child using a procedure that is “individualized and secure.”

**Grades & Report Cards:** Grades are updated weekly using our electronic communication software

ParentPlus/StudentPlus Portals. Both parents and students are encouraged to check their Portals accounts often. Report Cards are also electronically posted through StudentPlus/ParentPlus Portals, usually within two days after the end of the nine-week grading period. Parents/guardians are urged to contact instructors about any grade concerns as communication between the school and families is critical for a student’s success. Office personnel will assist parents in reaching teachers during school hours to discuss matters. Please be aware that faculty, staff, and administration personal phone numbers will not be given out.

The **Grading System** of St. Michael High School is as follows:

<u>Letter Grade</u>	<u>Percent Range</u>	<u>Quality Point</u>	<u>Explanation</u>
A	100 – 90	4	Exceptional Accomplishment
B	89 – 80	3	High Accomplishment
C	79 – 70	2	Average Accomplishment
D	69 – 60	1	Low Accomplishment
F	59 – 0	0	Insufficient for Passing Credit
I	See “Incomplete Grades” page 28)		Incomplete Grade

Note: For use in determining weighted GPA, one (1) additional quality point will be assigned to each A, B and C earned in AP/Honor courses on a student's report card. To receive this additional quality point, a student must remain in the AP/Honors class for at least ONE COMPLETE SEMESTER.

## QUARTER & SEMESTER GRADES

A student's grades will be formulated as follows and according to policy:

**Quarter Grades:** This period of time is one (1) nine weeks' period. It is the average of daily work, projects, tests, and a quarter exam if one is given. *Effective in the 2025-2026 school year, all quarter grades will be weighted using a system determined by each academic department.*

**Semester Grades:** This period covers the areas of two (2) nine weeks and one exam. A semester grade is calculated by counting each quarter's numerical average as 40% of the semester grade and the semester exam as 20%.

*For example: a student with an 85% average in the first quarter, a 96% average in the second quarter, and a 93% on his exam would have a semester average calculated according to the following formula:  $(85 \times 0.4) + (96 \times 0.4) + (93 \times 0.2) = 34 + 38.4 + 18.6 = 91$ . According to the scale above, the student would receive an A for the first semester.*

The minimum requirements for a passing semester grade are the following:

- Minimum attendance – missing less than 10 classes per subject*
- A minimum of a D average
- Overcoming first semester failures - If a student fails the first semester of a full-year course, he/she may earn full credit for the course IF he/she earns a grade of C or higher for the second semester, demonstrating that he/she has overcome the first semester deficiency. In such cases, the first semester F will be changed to a D, and the second semester grade will be lowered one letter grade.

NOTE: This does not apply to subjects failed due to excessive absences. The semester grade "F" in that course stands alone and cannot be improved no matter the quality points earned in following or previous semester.

NOTE: It is possible to earn  $\frac{1}{2}$  credit if only one semester is passed. To receive full credit, the student must repeat the semester failed in summer school, immediately following the semester in which the subject was failed.

**Credit Recovery Policy for Students with a Semester Grade of D:** Both TOPS and the NCAA follow a "repeat-delete" process, where the original grade is replaced with the new, higher grade earned in summer school. This option will provide students with more opportunities to improve their TOPS or NCAA gpa. Remediation for a D will only be available for courses taken within the current academic year, and only two courses/subjects can be remediated as per handbook policy. A maximum of 4 semesters of Ds or Fs can be remediated per summer. Remediation for a score of an A, B, or C is not allowed. Only the courses listed below may be taken for remediation.

On students' St. Michael transcripts, the original grade of a D or F will NOT be deleted. The credit recovery grade will be added to the transcript in addition to the original D or F. Both course grades will be factored into students' SMHS grade point averages.

### Courses available for credit recovery:

English I, II, III, IV

Algebra I, Geometry, Algebra II, Advanced Math, Algebra III

Government, World History, US History

Physical Science, Biology I, Chemistry I, Environmental Science

Health

Spanish I & II

Latin I & II

French I & II

## EXAMINATIONS

Instructors may elect to give a quarter exam at the end of a nine weeks period covering material presented in that quarter, with a possible reference to material covered in another nine week period.

Semester exams or their equivalent will be given in each content area. This exam will be comprehensive, to include information covered throughout the semester. It shall be taken within a period of one hour & thirty minutes and will count as one-fifth of the semester grade. The administration will post a school-wide schedule

prior to the examination period. Mindful of the orderly and quiet environment needed for full concentration, no student will be permitted to leave any classroom until the bell has rung ending the exam period.

## **EXEMPTIONS**

Seniors who earn an A average for the first semester and earn an A for both the 3<sup>rd</sup> and 4<sup>th</sup> nine weeks in a particular class will be exempt from the final in that class.

## **FAILURES**

If a student's semester grade is an "F" for a course required for graduation, the student must make up the work in summer school. The maximum number of summer school credits accepted by St. Michael is two per year. Any failure will be included in the student's Grade Point Average (GPA). A student who fails two (2) or more subjects in any one semester or whose semester GPA is below 1.5 will be subject to having his/her grades reviewed for placement on academic

probation according to the regulations of this Handbook. Students who fail more than two (2) courses a year may not be eligible to return to St. Michael the next year.

## **GRADE POINT AVERAGE – GPA**

The cumulative Grade Point Average (GPA) is determined by semester letter grades. The result is the student's Grade Point Average.

Note: In grade point averaging, **Summer School** is considered as an additional semester. Therefore, grades earned in Summer School DO NOT cancel or replace an "F" earned during the regular school year. Both the "F" and the passing grade ARE included in the GPA.

Honor Courses will be awarded quality points for grades "A, B, or C" for determining weighted GPA's.

- Courses attempted through the regular school program will be included in GPA calculations, excluding any subject recorded on a Pass/Fail basis.
- A successfully repeated course following a failure does NOT replace the original attempt.
- The weighted GPA must be included on the secondary transcript submitted to the State Department of Education.
- A grade point average based on 4.0 is available at any time for colleges, athletics, and other requests.
- The weighted grade point average is used in determining valedictorian, salutatorian, Honor Diploma graduates, and Scholar Diploma graduates. (see page 30)

## **CLASS RANK**

St. Michael High School does not report class rank apart from Valedictorian and Salutatorian at the time of graduation.

## **HOMEWORK**

Students are expected to spend time each night doing assignments, studying, and preparing for the next day of class.

## **HONOR ROLL**

The Honor Roll is considered a short-term reward for exemplary academic work during a grading period. Honor Roll is used to determine academic lettering. At the end of each semester, an Honor Roll of students is published according to the following criteria:

- Principal's Honors: All A's for semester grades
- First Honors: Weighted GPA 3.50 and above
- Second Honors: Weighted GPA 3.00 – 3.49
- In addition, a student placed on the Honor Roll may not have any grade lower than a "C".

## **INCOMPLETE GRADES**

An "I" (incomplete grade) will be placed on a report card when work has not been handed in due to an extended illness or other serious matter as approved by the administration. The student is responsible for making arrangements with each teacher to complete the missing work in a time that is acceptable to the instructor.

Certainly, by the end of the third week of the following nine weeks period, the work is due. If not, an “F” will be recorded. Any incomplete on a report card is considered an “F” in terms of eligibility purposes for extracurricular activities.

### **MAKE-UP WORK**

Generally completed outside of regular class time, make-up work for full credit is permitted only for Excused Absences. Immediately upon return from an absence, the student must make arrangements with the instructors to complete the work. For excused absences, students have one (1) day for each day missed to make up all work and tests. More time may be allowed for extended absences. Teachers will enter an “M” in the gradebook to indicate that the work is missing. Any work not completed will be given the grade of zero.

### **ACADEMIC PROBATION**

Academic probation is defined as special conditions of support that a student must abide by to safeguard success and continued attendance at school. A student may be placed on probation for poor academic performance in an effort to assist the student in being academically successful. The conditions for each student are determined by the counseling department in consultation with the administration. At the end of each quarter, the student’s record is reviewed for further administrative action and decision.

### **TRANSCRIPTS**

An official transcript of credits will be sent by the school to any other secondary school or college/university when requested by a student provided all financial responsibilities have been met. Once the transcript is submitted to the State Department of Education, SMHS is not able to change it in any way unless there is an error on the part of the school, as determined by the administration. Once a student has graduated, a transcript will only be issued to the student. All student transcripts are the property of the school and will not be released until the student’s account is paid in full.

### **GRADUATION & HONOR REQUIREMENTS**

Early graduation is not endorsed at SMHS. Participation in graduation ceremonies at St. Michael High School is a privilege and not a right for an individual student and his/her parents. In order to participate in St. Michael the Archangel Diocesan Regional High School Honors Program, Baccalaureate Mass, and Graduation Exercises, a student must satisfy all requirements specified. Seniors who do not satisfy credit requirements by the time of graduation must plan to attend a state-certified summer school in order to earn needed credit in specific course(s). To participate in senior ceremonies, a student must first complete all the requirements of the Louisiana Department of Education and of St. Michael High School as published in the year of enrollment as well as the following:

- Be enrolled as a full-time student at St. Michael High School
- Participate in Senior Retreat
- Successfully complete Senior Religion Project
- Accumulate required hours and projects detailed in the Christian Service Program
- Receive instruction in Cardiopulmonary Resuscitation (CPR)
- Meet all financial obligations to the school
- Follow rules and regulations of the school to such a degree that the student has earned the privilege of being an active participant in the senior ceremonies
- Participate in practices for Baccalaureate Mass, Honors Convocation, and Graduation Exercises
- Participate in the Baccalaureate Mass, Honors Convocation, and Graduation Exercises

## **SMHS GRADUATION REQUIREMENTS**

<u>Course Title</u>	<u>Total of 24 Credits Required</u>
Religion	4 Credits – I, II, III, IV (Religion III counts as a Social Studies)
English	4 Credits – I, II, III, IV
Mathematics	4 Credits – Algebra I, Geometry, Algebra II, and 1 unit from Adv. Math, Pre-Calculus DE, AP/DE Calculus, Probability & Statistics, or Algebra III
Science	4 Credits – Physical Science, Biology, Chemistry, and 1 unit from Physics Honors, Biology II, AP/DE Chemistry II, Environmental Science, or AP Biology II
Social Studies	4 Credits – 1 unit of Government, World History or <b>African American Studies</b> , U.S. History, and 1 unit of Religion III
Foreign Language	2 Credits – 2 units of the same Foreign Language (French, Latin, or Spanish)
Art	1 Credit – Art, Band, Fine Arts Survey, Theater I, <b>Technical Theater, Media Arts, Choir, Dance</b>
Health & Physical Education	2 Credits – PE I/Health, PE II
Financial Literacy	1 Credit – <b>Financial Literacy is a graduation requirement for the Class of 2028 and beyond.</b>

**NOTE:** The Board of Regents and TOPS (Taylor Opportunity Program for Students) require completion of a specific high school curriculum. Detailed information about each of the programs is available in the Counseling Department and is reviewed with the students during the course selection process each year. For Board of Regents information, visit <http://www.regents.la.gov/> . For TOPS requirements, please visit <http://www.osfa.la.gov/> .

### **HONOR DIPLOMA**

The requirements for an Honors Diploma are a weighted GPA of 3.5 after eight (8) semesters of work and ten (10) honors/AP courses over the four years. The student may not earn any semester grade below a C.

### **SCHOLAR DIPLOMA**

Any senior with a minimum cumulative 3.5 GPA based on a weighted scale who does not qualify for the Honor Diploma may be identified as a St. Michael Scholar Diploma Graduate at the time of graduation.

### **LETTERING**

The school provides the opportunity for an eligible student to purchase one letter jacket or letter sweater for either academic or athletic lettering. However, if a student letters for additional years or in more than one area, the student receives a pin to attach to the letter on the jacket or sweater indicating additional achievements. A student is eligible to letter once each year in high school. The criteria used for Academic and Athletic Lettering are:

- **Academic Lettering** – A student must earn a 3.50 or higher-grade point average (unweighted) for both semesters of the current school year.
- **Student Athlete Lettering** – (See Athletics pages 44-45 of this Handbook)

### **VALEDICTORIAN AND SALUTATORIAN**

The valedictorian is the graduating senior with the highest academic rank based on cumulative and weighted grade point average. The salutatorian is the senior with the second highest rank. Both the valedictorian and the salutatorian must have attended St. Michael High School for three (3) years and must be in good disciplinary standing. The valedictorian and the salutatorian must be Honor Diploma graduates. Should the circumstance occur that two or more students have tied for valedictorian and/or salutatorian, the positions will be determined to be a shared honor; the honors will be labeled co-valedictorian and/or co-salutatorian.

## WARRIOR SWORD AWARD

There are two (2) Warrior Sword Awards, one for students and one for adults. The Student Warrior Sword Award is identified as follows:

- The **student** chosen as recipient of the Warrior Sword Award must act as a model for other students by exhibiting high moral standards and dedication to the philosophy of the school. The recipient must serve the school and the larger community through leadership, loyalty, and commitment. The student recipient will be selected by the

faculty through general nomination and ballot and with approval of the administration. (The criterion for the **adult recipient** is available in the Advancement Office)

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## TECHNOLOGY

### ACCEPTABLE USE POLICY 2025-2026

The St. Michael the Archangel High School Acceptable Use Policy (AUP) applies to all technology resources. Students are expected to use all technology resources in a considerate, ethical, moral, legal, and responsible manner.

All St. Michael High School, school-issued Dell laptops/tablets and information stored on them are property of the school and are subject to the policies set forth by school administration and are subject to supervision and inspection. St. Michael High School reserves the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted from, and/or stored on the school issued device. School issued devices are subject to random checks by technology administrators for inappropriate installation and usage of software. Any student who violates this policy or any applicable local, state, or federal laws is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution at the discretion of local law enforcement.

Students must ensure they are familiar with all guidelines outlined in this policy. Lack of knowledge pertaining to this policy does not exempt students from disciplinary action or legal consequences.

As technologies continue to evolve, so will this document. Each academic year, all students and parents of St. Michael High School must read and agree to abide by these standards. The administration of St. Michael High School reserves the right to amend any item in the Acceptable Use Policy or any technology policy during the year. Students will be notified of changes by email, and parents will be notified through the Principal's Newsletter.

### SCOPE OF USE

The digital world allows anytime, anywhere access. School hardware, software, and technology services are provided for academic excellence, faith development, and leadership skills. All students using said technology shall be accountable for its use. Technology should be used to support, enhance, and optimize the learning process. Students are expected to use all technology resources in a considerate, ethical, moral, and legal manner, ensuring their actions are consistent with the school's student handbook, which guides student behavior both on and off campus. Any threat to the school, or the

individuals contained within it, shall be viewed as a violation of this AUP and those individuals may be subject to the disciplinary measures.

The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites or applications ("apps"), collaborative tools, cell phones, digital cameras, text messaging, email, Voice over IP, chat rooms, instant messaging, and AI (Artificial Intelligence).

## **PRIVACY**

All electronic resources owned or issued by St. Michael High School remain the property of the school unless otherwise agreed to in writing. The individual has no reasonable expectation of privacy. The school retains the right to monitor all electronic devices.

Each school-owned/issued technology device, account, and the information stored on them are property of the school and are subject to the policies set forth by school administration and are subject to supervision and inspection. The Diocese and St. Michael High School reserves the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted from, and/or stored on any school-owned/issued device or account.

## **SECURLY**

All student computers have monitoring software installed called Securly. This software enhances classroom management by allowing teachers to filter programs, monitor web activity, and ensure that students remain on task. Any attempt to bypass or disable Securly is a direct violation of the Acceptable Use Policy. Students should also understand that they have no reasonable expectation of privacy, as the software operates both on and off campus and both during and outside of school hours. Additionally, Securly features an alert system called "Aware," which notifies staff of concerning keywords or phrases related to student safety or mental health. If the Alert system is triggered, the matter may be referred to the school's Counseling Department – which may not occur until the next school day if the alert occurs outside of school hours – to be handled in accordance with the Counseling Department's protocols and this Handbook.

## **GENERAL COMPUTER AND INTERNET USE**

St. Michael the Archangel High School provides internet access and network resources to students and employees who use the access in accordance with the mission of the school. Students must remember that technology devices and resources they are allowed to use are a privilege, not a right. By using such devices and resources, students agree to the following:

- Students are not allowed to install third-party applications on the computer that may interfere with the education process. [i.e.: games and Virtual Private Networks (VPN)].
- Students are not allowed to stream or download games via the web or through a VPN or 3<sup>rd</sup> party application (i.e.: BlueStacks).
- Students are not allowed to use personal devices to bypass the school's filtering system or classroom management programs. (i.e.: cell phone hot spots).
- Students are not allowed to use AI (Artificial Intelligence) apps or websites to complete homework, projects, quizzes, tests, or any class assignments without teacher consent. When applicable, AI is to be used as a technological tool and not as an academic resource.
- Student use of the school's network and internet usage must be consistent with the mission of St. Michael High School and its educational goals. Misuse includes any Internet conduct on or off campus that negatively affects the reputation of St. Michael High School including messages sent, posted, liked, shared, retweeted, or received that suggest harassment, racism, sexism, and inappropriate language and/or symbols.
- Students will not use their network resources or internet access to monitor, interfere with or disrupt network users, services, St. Michael High School data or data of another student, or equipment, either on or off campus.
- Students will not access or try to make unauthorized entry to any computer accessible via the network or on remote networks. If a student notices a security problem, the student must notify administration immediately.
- Students will not use network resources or internet access to transmit threatening, obscene, or harassing materials, including chain-letters, solicitations, inappropriate photos and videos, or broadcast messages via our network or email system.
- The internet contains certain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. St. Michael students will not use network resources or internet access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.



- Students may not capture, transmit, or generate any images, videos, or audio of school employees. Photographing and/or recording (by audio and/or video) of a teacher, staff member, student, or any other individual without permission is prohibited.
- Use of the school's network and internet usage must be consistent with the mission of St. Michael High School and its educational goals. Misuse includes, but is not limited to, any of the following:
  - any internet conduct on or off school campus which reflects negatively on St. Michael High School, including but not limited to sending or posting photos, images, videos, messages, or other communications that contain or suggest harassment, racism, sexism, or inappropriate language and/or symbols
  - sending, transmitting, or displaying any unchristian, immoral, offensive, violent, pornographic, obscene or sexually suggestive or explicit photos, images, videos, messages, or other communication in any form

Any such misuse as determined by the school is strictly prohibited.

- Any student who receives a message suggesting harassment, racism, sexism, or the contents of which include inappropriate language, images, and/or symbols must immediately report the incident to a teacher, counselor, or administrator.
- Students will not provide any of their passwords or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet or network as anyone else.
- Students are responsible for all digital data, activity, and products on their school-owned and issued devices and accounts.
- For safety reasons, students will not communicate their address, phone number or other personal information to any person or company on the Internet or through email.
- While at school, students are required to access the internet using the St Michael High School Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices such as a cellphone and/or other external devices. Children's Internet Protection Act (CIPA) laws require schools to filter internet access to students and block inappropriate content from being accessed. This includes internet tethering and mobile hotspots that enable (3G or 4G) access on the school issued laptops.
- The intentional destruction, deletion, or disablement of St. Michael High School installed software on any computer is prohibited. Unauthorized copying/installation of software programs belonging to the school is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to the school is prohibited.
- Students may not change the background image/screen saver on their device nor the Office 365 account image which appears in their email.

## **USE OF ARTIFICIAL INTELLIGENCE (AI)**

Artificial Intelligence ("AI") refers to computing systems and tools that simulate human decision-making processes or perform tasks that typically require human intelligence. These tasks include, but are not limited to, problem-solving, decision-making, language understanding, visual perception, and more. AI systems include, but are not limited to, chatbots, language learning models, machine learning algorithms, and automated tools.

The School recognizes the great potential for AI as a tool for brainstorming ideas, gaining insight, dissecting complex texts, and improving writing skills. However, AI also presents potential risks and ethical implications. Regarding AI and its School-related use, the School adheres to the latest version of the Diocese of Baton Rouge Catholic Schools Office's Technology Acceptable Use Policy, which can be found at the following link: <https://csobr.org/> (the "AUP"), which provides, in pertinent part:

The use of AI within the School or for any School-related purpose is not allowed except, and only to the extent, as expressly authorized by an assigning teacher for a specific purpose. Any unauthorized use of AI is expressly prohibited. Only under the assigning teacher's express approval, and within the limited bounds of that approval, are students allowed to use AI tools

for any type of assigned work. For clarification, an assigning teacher has no duty or obligation to allow any use of AI by their students.

### **Other Considerations:**

- AI should never be considered a replacement for learning and/or proper research.
- To ensure data privacy and security, students should never input personal or confidential information into an AI system or tool. This includes contact information or demographics such as age or location.
- AI should never be used to create or generate false information pertaining to others. This includes creating AI generated photos and/or videos to impersonate the likeness of others.
- Students may not use AI to complete homework, class assignments, or use for research without teacher consent.
- When AI use is allowed, students should always cite AI tools appropriately in their schoolwork.

### **EMAIL AND COMMUNICATION USE**

St. Michael the Archangel High School students will be issued a password protected login for the network, school email, and other communication resources. Students will use Office 365 for their school email account.

- Students are required to check their school email at least once every 24 hours.
- All communications sent or received serve as a representation of St. Michael High School.
  - Communication exchanged via the Internet or email must not damage the school's reputation.
- Instant messaging, chat rooms, social networking, gaming, email, and other electronic communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation. This includes sharing OneNote notebooks or OneDrive files inappropriately.
- Students may not change their given email username.
- All email communication between faculty, staff, coaches, and students must be exchanged in an appropriate manner through the school-hosted email account.
- Students are responsible for reporting and rejecting any inappropriate materials and information received through electronic communication. Including spam or phishing emails.
- Students are prohibited from attempting to access or using another student's email.
- St. Michael High School reserves the right to access student email accounts for routine maintenance and to retrieve school records. Access also includes, but is not limited to, carrying out internal investigations, sending files to law enforcement, and accessing internet history, disclosed messages, and social networking data.
- Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited during class time unless these activities are directly related to class activities and/or participation.

### **REMOTE LEARNING RESPONSIBILITIES/EXPECTATIONS**

- In the event of an emergency closure, the school may choose to move to Remote Learning. Teachers will post assignments by 7AM.
- In all Remote Learning situations, attendance will be determined by completion of assigned work.
- Teachers may choose to have an online session during the scheduled class time. Should this be the case, students are required to participate in all online class sessions. All video conferencing will be done utilizing Microsoft Teams.
  - When participating in online meetings and discussions:
    - Students are reminded that all classroom expectations set forth by teachers and the handbook rules always apply. Failure to meet these expectations can result in both academic and behavioral consequences.
    - Students should make every effort to find a quiet location other than a bedroom. If a bedroom must be used, students should not sit in or on a bed and should be aware of their surroundings which could be seen by the class. Nothing inappropriate should be displayed in the background.
    - School uniform is required.

- To receive credit in class meetings, students must participate in class meetings by showing their face to the teachers and the class. Turning the webcam to the ceiling, floor, wall, or blocking the webcam is not acceptable.
- Students should always be respectful and courteous to their teachers and classmates during online discussions and meetings.
- Students are responsible for maintaining all communication with their teachers, counselors, and administrators. Students should check their email daily and reply, when necessary, within 24 hours.

## **STUDENT LAPTOP/TABLET RESPONSIBILITIES**

All school-issued laptops/tablets are property of St. Michael High School, and special care should be given to all devices. Students are responsible for their device from the time it is issued to the time it is returned to the school.

- Students are required to keep their laptop/tablet in the school provided carrying case. Failure to do so could result in disciplinary consequences. If a student experiences a problem with their carrying case, they should report the problem immediately to the Help Desk located on the St. Michael campus.
- Care should be taken daily to ensure that the laptop/tablet is not put in a situation where there is an increased risk for theft or damage.
- Students must report computer problems or issues to the Help Desk before school, during their lunch or immediately after school.
- Students are responsible for charging their laptop/tablets overnight and have them ready for use at school the following day. Failure to do so may result in consequences. Students are required to always have their power cords.
- All information stored on the computer should be backed up daily. This is the student's responsibility. The Help Desk is not responsible for files or information lost during computer reimaging or repair.
- During lunch, students are to keep their laptops/tablets packed in the carrying case while any food or drinks is present.

## **HELP DESK AND CUSTOMER SUPPORT**

The St. Michael Help Desk is located next to the library and is open on school days 6:45 am - 2:45 pm

- Every attempt to seek help should be made before or after school or during lunch.
- The Help Desk is not responsible for lost files or notebooks that have not been backed up properly.
- Students should only go to the Help Desk during class if the issue is preventing them from participating in a class activity or assignment. Students are prohibited from going to the Help Desk during class time without a signed permission slip from a teacher.
- Students should always RESTART their laptop/tablet before going to the Help Desk.
- Students should always BACKUP their laptop/tablet before going to the Help Desk.
- Students other than St. Michael Help Desk employees are prohibited from entering the Help Desk designated areas.

## **DAMAGE/MALFUNCTION**

- Accidental damage insurance purchased by SMHS may cover the cost of the repair.
- If the computer malfunctions or is damaged, any repair costs not covered by the accidental damage insurance is solely the responsibility of the student and the parent.
- If the computer is lost or stolen, the replacement cost is solely the responsibility of the student and the parent.
- Damage and theft insurance is available through outside vendors. Purchasing this optional insurance in no way eliminates or limits the responsibility of the student and the parent to pay SMHS for repairs or replacement of the computer.
- In the case of theft of a school owned/issued device, parents are required to notify the school and file a police report within 24 hours of being discovered. Misplaced/lost devices should be reported to school personnel immediately. If the device is not recovered, the parent/guardian is responsible for the replacement cost of the device.

- Purposeful or careless damage to school-owned/issued devices is prohibited. The individual will be responsible for any repair or replacement costs. The school has the discretion to suspend each user's technology privileges and/or take disciplinary action.
- Students are required to keep all labels, barcodes, and stickers on their device.

#### **Replacement Costs:**

Dell Stylus - \$40.00

ASUS Stylus - \$70.00

AAAA battery for stylus - \$1.00

Dell AC Adapter - \$45.00

ASUS AC Adapter - \$50.00

Flak Jacket (carrying case) - \$35.00

Dell or ASUS Laptop replacement - \$1,365.00

### **CELLULAR DEVICES**

St. Michael High School recognizes the convenience, logistical and safety advantages for students to have cellular telephones and other communication devices in their possession while on campus and during school activities.

- **Personal Communication devices such as cellular phones, smart watches, etc. must be turned off, stowed away in their backpack and not on their person throughout the academic day, including without limitation during school activities, and may not be displayed.**
- Students may use communication devices while on school campus and during school activities only with the permission of the supervising adult, such as the teacher, bus driver, athletic coach, or sponsor.
- The use of cellular devices in an unacceptable manner in the school setting is prohibited. Examples of unacceptable usage include, but are not limited to, the following: use of a device for any purpose inside a restroom, dressing room, school bus/athletic transportation, locker room, or use of any device on the school campus for cheating, cyber bullying, sexting, or taking inappropriate photos or videos.
- Violations of this AUP may result in disciplinary measures as well as the confiscation of the communication device.

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### **COUNSELING DEPARTMENT**

The St. Michael High School Counseling Department supports the mission of St. Michael High School by assisting students to facilitate growth in the areas of spiritual, personal, social, academic, and career concerns.

- **Services:** Counseling, both individual and group, includes areas of concern such as academic progress, mental health, and college and career planning.
- **Testing:** Standardized tests given at St. Michael High School include Pre-ACT 8/9, Pre-ACT, ACT, PSAT, and AP tests. Interpretation of scores is provided for both students and parents/guardians.
- **Appointments:** A student may request an appointment with a counselor by email or a verbal request during school hours. Counselors are available during all regular school hours for students in crisis. Counselors do not access email or office phone outside of school hours.
- **Conferences with Teachers:** The counselors along with the teachers are committed to see all our students excel and rise to their potential. Parents/guardians who need to request a conference with a teacher should contact the student's grade level counselor to make proper arrangements. Prior to any conference being scheduled, the parent/guardian should first contact the teacher to address the area of concern.
- **Individual Student Needs Program:** Any parent/guardian who is interested in receiving accommodations for a student with a documented exceptionality (learning or other) should contact their grade level counselor. Documentation must be provided by the parents and should be on file in the counseling office. A full psycho-educational evaluation, official IEP, or 504 plan must be reconfirmed every 3 years.

- Parent Resource: All communications are treated with professional confidentiality. Counselors are available to consult with parents/guardians and to serve as a source for referral to professionals and outside services in the community.
- Disclosure Statement Regarding Confidentiality: Any information shared by the student with the counselors will be treated with the utmost respect. In general, the counselors will not tell anyone any confidential information a student has shared with them. However, the law and/or the ethical standards of the counselors' profession may require them to disclose information in certain situations including, for example, to various legal authorities, school administration and/or to the parents of minors when sharing such information may protect the student or others from harm. Students should be aware that the sharing of information from a counseling session will only be done after careful consideration, and every effort will be made to notify the student in advance of the obligation and intention to disclose confidential information. Students may be counseled without the consent or knowledge of a parent. In the event that administration deems it necessary to move to an online learning environment, virtual counseling services will be rendered.

The signing of the handbook acknowledgment form gives permission for the counselors to meet with students and discuss with administration the possible need to refer a student to outside professional counseling. The school has the right to require outside counseling at the parents' expense as a condition of continued enrollment. Outside safety evaluations, for threat of harm to self or others, by a mental health professional or hospital may be required by the school as deemed necessary by the counseling department and administration.

By signing the handbook acknowledgment form, the student and parents recognize that a counselor may, by law and ethical standards of the profession, be required to disclose confidential information provided by the student to third parties.

The student and parents give the counselors permission to continue counseling services virtually, in the event that school moves to online learning. Counseling services will be offered through an online platform. During virtual counseling sessions, students and parents are required to adhere to the "Acceptable Use Policy" that is outlined in the handbook.

- Emergency Resource: In case of an emergency situation when a student requires immediate response after normal office hours, students or parents should contact 911 or seek help through a hospital emergency room.

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## LIBRARY MEDIA CENTER

Our Library Media Center is located in the heart of St. Michael High School. It is designed to complement the mission of the school by offering a wide variety of resources that foster the spiritual, intellectual, and personal development of our students. Students have access to the library before school at 6:45 am until 3:00 pm with extended hours available by enrolling in the SMHS aftercare program.

Our Library Media Specialists are trained in the latest research techniques and are available to assist students and faculty with their information needs including citations and MLA formatting. In today's digital world, St. Michael High School is committed to providing access to authoritative resources. The Boyce Library has over 9,000 print titles as well as subscriptions to scholarly magazines and newspapers. Electronic resources are available 24/7 from home or school through our library's Moodle page – these include Gale Research Databases, JSTOR, US Catholic Historian, Facts on File Database, CQ Researcher for Pro/Con issues, Follett Destiny to search for onsite books, Infobase Science, and Overdrive for our extensive eBook/audiobook collection. The library's Moodle page also offers resources on Digital Citizenship, helpful Catholic websites, Creation and Learning links, and Book Recommendations.

While in the library, students are expected to behave in a quiet, respectful manner conducive to an academic environment so that all may succeed in learning. Failure to follow library and school rules may result in having privileges revoked. Please note that food and drink are not allowed in the library. Students are welcome to

study, conduct research, complete class assignments, read a book from their favorite genre, or even play a quick game of chess.

The physical layout is a combination of independent study carrels, group workspace for collaboration, and computer charging areas. The National Honor Society Learning Lab located in the library is available Tuesday through Thursday during all lunch periods for free tutoring, homework help and peer-editing writing assistance. In addition, there are large study rooms that upperclassmen may reserve. Also available are color printing, scanning and copying for a nominal fee.

Books may be checked out for one semester at a time with a fine of \$0.05 per school day for overdue items. A large selection of eBooks and Audiobooks are available for free through Overdrive. As a convenience, these are automatically returned digitally at the end of the loan period. Students are responsible for lost or damaged materials and must clear any debt prior to taking exams. Students are encouraged to write and contribute book reviews through their Destiny or Overdrive accounts to share their love of reading with others.

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## **DRESS CODE & GROOMING**

As with any policy of St. Michael High School, dress and grooming statements have been written with consideration of the overall student body and smooth operation of the school. Deviation from the Dress Code may be allowed by the administration for specific purposes and occasions. Further, the interpretation of said policies along with any special ruling rests solely with the administration whose decision is final.

St. Michael High School students are to be appropriately dressed and groomed daily for all matters related to the school and at any school function. Neatness is expected, along with all clothing being worn properly and, in a manner, acceptable to the administration. Any guest of a St. Michael High School student or family is also expected to dress in a modest manner acceptable to the administration. It is the responsibility of the St. Michael High School student to make sure that her/his guest or companion adheres to all aspects of the SMHS dress codes and to all policies and procedures of the Student Handbook. Any student who is not properly groomed and/or not properly attired may be:

- prohibited from participation in the school day until the proper dress code or grooming policy is met.
- removed from or not allowed to be a part of the school related ceremony, event or activity.
- given consequences deemed by the administration to curtail violation of this code.

Likewise, a student's guest or companion must be properly attired to attend any school related event.

Students who dress inappropriately will not be allowed to leave campus to change clothes. Parents or guardians may bring appropriate clothes to school for the student. Appropriate, non-uniform jackets, sweaters or coats may be worn to school but must be taken off upon arrival to school or be confiscated by school personnel.

All uniform items must be neat and clean. Blouses and shirts, with the exception of the banded girl's shirt, must be completely tucked in trousers, pants, or skirts, with belt and waistband showing. The exaggerated "rolled up" or "blouse over" looks giving shirts and blouses the appearance of being tucked in is not acceptable. Slacks and pants will be worn appropriately with the waistband at the waist and not low riding.

The St. Michael school uniforms and Physical Education uniforms are available at the following locations in Baton Rouge.

<b>Inka's S'coolwear</b>	<b>School Time</b>	<b>Young Fashions</b>
11626 Sherwood Forest Court	7745 Jefferson Hwy.	11111 Coursey Blvd.
(225) 922-9495	(225) 926-5371	(225) 766-1010

### **SCHOOL UNIFORM for both Female and Male Students**

- |                 |  |
|-----------------|--|
| • Blazer        | - Black, with crest, considered DRESS UNIFORM              |
| • Letter Jacket | - ONLY official St. Michael letter jackets and/or sweaters |

- Physical Education - Purchased through uniform vendors listed above
- Shirt/Blouse - White Oxford long or short sleeves with “M sword” logo on collar, considered Dress Uniform
- Shoes - as described below
- Socks - Solid white or black, must be below the calf. Inappropriate logos, as deemed by the administration, are not permitted.
- Sweatpants - Cannot be worn as daily or dress wear – Physical Education only
- Sweatshirt - Approved St. Michael jackets, sweatshirts and sweaters issued and/or sold by Warrior Club, front office or official school clubs/athletics may be worn. Clothing items with a hoodie or t-shirt style are not permitted.
- T-shirt - Solid white short sleeve, must be worn ONLY under blouses/shirts

## **DRESS UNIFORM**

### For the Girls

- Blazer - Black, with crest
- Shirt/Blouse - White Oxford blouse, long or short sleeves, with “M sword” logo on collar
- Pants - Official gray uniform pants with “M sword” logo
- Skirt - School plaid skirt hemmed no higher than three (3) inches from the top of the knee. Students wearing skirts that are deemed to be too short will be asked to purchase a new one or have the hem taken out in a timely manner. Uniform skirts cannot be rolled at the waist. To check for appropriate length, the gap between the student’s knee and the hem of her skirt must not be greater than three (3) inches. Use the length of the student ID to measure. Students are required to wear shorts and/or footed tights under the skirt at all times.
- Sweater - Pullover, red, v-neck, can be sweater vest or long sleeve sweater
- Shoes - ONLY black leather, tie up or slip on, MUST be low quarter below ankle. Laces must be tied at all times, and shoes must be properly worn without stepping on the back of shoes. NOT PERMITTED - tennis shoes, sandals, open-toe/heel shoes, high heels, athletic styles or resemblances of athletic shoes, dance shoes, platform shoes, or casual, slip-on shoes (ex: Hey Dudes) are not permitted
- Socks - As described above
- Tights - Footed solid black or solid flesh colored worn under skirt (optional)

### For the Boys

- Blazer - Black, with crest
- Shirt - White Oxford shirt long or short sleeves with “M sword” logo on collar
- Tie - Official SMHS tie (red with gray/black stripes)
- Pants - Long gray pants with “M sword” logo & black leather belt. Pants must be worn properly without rolling at the hem. Pleated uniform pants are no longer allowed.
- Shoes - ONLY black leather, tie up or slip on, MUST be low quarter below ankle. Laces must be tied at all times, and shoes must be properly worn without stepping on the back of shoes. NOT PERMITTED - tennis shoes, sandals, open-toe/heel shoes, high heels, athletic styles or resemblances of athletic shoes, dance shoes, platform shoes, or casual, slip-on shoes (ex: Hey Dudes) are not permitted



- Socks
- As described above

## DAILY WEAR UNIFORM

### For the Girls

- Blouse
  - Banded, pique short sleeve in white, red, or black, with “M sword” logo on collar. The Oxford may also be worn daily.
- Pants
  - Official gray uniform pants with “M sword” logo
- Skirt
  - School plaid skirt **hemmed no higher than three (3) inches from the top of the knee.** Students wearing skirts that are deemed to be too short will be asked to purchase a new one or have the hem taken out in a timely manner. Uniform skirts cannot be rolled at the waist. To check for appropriate length, the gap between the student’s knee and the hem of her skirt must not be greater than three (3) inches. Use the length of the student ID to measure. Students are required to wear shorts and/or footed tights under the skirt at all times.
- Sweater
  - As described above
- Sweatshirt
  - Official sweatshirt as described above
- Shoes
  - Dress uniform shoes as described above OR tennis shoes that are traditional low quarter style with laces that are tied at all times. The shoe color must be black, white or gray or a combination of these colors. Trim color must be black, white or gray. **Tennis shoes may also have red accents.** No metallic, shiny or fluorescent colors and not patterns are allowed. The laces and the soles must be of the same color scheme and traditionally ties. Shoes should be clean and in good condition.
- Socks
  - As described above
- T-shirt
  - Solid white short sleeve, must be worn ONLY under blouses/shirts
- Tights
  - Footed solid black or solid flesh colored worn under skirt (optional)

### For the Boys

- Belt
  - Black, leather with appropriate buckle
- Pants
  - Official gray uniform pants with “M sword” logo
- Shirt
  - White, red, or black short sleeve knit with “M sword” logo. The Oxford may also be worn daily.
- Sweater
  - As described above
- Sweatshirt
  - Official sweatshirt as described above
- Shoes
  - Dress uniform shoes as described above OR tennis shoes that are traditional low quarter style with laces that are tied at all times. The shoe color must be black, white or gray or a combination of these colors. Trim color must be black, white or gray. **Tennis shoes may also have red accents.** No metallic, shiny or fluorescent colors and not patterns are allowed. The laces and the soles must be of the same color scheme and traditionally ties. Shoes should be clean and in good condition.
- Socks
  - As described above
- T-shirt
  - Solid white short sleeve, must be worn ONLY under blouses/shirts

## SPIRIT DRESS

On announced Spirit Dress days, students may wear their class t-shirt or any St. Michael t-shirt, school uniform pants or skirt, and tennis shoes. **When given the privilege, seniors may wear appropriate jeans or SMHS sweatpants (no rips, tears or holes in the jeans).** No pajama style clothing, inappropriate, or political attire may be worn on any dress down days.



## **ATHLETIC WEAR, CLASS T-SHIRTS, other occasion shirts**

Team shirts, class t-shirts, other occasion shirts or jackets may be worn on specific days and only with the permission of the administration. Attire that is political is not allowed at school.

## **GROOMING**

### For the Girls

- Earrings: must be conservative & appropriate, one or two may be worn in the lower ear lobe. No body piercing and/or visible tattoos are permitted.
- Fingernail polish: color must be conservative – nothing extreme or severe as determined by the administration.
- Hair: The school understands that there are different types of hair and no single set of rules will address all of the school's expectations concerning hair. The following guidelines will help students stay in compliance with our grooming policy. Hair must be clean, neat, natural color and appropriately and moderately styled. Styles and coloring considered by the administration to be extreme are not acceptable. Hair may not be shaved.
- Hair accessories: must be conservative and appropriate
- Jewelry, wristbands, and accessories: must be conservative in style and amount worn
- Makeup: if worn, must be moderate and conservative, no extreme styles permitted

### For the Boys

- Boys may not wear makeup, nail polish, earrings, other body piercing jewelry or display a tattoo of any sort during the school day or at any school-related event.
- Jewelry, wristbands, and accessories: must be conservative in style and amount worn
- Facial Hair: Boys must be clean-shaven. NO facial hair is permitted. Sideburns are not to be longer than mid-ear.
- Hair: The school understands that there are different types of hair and no single set of rules will address all of the school's expectations concerning hair. The following guidelines will help students stay in compliance with our grooming policy. Hair should be neat in appearance. Hair must be styled so that it does not touch or hang below the collar, eyebrows or cover the face. If hair is pulled back, it must be gathered into a single gathering at the back of the head. Hair may be a maximum of 3 inches in thickness. Lines, designs, attachments or inserts are not permitted. Extreme styles, as determined by the administration, such as Mohawks or shaven heads, are not permitted. Coloring or highlights are not allowed, as hair must be a natural hair color.

## **HATS, HEAD BANDS, SCARVES**

These or similar items are not permitted in the classrooms or school buildings and should be kept in a student's backpack upon arrival on campus.

## **INAPPROPRIATE SIZES**

Clothing must be worn in a neat, proper, and modest manner. Wearing items that are over-sized or overly tight is not permitted. Wearing pants/slack low or below waist level is inappropriate.

## **JEWELRY, VALUABLES, MONEY**

Expensive jewelry, other valuables or large amounts of money have no place at school as these may be lost and not recovered. The administration highly discourages bringing these to school. The school is not responsible for valuables that are lost or stolen.

## **SENSITIVITY ISSUES**

Aerosol deodorants, body sprays, and perfume/cologne can only be used in the locker rooms following PE or school sporting events. These items are prohibited from being used anywhere else on campus, specifically the restrooms.

## **SPECIAL SCHOOL EVENTS**

Awards ceremonies, Class Ring and Pin Ceremony, Graduation and the like will have specific dress codes as announced by the administration. Unless otherwise noted, the following will be true:

Dress Uniforms for the following occasions:

- Student identification cards on “picture days”
- All Masses – on and off campus representing the school
- Fall Awards
- Athletic Honor Convocations
- Class Pin & Ring Ceremony
- Club Picture Day
- Any and all school celebrations where Dress Uniform Code is required by administration

Senior Events:

- Baccalaureate Mass and Honors Convocation – Graduation Gowns but NO CAPS
- Graduation Ceremony – full Graduation wear - the cap and the gown, senior stoles, SMHS honor cords, award medals received during the Honors Convocation for seniors.

Extracurricular events such as athletic events, casual dances, or events named by the administration as “casual” do not require Dress Uniform, unless specified by the administration. Unless otherwise declared, the following will be true:

- Modest attire for all students & their guests
- Shorts with length below the fingertips
- Blouses & shirts that are not revealing in any way
- Skirts or dresses with hems no more than 3 inches above the knee.
- Long pants or long jeans
- Overalls when worn with a shirt that is modest, not a thin strap undershirt
- Appropriate hats, caps, scarves, and the like – and worn appropriately
- Appropriate shoes with or without socks

Items that are not permitted at any school function include but are not limited to:

- Body suits or tank dresses of any kind
- Shorts that are above the fingertips
- Blouses & shirts that are revealing in any way
- Males wearing earrings
- Nose rings or body piercings
- Any apparel with revealing or suggestive cut outs, including crop tops
- Any apparel which displays or implies inappropriate or political words, symbols, pictures, messages, etc. determined by the administration
- Tank tops or t-shirts with thin straps or strapless or shirts that tie or fasten only around the neck
- Halter tops of any kind; shirts that have straps over only one shoulder
- Pajama pants outfit of any kind
- Sports bras worn as outer wear
- Any mesh or see-through materials
- Thin or see-through tops that act as cover wear over items that are not acceptable
- Bare feet

The administration advises bringing extra clothes to change into in case clothing is unacceptable. Otherwise, parents/guardians will be informed to pick up student(s) or to bring appropriate wear. If parents/guardians cannot be contacted, students may be required to wear clothing as given by the administration or to stay in school office throughout function if applicable. In any case, appropriate consequences will be given at the discretion of the administration.

**INFORMAL, SEMI-FORMAL, AND PROM DANCES** are those that are not casual and require a more dressed up look as follows.

## INFORMAL DANCES

### For the Girls

- nice Sunday type dress
- nice pants and shirt
- appropriate shoes

### For the Boys

- nice shirt
- nice slacks
- school jacket or a jacket is optional
- appropriate shoes and socks

\*Styles prohibited in any school code are also prohibited in this code.

## SEMI-FORMAL and PROM DANCES

### For the Girls

- dresses and gowns
- spaghetti straps and strapless styles so long as styles are modest and unrevealing
- “low back” styles should be no lower than approximately mid-way between shoulders & waist
- hemlines and slits on dresses no higher than four (4) inches above the knee (lace extensions or sheer overlays are not considered the hemline)
- “cut out” styles that ensure complete modesty and appropriateness in every way - If adding material to cover a cut out style, “nude” coloring is not acceptable. It must be a color that does not match the skin tone of the student.
- appropriate shoes (must be clean and in good condition) – no flip flops

Not allowed are dresses and gowns that:

- are cut in such a way as to show the midriff area
- become revealing while dancing

### For the Boys

- all attire must be appropriate and modest, not any casual wear whatsoever
- a coat, jacket, or even the Dress Uniform jacket is required for “semi-formal”
- appropriate shoes (must be clean and in good condition) and socks
- sandals, flip flops, and earrings are not allowed
- tuxedo wear is not required nor encouraged for any semi-formal dance.
- tuxedo wear is encouraged but not required for the Prom.

\*Styles prohibited in any school code are also prohibited in all dance codes.

SMHS dress, grooming and behavior codes apply to **all guests**. St. Michael High School students are responsible for the dress, grooming and decorum of their guests at all school related and/or sponsored events. This includes dances, as well as any extra-curricular events, on or away from the school campus. The administration shall be the final determining regulator in all decisions concerning dress, grooming, and behavior codes, including those situations which occur during the year that are not directly addressed in the Student-Parent Handbook.

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## EXTRA-CURRICULAR ACTIVITIES

Realizing that it is a privilege and not a right to be a part of extra-curricular activities and clubs, eligible students are encouraged and invited to participate in a variety of activities scheduled outside the classroom. A description of the activities and the requirements for membership are available from the coach, moderator, or Director of Student Activities.

Parents and students should contact the club moderators or coaches concerning application and/or tryout processes, meetings, practice times, dues or fees, and scheduled events. Know that many of the student groups have application deadlines; therefore, early contact with the moderator is highly recommended, as once deadlines have gone by, new

applications may not be accepted for the current school year. After 3:00 pm, students remaining on the campus must be under the supervision of a teacher, moderator, or coach or registered and in attendance at the school after-care program.

Parents have a responsibility to pick up their child from after-hour activities in a timely manner.

**NOTE:** The Athletic Director or an administrator, in consultation with coaches and club moderators, may remove (permanent or temporary) a student from participation in a sport, club, or an activity for inappropriate behavior in the classroom or at any school sponsored event or function.

**ACTIVITY GROUPS** eligible students may join are:

- **Academic and Service:** Ambassadors, Beta Club, Chess Club, Creative Writing Club, Drama Club, French Club, Latin Club, National Honor Society, Reading Warriors, Robotics, Spanish Club, Spirit Club, Warrior Wellness
- **Athletics:** Basketball, Baseball, Bass Fishing, Bowling, Cheerleading, Esports, Cross Country, Dance Team, Fly Fishing Club, Football, Golf, Gymnastics, Power Lifting, Rodeo, Soccer, Softball, Sports Medicine, Swimming, Tennis, Track, Volleyball, and Wrestling
- **Governmental:** Student Council
- **Publications:** The yearbook – The Sword
- **Religious:** Campus Ministry, Liturgy Choir, Warriors for Life

## **ATHLETICS**

For all eligible sports, St. Michael High School follows LHSAA rules and regulations which can be found on the LHSAA website at [www.lhsaa.org](http://www.lhsaa.org).

**Eligibility Requirements:** In order to participate in Louisiana High School Athletic Association (LHSAA) sports events for the first semester of the school year, a student must have earned at least six (6) units from the previous year, which shall be listed on the student's transcript and shall have earned at least a non-weighted semester grade point average of a "C" based on a 4.0 scale. To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester. Once a student is declared ineligible (grades falling below the required minimum GPA), said student will remain on the ineligible list until the end of the following semester. During that time, the student-athlete will not be allowed to participate or practice with any athletic team until reinstated by the Athletic Director and the Assistant Principal after evaluating his/her grades.

**For Participation:** It shall be the philosophy of the Athletic Department that:

- students may participate in as many sport seasons without influence from any coach to specialize in one sport
- when a student chooses to participate in a sport which season has already started, he/she shall not change sports without the consent of each head coach involved and that of the Athletic Director
- students removed from one sport may try out for another, provided they were not removed from the first sport for disciplinary reasons
- a student who is removed from a team for disciplinary reasons, shall be ineligible to compete in any other sport during the particular season he/she was removed from
- no student may start practice with another sport until the previous one has been completed, unless agreed upon by the two head coaches involved and the Athletic Director

### **Dress for Practice and Convocation by Athletes:**

- During practice, all students must wear appropriate attire at all times.
- Female students are permitted to wear sports bras only under an appropriate t-shirt.
- For convocations, all student athletes must wear the complete Dress Uniform.

**NOTE:** When any student athlete, including a Band member, a cheerleader, a dancer, Sports Medicine member and any sports participant is absent "unexcused" from any part of the school day, he/she must obtain permission from the Dean of Students to participate in his or her competition, practice, or activity that day. A

student athlete must be present at school for at least ½ of the day to participate in any practice or games that day.

**NOTE:** A student athlete (refer to previous definition) who is absent unexcused or suspended from any part of the school day is ineligible to participate in or attend his or her athletic competition, practice, or activity that day and for the duration of the suspension. See “Excused and Unexcused Absences” concerning participation.

**Lettering for Student Athletes:** In order to be eligible to purchase a letter jacket or letter sweater, a student must meet the criteria set for lettering in a sport. The criteria for individual sports are listed in the St. Michael Athletic Handbook, and athletes will be told that criteria by their coaches. All ordering procedures for letter jackets are set by the Athletic Director through the school vendor. Only those students notified by their head coach are eligible to purchase a jacket.

**NOTE: “Discretionary Lettering”** shall be considered only by the Athletic Director through consultation with the head coach of a particular sport and based on valid, convincing information provided by said head coach.

Should a parent/guardian disagree with the decision of a coach pertaining to his/her student’s lettering, the parent should schedule a conference with the head coach of that sport first. If the matter is not resolved, the parent should contact the Athletic Director for a conference with the parent, coach, and Athletic Director. The rules of lettering, however, are set and final as printed in the Athletic Handbook.

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## VARIOUS TOPICS

### ADVISORY BOARD AGENDA

Any parent or guardian who wishes to be put on the agenda of the regular School Advisory Board meeting must present a request in writing to the administration at least twenty-five (25) days prior to the meeting that he/she would like to address the Advisory Board. The request will then be submitted to the Advisory Board President. The Advisory Board generally meets on the third Monday of designated months at 6:00 p.m. The meetings are typically held in September, November, January, March, and June.

### AFTER SCHOOL CARE

After School Care is a supervised program available to students who want to study from 2:45 until 5:30 in the Library. Families must register in the school office and pay a fee before participation. It is expected that students will be picked up promptly by 5:30 or sooner. A fee may be assessed for late pick up. Participation in this program is a privilege not a right; therefore, students must demonstrate self-discipline in following all rules of the school and of this program to remain eligible for this service.

### ANNOUNCEMENTS

Announcements will be made each morning immediately following the Prayer and Pledge before the first period begins.

### APPEALLING THE DECISION OF A TEACHER OR ADMINISTRATOR

The school handbook is the contract between the school and parent. The appeals process addresses instances in which the school handbook may not have been followed. Matters pertaining to students are handled on the local level.

If a parent believes that policy in the school handbook has not been followed, they may appeal to the Local Appeals Committee (LAC). The school’s disciplinary action (i.e., academic issued, detention, suspension, expulsion, etc.) will be enforced, even if an appeal is filed. If the school’s disciplinary action is reversed or lessened as a result of the appeal process, the student’s record will be changed accordingly.

The ascending order of authority of communication is as follows:

1. Faculty Member or Teacher
2. Assistant Principal
3. School Principal

4. **School President**
5. Local (School Advisory Board) Appeals Committee (LAC)
6. Diocesan School Board Appeals Committee (DAC)

If a parent has a concern or a complaint, the parent is encouraged to go directly to the teacher, which is often the most efficient way for a concern to be addressed.

**Appeals Procedure:** The following procedure shall be adhered to when complaints are made:

1. If the parent believes that the school handbook policy was not followed regarding an incident involving his/her child, the parent may submit a Local Appeals Form (available from the school) to the principal. The parent has 30 days following the incident to submit the Local Appeals Form.
2. The principal will use the Local Appeals Form to write a response within 10 working days and submit the completed form to the Local Appeals Committee (LAC). All members of the LAC must complete a confidentiality agreement.
3. Both the parent and the principal must sign the appeals form after all information is entered.
4. The Local Appeals Committee will meet to review the appeal request, hear from all parties involved in the situation, and make a written recommendation to the principal about whether the school handbook policies were followed.
5. The principal will review the Local Appeals recommendation with the superintendent. Within ten (10) working days, the principal will send a written communication regarding his/her decision to the parent.
6. The parent has the option of the sending an appeal to the Diocesan Appeals Committee (DAC) of the Diocesan Advisory Board after the local appeals process has been completed. The DAC has the authority to hear cases involving students but is not obligated to hear cases unless the school handbook has been violated.

## **ASSEMBLIES**

Students will be required to attend various assemblies throughout the year. These will include formal gatherings such as liturgies and guest speakers, as well as informal gatherings.

## **BOOKS**

Each student is responsible for the cost of all physical books issued to him/her which become lost, stolen or damaged. Textbooks must always be covered and returned to the class instructor before taking the final exam.

## **BUSES**

The East Baton Rouge Parish School Board provides transportation for some students. For information concerning times and places of bus stops, parents may contact the school office. Adult supervision is not provided at neighborhood bus stops. A student is expected to follow school rules while riding the bus to and from school. Students riding the bus are under the authority of the school principal. Students riding the SMHS shuttle buses are subject to the same expectations.

## **CAFETERIA**

Students may eat only in the cafeteria and in the St. Michael Courtyard. Each student must be cooperative in keeping these areas neat and clean.

## **CALENDAR**

A monthly calendar and Principal's Newsletter will be electronically posted on the school website at the beginning of each month. Parents are responsible for noting early releases from school and information about special events. A school-related activity is not considered official unless it has been approved by the administration for addition to the school calendar.

## **CARPOOL**

The carpool line entrance is by the baseball field and the line proceeds down the front of the school. **Parents/guardians are not allowed to use the ring road behind the school to drop off their student.** For safety reasons, vehicles are prohibited from turning left into the carpool line entrance from 6:45 a.m. to 7:15 a.m. and from 2:15 p.m. to 2:45 p.m. Morning drop-off and afternoon pickup are in the same area in front of the school.

In the morning, carpool drivers may not go to the field house to drop off students. Parents are asked to remain in their cars and proceed through the regular carpool line. For safety reasons, parents are not allowed to enter parking lots to drop students off or pick students up. Parents and student drivers are reminded that cell phone use in a school zone is a violation of the law.

## **CHILD PROTECTION**

All Personnel in every diocesan institution whose duties involve contact with minors and vulnerable adults in this manual must comply with the Safe Environment requirements. The following are deemed to have duties involving contact with minors and vulnerable adults:

### Diocesan, Parochial, and Inter-Parochial Schools:

1. Clergy, Religious, Seminarians, Candidates and aspirants for the Permanent Diaconate Employees
2. Independent Contractors/Contracted individuals performing scheduled duties on school premises while children are on campus.
3. Volunteers 18 and over whose duties involve contact with children.

### NOTE:

- Individuals whose sole purpose is that of delivering mail or other goods are not subject but shall be required to follow procedures set forth by the parish, school or diocesan agency for campus access.
- For events and activities taking place on school grounds that are not conducted during established school hours and are open to members of the general public, such as church/school fairs, Parish and School institutional heads shall inform all parents and the general public in attendance that parents are responsible for the direct supervision of their minor children. School and Parish institutional heads shall determine the total number of adults who hold current child-protection credentials required to be present at all times during each school and parish event and activity.

**Supervision of Children:** For all St. Michael events that are open to the public, such as drama productions and all football games and other sporting events, parents are responsible for the direct supervision of their minor children.

## **CLOSED CAMPUS**

The school campus is considered “closed”, meaning that no student may leave the premises or sign-out for any reason without permission of a parent or guardian and with the approval of the administration. Furthermore, students are not permitted to bring guests to school to visit or to spend the day.

## **COMMUNICATION**

Parents are encouraged to contact teachers, the school counselors, the principal, and other administrative officers at any time during the school year. Contact may be made through the school office at 225-753-9782 or via email. Parents are asked to give the faculty and staff 24 hours to respond on school days as teachers are busy teaching their classes. Parents are encouraged to contact their student’s grade level counselor to set up parent-teacher conferences. Students and parents are asked to voice concerns beginning at the lowest appropriate level.

The school has a wide variety of ways of contacting parents and students. These include parent broadcasts, text messages, email, monthly Principal’s Newsletter posted on SMHS website, social media, website, and Plus Portals. Parents are asked to keep their information up to date with the SMHS Registrar so that they may receive the latest up-to-date information.

## **CUSTODY ISSUES**

The school is here to educate the child. Parents need to work out their own custody issues between themselves. The school assumes that both biological parents have equal rights to access any information unless a certified copy of a court order is provided to the school indicating otherwise. It is the responsibility of the parents to share with the administration any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office. In the absence of any court document, the school will view each parent listed on the birth certificate as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s

academic progress or lack thereof. It is of great benefit to the child to have both parents involved in his/her education.

### **DANCES**

School dances held on campus or away from school are school functions and, as such, will be governed by school regulations. Generally, dances are not open to the general public. A student may invite one guest to dances that are considered open by the administration. Guests are expected to abide by the same standard of conduct, dress and grooming as are St. Michael the Archangel High School students. All guests must be pre-registered and at least a currently enrolled freshman in an approved high school. Student and guests must show picture identification along with proof of age to be admitted. No one older than 19 years of age will be admitted into any school dance.

Generally, dances begin at 8:00 p.m. and end promptly at 11:00 p.m. Dances will operate with the **“once in - once out”** rule. Once the students check in at the dance, they may not leave until 10:30 p.m. Students will not be admitted after 9:00 p.m. and cannot leave until 10:30 p.m. unless otherwise permitted by supervisors because of special circumstances established ahead of time between the parent and the administration. Once a student leaves the dance, he/she cannot be readmitted.

Juniors and seniors attending the Prom may bring a guest who is at least a sophomore in high school. Guests may not be over the age of 19 years old or less than a sophomore in high school.

Unless otherwise stated, the Junior/Senior Prom will run from 8:00 p.m. to 11:00 p.m. Students must be “in” by 9:00 and may not leave until 10:30 p.m.

### **DELIVERIES**

The office will not accept deliveries of any kind, including food delivery service, for students. St. Michael students should be responsible so forgotten items will not be delivered to the students during the day. Parents may leave a forgotten item in the office and email the student to pick it up between classes.

### **DIRECTORY**

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under Family Educational Rights and Privacy Act (FERPA). The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **ELECTRONIC DEVICES**

The use of personal electronic devices (excluding the school issued tablet PC) such as cellular phones, smart watches, blue tooth devices and the like are not allowed during the school day at any time. These devices must be off and stowed in a bag and not on the person. The exception to this is ear buds used in classroom with permission of the teacher or during the student’s lunch period. Students may not walk around campus with ear buds in their ears. Any of these items seen (in use or not), heard ringing, or beeping will be confiscated by school personnel and be subject to search and review. On the first offense, a confiscated item will be returned only to the parents/guardians of that student at the end of the school day. A school detention will apply for the first offense. Should a student have two (or more) violations of this rule, the item will be confiscated and returned to the parent at the end of the school day. An upgraded consequence (such as a Saturday School or turning the phone into the office each day) will be applied. All electronic devices must be turned off upon arriving to campus and must remain off and out of sight throughout the school day.

Electronic items brought to school without permission are subject to being confiscated and returned only to the parent/guardian.

### **EMERGENCY SCHOOL CLOSING**

St. Michael High School will normally follow the directives of the East Baton Rouge Parish Public School System in cases of emergency openings or closings. Parents should listen to the radio and/or television for announcements concerning whether schools will be open or will be closed due to emergency weather related conditions. In case of an emergency dismissal, when parents are not available to pick up or meet their children,



the school, hereby, urges parents to make arrangements with neighbors or friends to pick up or care for their student until the parents can do so themselves. Parents are encouraged to make these plans known to their children and to the school office personnel.

### **FIELD TRIPS/ATHLETIC TRIPS/SCHOOL SPONSORED TRIPS**

Field trips, athletic trips, and school sponsored trips are a privilege, not a right. Parents and teachers must sign an Excursion Permission Form before a student is allowed to miss class for any school activity. Electronic signatures or emails are not an acceptable substitute for a school issued Excursion Permission Form. A student shall not be allowed to miss any class he/she is failing. Class work missed to attend another school-sponsored function shall be made up as required by teachers. A student's disciplinary record will be considered when granting permission to participate in school-sponsored trips. Any funds paid for participation on those trips may be forfeited. The administration will make the final decision concerning any participation.

Students are reminded that on any school sponsored trip all school rules apply.

### **FOOD AND DRINKS**

Food or drinks are not permitted anywhere on campus, including in classrooms, other than in the cafeteria or in specific areas as designated by the administration. Students may carry water in a sealed container.

### **GAMBLING**

With the exception of school-sponsored activities such as raffles, etc., any form of gambling on school campus is prohibited. Gambling is defined as playing a game of chance for money or other stakes.

### **GUM CHEWING**

Gum chewing is not allowed on campus at any time.

### **GYM/MULTI-PURPOSE BUILDING USE**

The gym and the multipurpose building are off-limits to students unless a faculty member is in attendance for supervision.

### **HALL PASS**

Students must have an official hall pass issued by the classroom instructor, or a pass issued by office or counseling personnel to be out of class at any time.

### **HOMECOMING COURT**

Students must be in good standing regarding attendance, tardiness, grades and behavior before the student is eligible to be placed on the ballot for homecoming court. Court members must be an ambassador of their school, meaning they must have been involved in an SMHS sport or club for a minimum of a year.

### **IMMUNIZATIONS**

Students entering St. Michael High School must present records attesting to their immunization in compliance with State health requirements. The school may wave a required immunization if a parent submits (a) a written statement from a physician attesting that the immunization is contraindicated for medical reasons or (b) a written statement refusing immunization for the student. Such statement shall be maintained in the student's cumulative folder.

In the event of an outbreak of a vaccine-preventable disease, the school may exclude any un-immunized student from attendance until the appropriate disease incubation period has expired or until the parent presents records attesting to the immunization of the student.

### **LAW ENFORCEMENT OFFICIALS**

The policy of St. Michael High School is to maintain a reasonable, cooperative effort between the school administration and law enforcement agencies. Law officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during school-sponsored activities or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the authority and responsibility to determine when the assistance of law enforcement officers is necessary.

## LOCKERS

The school is the co-tenant of lockers and desks. Students enrolled in physical education will be assigned lockers through the physical education department. Students are encouraged to keep their lockers locked at all times. Students assume responsibility for both the contents contained within and any damages caused by the misuse of tape, paint, etc., on the exterior or interior whatsoever. The school is not liable for any losses that the student may incur. Problems with a locker should be reported to the school office. **For health and safety purposes, the school reserves the right to inspect a school locker or other storage areas at any time without notice.**

## LOST AND FOUND

Articles left on the school campus are often taken to the school office. A student may collect lost articles there. Items not claimed within two weeks become the property of the school. Students are encouraged to label all their clothing and belongings with their full name.

## MEDICAL EMERGENCIES

St. Michael High School reserves the right to seek medical treatment for any student when parents or guardians cannot be reached. Students will be taken to the nearest medical facility and treated by the on-call physician. Parents or guardians are responsible for any financial indebtedness incurred in seeking and in receiving treatment. Parents and guardians are responsible for keeping updated and accurate emergency contact information on file with the Registrar.

## MESSAGES

Only in cases of extreme emergency will a message be delivered to a student. If parents need to get a message to their child during the day, they should send an email to the child's SMHS email account.

## NAME AND LOGO

The St. Michael name and logo shall not be used by any persons, groups or organizations without written permission from the administration.

## PARENTS' ORGANIZATIONS

All parents, grandparents, and guardians of St. Michael students are encouraged to actively participate in parent organizations and other school activities where assistance is needed.

- All parents of enrolled students become members of the **Home and School Association** through payment of school fees.
- Membership in the **Warrior Club** is open to all parents and friends who are encouraged to support the activities of the school. Any Warrior Club officer or team representative may be contacted for information on joining, volunteering, or general information about the Warrior Club.
  - Warrior Club: The St. Michael High School Warrior Club is a booster organization committed to supporting SMHS athletic and team programs. In addition to traditional boys' and girls' athletic teams, they also support cheer, band, and dance teams. Warrior Club provides funding for improvements to existing or new on-campus athletic facilities and equipment, as well as recognition of individual/team accomplishments via convocations held throughout the school year. The Warrior Club also sponsors Foundation Scholarships to incoming freshmen.
  - Warrior Club Membership: Warrior Club memberships are open to all St. Michael High School parents, alumni, and community supporters. Memberships may be purchased at school events such as New Student Orientation, Back to School night, Open House, etc. or via the SMHS website through the Warrior Club link. Memberships are available at varying levels of support.
  - Student Athletic Passes: Students may use their SMHS student ID or Warrior Passes that will be emailed to them in order to gain one entrance per day to all athletic regular season home games. This does not include tournaments or playoff games. If a student does not have his/her student ID or Warrior Pass, they will need to pay to enter the game.

- Athletic Passes: Athletic passes are available only to Warrior Club Members. Each pass admits one person to all home, regular season athletic events. The passes are not valid for tournaments or playoff games due to LHSAA regulations. Warrior Club, along with school administration, sets the price for athletic passes.
- Warrior Club Apparel & Spirit Items: SMHS spirit items/apparel are on sale throughout the year at events such as New Parent Bootcamp, Back-to-School Night, Open House, and Freshman Testing Day, as well as at announced school lunch dates and at various sporting events. Additionally, items may be purchased via the Warrior Club website. The Warrior Club may also offer sports specific items through an outsourced agency upon request and may be set up throughout the season of each sport. Please note, production time may vary.

## **PARKING**

Students who drive to school must park on campus. A student must register his/her vehicle with the school office and pay appropriate parking fees prior to operating the vehicle on the school campus. Failure to do so may result in permanent loss of the privilege to park and/or drive on the school campus. Information about parking fees is available in the school office. In order to purchase a parking pass, a student must have a valid driver's license. Due to space limitations, freshmen are not allowed to drive to school.

Once students arrive on campus in the morning, they may not remain in the parking lot nor return to their cars without appropriate supervision. Speed limit in the parking lot is 10 mph. Violations of parking regulations and careless operation of a vehicle may result in temporary or permanent suspension of driving privileges as deemed necessary by the Dean of Students. A student whose driving privilege is revoked must either ride the bus to school or have his/her parent or legal guardian sign the student in at the front office for a prescribed period of time. Any vehicle driven to school by a student or is on campus or on an adjacent street is subject to search upon reasonable suspicion.

## **PICTURES/VIDEOS**

Enrollment of a student in St. Michael High School constitutes the consent of his/her parents or guardians for the use of the student's picture and information in school publications, on the school's website or social media pages, in school videos, and in school advertisements in print and broadcast outlets. Furthermore, the school has the right to pass on a student's picture and information to an affiliated organization such as the Catholic Schools Office. Parents may opt out of this permission by submitting a letter to the school Registrar requesting that their child's picture and/or information not be used. The letter must be submitted to the Registrar by August 1<sup>st</sup> of the current school year.

The principal has the discretion to permit classroom instruction to be streamed live online, recorded, or both, in order to provide remote learning for the benefit of students.

## **PREGNANCY**

The Catholic Schools of the Diocese of Baton Rouge are concerned with the Christian moral development of the individual and the student body as a whole. In a society which often undermines Christian values and principles, we strive to provide an atmosphere which stimulates and fosters the growth of these same principles. Premarital sex is not in keeping with Christian values and principles and is not considered acceptable for Catholic school students. However, Catholic schools are concerned with respect for life and the individual. Should a pregnancy occur, every possible measure should be taken to encourage counseling, healthcare, continued education and direction to help each student make a mature decision in accordance with the teachings of the Roman Catholic Church and with the goal of supporting students to make life-affirming decisions.

In all cases, the student(s) involved will be treated with compassion and be subject to all school regulations and policies.

The following guidelines must be adhered to:

- The school will work on an individual basis with any student who becomes pregnant and with her family. Likewise, the school will work on an individual basis with any student who fathers a child and with his family.

- School counseling will be focused on a respect for all life.
- Once a pregnancy is confirmed, the school will be sympathetic to the physical and mental health and safety of mother and the health and safety of the unborn child. The decision to remain in school is left to the discretion of the local school administration and in consultation with her pastor.
- The pregnant student together with her family are required to participate in counseling through the school, through her parish clergy, and through the professional counseling at the expense of the parent(s)/guardian(s). Likewise, the teenage father and his family are required to participate in counseling through the school, through his parish clergy, and through professional counseling services at the expense of parent(s)/guardian(s). Catholic Charities of the Diocese of Baton Rouge Maternity and Adoption Department provides counseling at no cost to those experiencing an unplanned pregnancy.
- During pregnancy, participation in appropriate extracurricular activities by the pregnant student will be guided by the safety and well-being of mother and child as determined by the school administration. A pregnant student's participation in sports may be considered by the administration with a note from the student's doctor.
- While all reasonable attempts will be made to ensure that the student will continue her education after the baby is born, the continuation of her education in the Catholic School System depends upon:
  - The recommendation of professional counselors
  - The psychological well-being of the student
  - The student's previous academic status in school and the level of her academic achievement during the pregnancy period.
- Similar measures will be taken in cases where a student is suspected of being or is confirmed to be the father of an unborn or newly born child.
- The final decision as to the continuation of the education of the student mother in the Catholic School System is to be determined by the local school administration in consultation with her pastor. Likewise, the final decision as to the continuation of the education of the student father in the Catholic School System is to be determined by the local school administration in consultation with his pastor.
- The child of a current student will not be permitted on the school campus or at school events at any time without written permission from an administrator.
- Married students are not admitted or allowed to remain in Catholic schools.

## **PRINTED MATERIAL**

Any written, printed or electronic material, pictures, or wearing apparel produced under the auspices of the school shall be subject to approval by the administration before publication or distribution of such material.

## **SAFE DRIVER DISCOUNTS**

As a service to students, the Registrar will complete forms for eligible students to receive insurance discounts. Eligible Grade Point Averages may vary with insurance companies; however, the school defines a "B" as a range of 2.5 – 3.49 GPA. Completion of insurance forms by the school office require two working days to complete.

## **SAFETY/HEALTH**

St. Michael High School considers the safety of its students to be top priority. Students and parents are encouraged to say something when they see something or hear something that is of concern for student or staff safety. These reports should be made directly to an administrator.

St. Michael High School ("School") will follow the ongoing guidance of the U.S. Centers for Disease Control and Prevention ("CDC") and the Louisiana Department of Health ("LDH") regarding health-care issues generally, and particularly with respect to the Covid-19 virus and schools. All members of the school community (including without limitation faculty, school staff, cafeteria staff, students, parents of students, volunteers, and visitors) must follow all applicable CDC and LDH guidelines, policies, and procedures at all times when they are physically present on the School's campus or participating in a School-related activity.

All visitors to campus including parents and guardians must sign in with the front office and get a visitor's badge to wear while on campus.

Fire drills and various other safety drills are conducted regularly. During all drills, students are to move quickly and **in complete silence** to designated areas and remain there in complete silence until instructed to do otherwise.

The school has a Crisis Plan in the front office. The administration, faculty and staff will cooperate with civil authorities in the event of an emergency or a crisis. If a crisis does occur at the school, parents are encouraged not to rush to school. The school will communicate with parents as soon as it is safe.

### **SCHOOL GROUNDS & FACILITIES**

Students are not allowed to use school grounds or facilities unless supervised by an SMHS faculty or staff member. No outside person or entity may use the school grounds or facilities without express written permission of the administration.

### **SCHOOL SUPPLIES/UNIFORM SWEATSHIRTS**

Certain supplies needed for classes can only be purchased through the school. Sweatshirts are ordered through the school in April. A limited supply of sweatshirts is available throughout the school year.

### **SEARCHES**

For health and safety purposes, the school reserves the right to inspect a student backpack, a school locker, a car or other storage areas at any time without notice. Likewise, any vehicle driven to school by a student or is on campus or on an adjacent street is subject to search upon reasonable suspicion. Furthermore, the school reserves the right to search and/or review any device or materials brought onto school property or to a school sponsored function including, but not limited to, luggage, cell phones, smart watches, iPads, computers and like devices at any time.

### **SENIOR CLASS RING**

The St. Michael High School class ring is the only ring that may legally use the SMHS name and crest. There are several approved designs for both male and female students. No other rings will be endorsed by the school, produced by our vendor, or blessed and presented at the Pin and Ring Ceremony. The only exception is if a student wishes to use an SMHS class ring passed down from an alumni sibling, parent, or family member. All juniors are required to attend and participate in the Pin and Ring Ceremony as part of joining the rising senior class. Failure to attend may result in the loss of senior privileges granted by the administration.

### **SENIORS and CATHOLIC CHURCHES ON COLLEGE CAMPUSES**

St. Michael High School will provide names and addresses of graduating seniors upon request by the pastor of the Catholic church on the college campus to which a senior has applied. Seniors and parents may opt out of this by sending a written request to the school Registrar.

### **SIGNS AND POSTERS**

Permission must be obtained from the Student Activities Director and approved by the administration before posting any signs and then only in designated areas. Signs will be limited as to size. To prevent damage to the walls and paint, only masking tape or blue painters tape must be used. Clubs or individuals posting signs or decorations are responsible for the prompt and proper removal of them immediately after the event. To prevent damage to the floors, nothing may be taped or glued to the floor.

### **STUDENT DIRECTORY**

St. Michael High School will provide a password protected online student directory, which will list student's name, school email address & grade, parent(s) name, home phone number, address, email address and parent(s) cell phone number. The online directory is password protected to ensure privacy. Parents must opt in to the online directory in order to have their information included in the directory.

### **STUDENT IDs**

All St. Michael students will be issued an official school ID after their school picture is taken. Students must wear their school ID on a school issued lanyard around their neck when they enter the school building in the morning until they leave the building at the end of the day. Students should have their ID's on them during school sponsored events. Current St. Michael students that present a valid SMHS ID will be admitted to all home athletic games at no charge with the exception of tournaments, playoff games and championship games.

Misuse of a student ID could result in the confiscation of the ID and in disciplinary action. Students will be charged for a replacement ID.

**TELEPHONE**

The phone in the school office is to be used in case of emergencies. When students must check out of school, the school office personnel must make the phone call to the parent/guardian concerning the matter.

**SMHS Student and Parent Handbook Agreement**  
**2025-2026**

**Please fill out, sign and return this page to the SMHS school office by Thursday, August 7, 2025.**

**PLEASE PRINT** information below legibly.

Student name: \_\_\_\_\_ Grade in 2025-2026 \_\_\_\_\_

Student name: \_\_\_\_\_ Grade in 2025-2026 \_\_\_\_\_

Student name: \_\_\_\_\_ Grade in 2025-2026 \_\_\_\_\_

Student name: \_\_\_\_\_ Grade in 2025-2026 \_\_\_\_\_

Mother or  
Guardian name: \_\_\_\_\_ Email \_\_\_\_\_

Father or  
Guardian name: \_\_\_\_\_ Email \_\_\_\_\_

Parent Broadcast Telephone Number for Family: \_\_\_\_\_

By our signatures below, we declare that we have read, understood, and agree to abide by the rules and procedures of St. Michael the Archangel Diocesan Regional Catholic High School and agree that the rules and policies outlined herein this handbook are the material condition of the contractual agreement between the school, the student, and his/her parent/guardian. The administration of SMHS has tried to be as explicit as possible, but during the course of the school year, new and unusual circumstances may arise. The principal has the authority to use discretion in making decisions regarding unforeseen circumstances. Further, the principal has the authority to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion. The principal may also amend the Student-Parent Handbook for just cause. Parents and students will be given notification by email and by posting the revised handbook on the website if such changes are made. SMHS is owned and operated by the Catholic Diocese of Baton Rouge and is governed by the rules and regulations in the Administrative Manual of the Catholic Schools Office. For any questions, please contact the school office at (225) 753-9782.

**PLEASE *sign*:**

Student \_\_\_\_\_ Student \_\_\_\_\_

Student \_\_\_\_\_ Student \_\_\_\_\_

Mother or  
Guardian \_\_\_\_\_ Father or  
Guardian \_\_\_\_\_

Date of signatures \_\_\_\_\_

*Print, fill out, and return to school office by Thursday, August 7, 2025.*

**SMHS MEDICATION FORM**  
**2025-2026**

Please fill out, sign and return this page to the school office by Thursday, August 7, 2025, if applicable.

**PLEASE PRINT** information below legibly.

Unless this is filled out and signed by a medical physician, St. Michael High School cannot dispense ANY medication whatsoever.

**Student Full Name:** \_\_\_\_\_

Medicine to be given:

\_\_\_\_\_  
Dosage:

\_\_\_\_\_  
Frequency:

YES NO Given as a “non-complex medical service?  
YES NO School personnel to distribute?  
YES NO Inhalant must be in possession of student  
for emergency reasons?  
YES NO Epipen must be in possession of student  
for emergency reasons?

Any side effects?  
\_\_\_\_\_

Medicine to be given:

\_\_\_\_\_  
Dosage:

\_\_\_\_\_  
Frequency:

YES NO Given as a “non-complex medical service?  
YES NO School personnel to distribute?  
YES NO Inhalant must be in possession of student  
for emergency reasons?  
YES NO Epipen must be in possession of student  
for emergency reasons?

Any side effects?  
\_\_\_\_\_

Print Name of Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature of Physician: \_\_\_\_\_ Date of signature: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date of signature: \_\_\_\_\_

*Print, fill out, and return to school office by Thursday, August 7, 2025.*