



# 2024-25 FAMILY HANDBOOK


## Building Hearts & Minds in Christ

Our Catholic school strives to provide a high-quality, faith-filled academic experience in the Catholic tradition for the students we serve. We believe that we can only achieve these goals with thriving partnerships and the full cooperation of our parents.

### Connect With Us

(903) 893-2127 

[www.stmarys-sch.org](http://www.stmarys-sch.org) 

713 South Travis Street  
Sherman TX 75090 

# Welcome

Dear St. Mary's School Families,

Welcome to St. Mary's Catholic School. In choosing St. Mary's Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

St. Mary's School is a community of faith where each student's spiritual, academic, physical, social and emotional growth is cultivated and nourished. The Family Handbook reflects the policies of St. Mary's Catholic School. Please read this document carefully and sign the agreement. This agreement states that you intend to abide by the policies of St. Mary's Catholic School for this year.

The faculty and staff of St. Mary's Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this work in us, may carry it through completion.

God bless you,

Annette Roraback  
Principal

# *St. Mary's Catholic School Advisory Council*

## **EXECUTIVE COMMITTEE**

Father Martin Casteneda

Ms. Annette Roraback

## **OFFICERS**

President: Kara Scow

Vice-President: David Engle

Secretary: Michelle Davis

## **MEMBERS**

Sarah Alanis, Jim Brown, Adriana Jauregui, Rebecca Knapp,  
Jasmine Rivera, Alex Sanchez, Kat Schraeder,  
Whitney Scheibmeir

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The school and principal reserve the right to amend the handbook for just cause at any time during the school year. Parents will be given prompt notification if changes are made.



# **SCHOOL STATEMENTS**

## **OUR MISSION STATEMENT**

St. Mary's Catholic School is dedicated to academic excellence and inspiring a faith-filled community of lifelong learners and compassionate leaders. We commit to teaching Catholic values and to following Jesus through meaningful service, prayer, and love.

## **OUR VISION STATEMENT**

We strive to help all students who leave our school to be:

### **Individuals Who Model Christ:**

- by exhibiting compassion, tolerance, justice, and respect
- by making good moral choices
- by serving others
- by having basic knowledge of Catholic Christian doctrine, tradition, Scripture, and liturgy
- by having the ability to engage in various forms of prayer

### **Diligent Lifelong Learners:**

- who possess a foundation of basic, academic skills leading to independent thinking and learning
- who are effective communicators, collaborators, and decision makers
- who exhibit an appreciation for the fine arts

### **Active Individuals:**

- who demonstrate knowledge of health, physical skills, and hygiene
- who understand the need to care for their physical being, as it is a gift from God and a temple for their soul
- who show respect for their own gifts and talents and for those of others

### **Responsible Citizens:**

- who conscientiously respond to the needs of society and the environment
- who appreciate and understand our diverse society
- who are cognizant of current events
- who participate in the democratic process
- who identify with, and participate in an active, faith-based community
- who display manners and etiquette toward all individuals

## **STATEMENT OF PHILOSOPHY**

We, the faculty and staff of St. Mary's Catholic School, believe that the Catholic school provides a unique form of education to the students it serves. We believe that we can only achieve these goals with the full cooperation of the parents. We encourage our students to always put forth his/her best efforts. In order that each student may work to his or her fullest potential, we provide a comfortable and safe environment. St. Mary's School provides an academic environment in which students can develop the knowledge, skills, attitudes, and values necessary for a productive, Christian life.

## **HISTORY OF ST. MARY'S CATHOLIC SCHOOL**

Originally founded as St. Joseph Academy in 1877 by the Sisters of St. Mary of Namur, St. Mary's School has a long-standing tradition in the Grayson County community. For over seventy-five years, the school existed as both an elementary and secondary school. During the last fifty years or so the school has offered primary education for its students. In 1966, a kindergarten was added, and in 1988, a preschool.

After one hundred fourteen years of dedicated service and love for their students, the Sisters of St. Mary retired from active teaching. The fall of 1991 brought forth a new era of an all-lay faculty, each dedicated to continuing the excellence of education instilled by the Sisters of St. Mary of Namur.

St. Mary's Catholic School is a member of the National Catholic Education Association (NCEA) and accredited by the Texas Conference of Catholic Bishops Education Department (TCCBE).

## **WEEKLY PRAYERS**

### **THE DAILY OFFERING**

[Prayed Every Morning]

Heavenly Father, I praise You and thank You for Your great love, and I lift up this day for Your blessings. With Your help, I will live today as a responsible, generous and honest person. Like Jesus, I will try today to treat everyone I meet with dignity and respect. With Your spirit alive in me, I will witness Your love by thinking of others first and myself last. Help me today Father, to put into action what I have said in words. I ask this in Jesus' name.  
Amen.

### **HAIL MARY**

[Prayed Every Afternoon]

Hail, Mary, full of grace,  
the Lord is with thee.  
Blessed art thou among women  
and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death.  
Amen.

### **ST. MICHAEL THE ARCHANGEL**

St. Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly host, by the power of God, cast into hell Satan and all the evil spirits who prowl about the world seeking the ruin of souls. Amen.

### **GUARDIAN ANGEL PRAYER**

Angel of God, my guardian dear, to whom God's love commits me here.  
Ever this day be at my side, be at my side, to light and guard, to rule and guide. Amen.



# **ACADEMIC POLICIES**

## **CURRICULUM**

It is the responsibility of the principal of St. Mary's to see that the goals and objectives of the school are effectively implemented by the staff through the organization of the curriculum, the learning climate, and the learning experiences that provide for the development of each student. The curriculum shall be in accordance with the Texas Catholic Conference of Bishops Education Department, the Catholic Schools Office and with the specific guidelines for each subject area. Any significant departure from the directives and guidelines requires explicit written permission from the Superintendent of Catholic Schools.

The curriculum adopted by St. Mary's Catholic School is mandated by the Roman Catholic Diocese of Dallas. It meets and exceeds the state curricula regulations for other public accredited schools in Texas. St. Mary's Catholic School is accredited by the Texas Catholic Conference of Education. The curriculum offers the student a challenging and well-integrated program of study. In addition, a variety of instructional programs and methods provide students with learning experiences and opportunities to develop his/her potential. All students are taught problem-solving and critical-thinking skills and are given the opportunity to participate in enrichment activities that promote creativity and future-oriented thinking.

### **The curricula places emphasis on:**

- A Christian education in a Christian environment
- Moral and spiritual values
- Academic excellence
- Individualized attention to the greatest extent possible.

## **CORE SUBJECTS**

St. Mary's Catholic School identifies the primary or core subjects as follows:

- Math
- Reading
- English/Literature
- Social Studies
- Science
- Religion

## **STUDENT SUCCESS**

All available school resources shall be utilized to promote student success. *School success can only be attained through cooperation between parents and educators.* Concerns about a student will be addressed by the classroom teacher and the parent. The teacher and the parent will develop a plan for improvement. This may include hiring a tutor, staying after school for individual help, peer tutoring, etc.

If it is determined that the school's resources cannot meet the needs of the student or if the parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

## **GRADING AND REPORT CARDS**

The school year is divided into four quarters. All academic and conduct grades students receive will be the result of an honest and careful evaluation of all phases of the student's work and effort by each teacher.

## **PROGRESS REPORTS**

Progress reports for each core subject will be emailed via FACTS at the midpoint of each quarter for students in grades 1-8. Parents may continue to check their child's progress daily online with FACTS.

Academic progress will be discussed verbally at the first parent/teacher conference. Students in grades 1-8 will receive emails via FACTS of official report cards at the end of each quarter. Students in kindergarten will receive emails of official report cards after the 2nd, 3rd and 4th quarters. Students in grades Pre-K3 and Pre-K4 are not issued report cards.

## **ACADEMIC GRADE EXPLANATIONS**

### Kindergarten Achievement Code:

3=Meets Grade-Level Standards  
2=Making Adequate Progress Toward Grade-Level  
1=Not Making Adequate Progress Toward Grade-Level  
N/A=Not Assessed at This Time

### Grades 1-2 Achievement Code:

E= Excellent  
G= Good  
S= Satisfactory  
N= Needs Improvement  
U= Unsatisfactory  
I = Incomplete

### Grades 3-8 Codes

A= 100-94  
B= 93-85  
C= 84-76  
D= 75-70  
F= 69 and below  
1= Extended grade level material  
2= On grade level material  
3= Below grade level/modified curriculum

## **CONDUCT GRADES**

### Conduct and Effort Codes:

E= Excellent

S= Satisfactory

G= Good

N= Needs Improvement

U= Unsatisfactory

Conduct grades are based on behavioral traits listed below:

- ATTENTIVE IN CLASS - Student listens to and follows directions, stays focused and on task.
- OBSERVES SCHOOL RULES - Student follows school and classroom rules.
- RESPECTS AUTHORITY - Student is polite and respectful toward adults.
- RESPECTS NEEDS AND PROPERTY OF OTHERS - Student is considerate and appreciates the worth and value of others and his/her belongings.
- COOPERATES WITH OTHERS - Student works and plays well with others.
- IS WELL-MANNERED—Student is polite and exhibits Christian behavior.
- DEMONSTRATES POSITIVE ATTITUDE – Student is positive about work and school
- SHOWS SELF-DISCIPLINE – Student practices self-control.
- WORKS INDEPENDENTLY – Student can work without constant help or supervision.
- COMPLETES ASSIGNMENTS ON TIME – Student hands in work when it is due.
- PREPARES FOR CLASS/TEST – Student has all required materials.
- EXHIBITS ORGANIZATIONAL SKILLS – Student keeps desk and other spaces organized.
- BRINGS REQUIRED MATERIALS TO CLASS – Student has all necessary materials for all classes.
- PARTICIPATES IN CLASS – Student volunteers, answers and participates in other ways in class.
- USES TIME AND RESOURCES WISELY – Student uses time and materials in a productive manner.
- WORK REFLECTS NEATNESS AND ACCURACY – Work is legible, accurate, neat, and organized.

### **GENERAL ACADEMIC HONESTY**

All students at St. Mary's Catholic School are expected to do his/her best work. It is never acceptable for a student to use any dishonest means to achieve a grade or complete an assignment. Cheating, plagiarizing, or any other misrepresentation of his/her work is not acceptable. There are severe consequences for cheating of any kind, and it will not be tolerated in any shape or form. All students at St. Mary's Catholic School should not lie, cheat, steal, or condone anyone who does so. As a Catholic Christian school, in order to promote the positive moral and ethical development of our students, the school will expect the support of parents to work with our students in this area. The consequences for academic dishonesty are listed in the discipline code and will be strictly enforced.

## **ACCELERATED READER CODE OF HONOR**

St. Mary's Catholic School has established the following *Accelerated Reader Honor Code*:

- No student will unfairly advance his/her own performance in the *Accelerated Reader* program, nor will he/she in any way intentionally limit or advance the performance of his/her fellow students using *Accelerated Reader*.
- The following actions are examples of what the community will consider as cheating:
  1. Giving or receiving questions or answers for an *Accelerated Reader* test or cheating on a test.
  2. Using Cliff Notes, classic comic books, movies, videos, or shortened or abridged versions of the books on the *Accelerated Reader* test.
  3. Using any means besides reading the full, unabridged version of the book to pass an AR test.

## **STANDARDIZED TESTING**

Catholic schools in the Diocese of Dallas test their students on an annual basis using the Iowa Test of Basic Skills (ITBS) during mid-October. Students in grades 1-8 are given the ITBS and Cognitive Abilities Test (CogAT). Results of the tests are given to the parents six weeks after initial testing.

## **TEXTBOOKS**

The textbooks used at St. Mary's Catholic School are selected from a list adopted by the Diocese of Dallas. Textbooks are provided on a rental basis. Students have full responsibility for the care of the textbooks issued to them. Texts should be kept free from pencil or ink marks. Students may be fined for damage beyond the normal wear and tear or may be asked to pay full replacement costs for the books that have been lost, damaged or destroyed. Each student should use a backpack or other similar pack to transport books to and from school.

Students are encouraged to take necessary textbooks home each evening. However, the excessive transportation of textbooks to and from school causes unnecessary damage and wear and tear on the books. Students and parents are discouraged from taking every book home every night "just so the students will not forget something."

## **HOMEWORK**

Homework planned to meet the needs of students has an essential place in the educational program. Homework should be assigned for the following purposes.

- 1) Reinforcement concepts and skills that have been presented in class.
- 2) Development of the student's creativity and discipline through enrichment projects or research.
- 3) Provide opportunity for the student to work independently and to accept responsibility for completing a task.

The amount of time which different students in the same grade spend doing homework will vary. The following table provides guidelines for the amount of time the typical elementary student may spend daily in homework:

- Grades 1-2: 30 minutes
- Grades 3-4: 30-45 minutes
- Grades 5- 6: 45-60 minutes
- Grades 7- 8: 60-90 minutes

Homework reinforces what was learned during the school day, provides the opportunity for independent study, and gives ownership to the daily class work. Homework should be expected each day but may not always appear in the form of written work. Essential components of homework are reading, re-reading, reviewing, and studying class work, as well as completing additional assignments that are not finished in school. Students in grades 4-8 should be aware of the requirements of long-term projects and work as necessary to ensure the projects are completed on time.

Students at St. Mary's Catholic School also need to be aware that the grade that he/she earns will be directly proportional to the amount of effort that he/she puts into his/her work. Since homework is a key component in any student's grade, the more effort that a student puts into the assignment, the more likely that the student will receive a higher grade. For example, it may be necessary for a student to spend more than the allotted time listed below for a given assignment to earn an "A."

It is strongly recommended that every student have a **DAILY ROUTINE STUDY TIME** that is **SELDOM INTERRUPTED OR CHANGED**. A child should never say, "I don't have homework tonight." Rather, the child should be led to examine what subject may require additional study time or what additional work could be done to prepare for upcoming assignments. Parents can aid their children in home study by showing interest in their schoolwork and by examining accuracy and quality.

### **MISSING HOMEWORK POLICY**

Students in grades K – 3<sup>rd</sup> grade will have a policy for missing homework established by the individual teacher. Grades 4<sup>th</sup> -8<sup>th</sup> will have the following policy that may be altered at the discretion of the principal:

### **MISSING HOMEWORK DUE TO FAILURE TO COMPLETE**

Students will bring his/her school planners to class with them. Missing assignments will be recorded in the planner. The following penalties have been established for late work:

- One day late: -10 points
- Two days late: -20 points
- Three days late: -30 points
- More than three days late: Teacher discretion

### **MISSING HOMEWORK DUE TO ABSENCE**

The student is responsible for gathering assignments, worksheets and material when he/she returns. The student has one day for every day absent to turn in assignments or visit each teacher's room to obtain a grade for the work. Failure to do so will result in consequences related to missing homework due to failure to complete.

Parents are encouraged to look in the planner to check on their student's progress and to use this as a tool to ensure that their children are keeping up with his/her work. This can also be considered a formal communication with the parents and is one more way in which the school and staff keep parents informed about the progress of their children.

### **STUDENT PLANNERS**

Student planners are used in grades 2-8. The planner is one of the primary ways that the teachers communicate with parents, and this book provides valuable information and quick feedback for both parties. Parents are expected to check the book on a regular basis and review the assignments with their children. This monitoring by parents ensures that the students are keeping up with his/her work and that parents are aware of the day-to-day progress of their children.

Students are encouraged to record all assignments each day, even those assignments that have been completed. Parents can use this information to see the work that the student did that day. Future assignments and upcoming test dates should also be recorded.

There is a \$15.00 replacement fee for student planners.

### **ADVANCEMENT**

Each school will maintain adequate data and will utilize appropriate evaluation instruments when making decisions regarding the progress of each student. Any decision not to promote a student to the next grade level or to take adverse action with respect to a student for academic reasons must be based on consideration of objective academic criteria together with consultation with appropriate staff and parents. The final responsibility for a student's promotion or retention rests with the chief administrator or designee. The dates of advancement and grades or levels indicating the course of student progress must be clearly indicated on each cumulative record.

### **PROMOTION**

Social promotions and skipping grade levels are prohibited in Catholic schools in Texas.

### **NON-PROMOTION AT THE ELEMENTARY/MIDDLE SCHOOL LEVEL**

Each child should be considered individually. Any decision concerning promotion vs. non-promotion must be made after considering all facts related to the child's development (emotional, physical, social as well as intellectual and academic), collected from a wide range of sources throughout the year. Written documentation of compliance with the following procedures is to be retained in the confidential file. If the following requirements are not met due to extenuating circumstances or because, at the discretion of the local team, non-promotion appears to be in the best interest of all involved, the local administration may appeal to the Catholic Schools Office for a waiver of this requirement.

- 1) There is consultation between the academic support team and chief administrator or designated academic administrator as early as possible in the first semester.
- 2) A conference is held with the parents no later than the beginning of second semester to advise them of the possibility of retention and to discuss possible remedial actions.
- 3) Follow-up conferences with parents are held to evaluate the academic progress of the child.

- 4) Evaluations and reports to parents must indicate failure to achieve minimum objectives required at the particular grade level.
- 5) A final decision will be made only when all academic work for the year is considered.
- 6) Exceptions to this time frame may be made by the principal or chief administrator, in consultation with the Superintendent.
- 7) A student shall be retained no more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school.

### **ACADEMIC PROBATION**

Students who fail one or more subjects during the school year will be required to have a meeting with the principal and the teacher(s) to discuss a plan for improvement. The student may be placed on academic probation. If this plan is ineffective and the student then fails for a second time, the school administration will meet with the parents to discuss an intervention plan or possibly withdrawing the student.

The decision regarding the adequate progress of the student rests with the principal whose decision is final. Should there be a need for an appeal, parents may contact the Superintendent of Schools of the Diocese of Dallas.

If the school recommends that a student be retained, and the parent does not agree and will not comply with the wishes of the school administration and staff, the parent may exercise the option to attend another school. Should a parent choose to transfer his/her child to another school, he/she needs to be aware that the student's permanent record will reflect his/her failing grades and the recommendation that the student be retained at his/her current grade level.

### **INTERVENTION**

At anytime during the school year, preferably before the end of the first quarter, when a student is identified as being unsuccessful in his/her core subjects according to established indicators (academic performance, attendance records, observed relationships with faculty, staff, peers, etc.), the following steps will be taken:

1. A STUDENT INTERVENTION TEAM (SIT) will be formed.
2. The team will be composed of the principal, parent(s)/guardian(s), and core classroom teachers. When necessary, the team will also include a learning specialist, and/or social worker.
3. THE TEAM WILL:
  - gather pertinent data to include all factors and circumstances that influence student performance and well-being.
  - recommend psychological or other testing when appropriate.
  - consider all alternatives to grade-level retention
  - develop an Intervention Plan to identify a student's learning needs. The team will develop a series of expectations and appropriate instructional strategies for the student.
  - The team will monitor progress to ensure that the plan is effective, individualized and adjusted as needed.
  - The Student Intervention Team will benchmark and document the student's progress at least every six weeks after implementation of the Intervention Plan.

## **MODIFICATIONS**

When a student with a clearly defined learning difference is admitted to St. Mary's Catholic School, it may be necessary to make accommodations to the curriculum or to the instruction that will affect that student. To qualify for modifications of any kind, a student **MUST** have some form of academic testing on file in the school office. This can be in the form of a report from a school-approved counselor, a private academic diagnostician, a report from a diagnostician with Sherman Independent School District, or a physician's evaluation if necessary modification is due to a medical diagnosis.

Some examples of accommodations are reduced homework, taking tests orally, taking tests in a separate setting, testing with no time limits, extra time for long-term assignments, making extra use of the computer for word processing to produce daily assignments and notes, being provided copies of notes, and checking homework on a daily basis.

Upon receipt of the report, the principal, teachers and parents will meet to discuss the most appropriate ways to modify the curriculum and instruction to ensure the greatest opportunity for student success. The plan will be documented and put on file at the school office and a copy given to the parents.

The responsibility for the implementation of the plan is equally placed on the school, the student, and his/her family. Frequent communication is the best way to ensure that both the school and the student are following the plan and that it is working effectively. The plan will be reviewed at each parent/teacher conference and again at the end of the year. At the start of the following school year, the plan will be reviewed. Changes may be made at that time if new information or testing has been conducted.

## **CONFIDENTIAL STUDENT RECORD FILES**

Schools are required to compile and maintain certain student records for stipulated periods of time in accordance with the diocesan record retention policy. These records are to be stored in a separate file from the cumulative records. Such records are:

- a) Guidance and counseling (5 years),
- b) Special education student records and/or diagnostic testing (5 years),
- c) Disciplinary records, if any (5 years).

In general, the confidential student record files are not transferred with the cumulative record. The local chief administrator, in consultation with the Superintendent's office, reserves the right to share these records, including discipline records, if it is in the best interest of the local community or others to do so. Examples of such circumstances may include, but are not limited to, situations in which a student is believed to pose a threat of danger to themselves or others, a student withdraws to avoid discipline, or a student withdraws to avoid an investigation into alleged student conduct.

## **PARENTAL ACCESS TO STUDENT RECORDS**

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.



In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, it is not the school's responsibility to enforce court orders. Please see the section on custody and family law issues below.

Schools will generally not release a student's records to third parties without the written consent of a student's parent or guardian. However, a school may disclose student records to or for:

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes;
- d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;
- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

### **PERMANENT STUDENT RECORD**

A permanent student record is to be maintained by the school for every student who is admitted to and attends the institution. In addition to the data concerning academic progress and attendance, the records shall include the following:

- a) Legal name of student,
- b) Place and date of birth,
- c) Social security number (optional),
- d) Natural gender of student,
- e) Name and address of parent (guardian) of minor student,
- f) Religious preference,
- g) School entrance date,
- h) Date and place of Baptism, First Eucharist and Confirmation (if applicable),
- i) Standardized test results,
- j) Verification of required immunizations.

A standard form devised and approved by the Catholic Schools Office shall be used for the records of elementary school students.

## **ADMISSIONS**

St. Mary's Catholic School accepts children of any race, sex, national origin, or handicapped condition (if the school is able to meet that child's needs). To honor the partnership between the school and families, it is essential that parents/guardians provide school personnel with thorough and accurate information that may be relevant to their student's success and that could impact the safety and/or integrity of the learning environment for other students in the school community, including but not limited to, any information regarding disciplinary and/or criminal history or action. Parents/Guardians are required to disclose such information at the time of application to the school and this duty continues as long as the student is enrolled. Failure to disclose such information at the time of application or at any time the student is enrolled at the school may result in dismissal of the student.

Due to a lack of necessary personnel, equipment, or a formal special education department, some students with specific learning disabilities or behavior problems may not be admitted. Once accepted, no student will lose his/her place if registered on time. During the school year, students, Catholic or non-Catholic, moving into the city or transferring from other schools may be accepted. Students from Sherman Independent School District, other local school districts, or home schools may transfer into the school during the current school year prior to February 28th of the current school year but must meet acceptable criteria with regard to behavior and academic achievement. Students moving to the Sherman area may be admitted after February 28 at the discretion of the principal.

### **ADMISSION REQUIREMENTS**

- Applications must be made through the school office and be accompanied by an online application fee of \$25 or paper application \$40. Registration fees are \$225 for Pre-K classes and \$375 for grades K-8. This expense covers the book and supply fee. These fees are non-refundable. Applications are taken for available spaces only.
- Admission to St. Mary's Catholic School is based upon the availability of space, scholastic qualifications, and resources available to meet student needs.
- St. Mary's Catholic School reserves the right to test incoming students to determine the most appropriate grade placement in the best interest of the students.

### **RECORDS REQUIRED FOR ADMISSION**

For admission of all students, parents are required to present the following information.

- Official copy of the child's birth certificate from the Bureau of Vital Statistics
- Evidence of compliance with immunization requirements
- The mandated health assessment form
- A baptismal certificate, if applicable
- Legal custody agreement if parents are separated or divorced
- In addition, for admission of older students, parents shall present appropriate notification from the school previously attended and a copy of their official transcript.

New students requesting admittance to grades 1-8 must present a report card from the previous year or, in the case of late entries, a report card for the current year. Current test results and a report card are also required for transfer students.

All families currently enrolled in the school must re-register each year. Families who fail to meet any and all financial obligations or uphold standards of St. Mary's Catholic School may be denied re-admission.

### **AGE REQUIREMENTS**

- PK: 3 years old on or before September 1st
- Kindergarten: 5 years old on or before September 1st
- Grade 1-8: Successful completion of previous grade

### **ADMISSION PRIORITIES**

1. Currently enrolled students
2. Siblings of currently enrolled students.
3. Members in good standing of St. Mary's Catholic Parish.
4. Catholics who are not members of St. Mary's Catholic Parish.
5. Non-Catholics.
6. Late Applicants.

### **TERMINATION OF ENROLLMENT**

A student's enrollment may be terminated in accordance with the policies set forth in this Handbook.

If a school decides to terminate enrollment in light of parent or guardian behavior, a discipline situation, or as a way to help a student avoid embarrassment or unnecessary hardship, the school has an obligation to inform other Diocesan schools about the termination action.

The local chief administrator, in consultation with the Superintendent, will determine what information is pertinent to a situation and ensure that information is shared with any receiving Diocesan schools.

Parents should be made aware that termination as a result of financial issues, legal issues, moral turpitude, or other serious reason can and will be shared with other diocesan schools, and may also be shared with non-diocesan schools if permitted by law.

### **TRANSFERS**

When a child transfers to another school, the parents must complete a withdrawal form for the student's permanent file. Scholastic records will be sent only when tuition is paid in full through the final month that the child attended St. Mary's Catholic School.

## **AHERA INSPECTION**

TO: Parents, Teachers, Employees, and Occupants

FROM: Annette Roraback, Principal

RE: AHERA Management Plan

According to the Asbestos Hazard Emergency Response Act (AHERA) regulations, all schools are required to inspect buildings for friable and nonfriable asbestos-containing building materials. A management plan must be developed and submitted to the Texas Department of State Health Services for approval.

Although asbestos can cause health problems, the fibers are hazardous only when inhaled or ingested (eaten). When the asbestos fibers are bound to another material, as in plaster or tar, or wrapped, as in pipe insulation, they do not present a hazard. Therefore, the safest way to handle asbestos-containing materials is to maintain them in good condition.

An inspection was conducted in the past year at Saint Mary's Catholic School to identify any asbestos-containing building materials in the facility. During the inspection, asbestos products found at Saint Mary's Catholic School were limited to: vinyl floor tile and/or associated black mastic, plaster patch, mechanical systems paper tape, presumed mirror mastic, presumed chalkboards and associated mastic backing, window glazing, & presumed ceiling tiles (principal's office only).

At the time of the inspection, these materials were in good condition, posing no immediate health hazard as observed.

A management plan has been developed for Saint Mary's Catholic School and submitted to the Texas Department of State Health Services for approval.

The Management Plan will be located and filed for review at the Administration Office building located at 713 S. Travis in Sherman, Texas. Office hours are: 8:00 - 12:00 and 1:00 - 4:30, Monday through Friday.

Sincerely,  
Annette Roraback  
Principal

# **ATTENDANCE**

## **SCHOOL HOURS**

1. The school day for all grades begins at 8:00 AM.
2. Students should be in his/her seats at 8:00 or he/she will be counted tardy.
3. Pre-K 1/2 day ends at 11:30 AM.
4. All other classes end at 3:30 PM.
5. All Early Release days end at 12:00 Noon. These days will be noted on the school website and academic calendar.

## **ENTERING SCHOOL GROUNDS**

Students are to be dropped off in front of the main entrance on Travis Street or at the Gym entrance. The school does not have a crossing guard. Therefore, any families parking across Travis Street must escort their student(s) while crossing to enter the front courtyard. Do not drop children off before 7:45 am unless arrangements have been made with the Early Arrival Program teacher. Students riding the bus will arrive at the front entrance on Travis Street.

**PARENTS: State Law prohibits cell phone usage in school zones while driving.**

## **EARLY ARRIVAL & AFTER SCHOOL PROGRAM**

In the interest of safety, students are requested not to arrive on the school grounds earlier than 7:45 AM unless enrolled in the Early Arrival Program. Unless a child is attending the After School Program, he/she must be picked up by no later than 3:40 PM. Students not picked up by that time will be sent to the After School Program and charged accordingly. The school office officially closes at 3:45 PM.

## **ABSENCES**

Please schedule vacations and dentist/doctor appointments outside school time. When your child is absent for more than one day, please notify your child's teacher. Parents/guardians must sign their child out each time he/she needs to leave the school during the school day.

Sign out will be done at the receptionist's office. The receptionist will send for your child. Adults are to wait for the students to be brought to the front entrance.

Students are expected to attend school every school day, personal illness and family emergencies being the exception. Partial day absences will be recorded. Any student that leaves prior to 1:30 will be considered absent half a day. No student may exceed more than (10) absences for the school year without serious reason.

If your child is going to be absent, the parent/guardian must contact the school by 8:30 a.m. This is to be repeated each day of the student's absence. On the day following the absence the student is to provide the teacher with a signed and dated note from his/her parent/guardian explaining the reason for the absence. Unexplained absences will be considered unexcused.

An absence of two hours or more in the morning or afternoon will be considered as a half-day absence. Therefore, any child that arrives after 10:00 will automatically be recorded half-absent.

## **TARDIES**

It is important that students develop punctuality and responsibility. Morning prayers begin promptly at 8:00 AM. Any student who is not in his/her classroom and seated at his/her desk by 8:00 AM will be considered tardy. It is understood that circumstances will occasionally arise which will cause a student to arrive at school late. However, many students make a habit of being tardy; this constant or frequent late arrival causes a disturbance to the class and does not allow the students to ready themselves for the day's work.

The consequences of being tardy to school are as follows:

- After four (4) tardies the student will sit out from recess for every tardy from this point forward to the end of the semester.
- Every five (5) tardies = 1 absence

The tardy count will reset at the beginning of each semester.

A student who is tardy due to a scheduled doctor's appointment or other extenuating circumstance will be allowed an excused tardy at the discretion of the principal and must have a note from the parent.

## **DOCTOR APPOINTMENTS**

Early dismissal of students is discouraged in order to maximize instructional time. Please make every effort to schedule routine medical and dental appointments after school hours. If a child needs to leave school for a medical appointment, he/she must bring a note from the medical office upon returning to school.

## **LEAVING SCHOOL PRIOR TO END OF DAY**

Family emergencies, illnesses, medical appointments, or other unexpected situations may arise and require a student to leave early. However, it is not acceptable to take children unless it is a serious circumstance. Regardless of circumstance, any student that leaves prior to 1:30pm of the school day will be issued a half day absence.

Parents should communicate to the front office and child's affected teacher (i.e. teacher of the child at that time of the appointment - see student schedule available through Parent's FACTS account) at least 24 hours in advance of any appointment or early departure. This courtesy will prevent delays. The school does not recommend relying on children to communicate about off campus appointments.

The school will do its best to have a student ready in the front off at the indicated time. For educational reasons, the school recommends children be requested no more than five minutes of the necessary departure. Please keep in mind that circumstances (e.g. attending Mass, outdoor recess) may not always allow students to be immediately available at specific times. *Failure to notify the teacher or front office may result in the child not being ready at the desired time.*

For a student to receive full credit for a day of attendance, he/she must arrive no later than 10:00 AM or may not leave earlier than 1:30 PM.

## **EMERGENCY AND EARLY SCHOOL CLOSINGS**

In the event that it becomes necessary to close the school due to inclement weather or any other emergency, the school will send out a mass communication alert via FACTS. Closings may be posted on local television and radio stations like Channel 12 (KXII), WFAA. St. Mary's Catholic School will also consult with the Sherman Independent School District in regard to cancellation of classes.

## **CHANGES IN INFORMATION/ROUTINES**

For security and safety, all changes to a student's information are completed by the legal guardian/parent via FACTS. Such changes include where a child will be going after school or who is authorized to pick up your child. As a courtesy, please notify the school office if your child will be leaving school with someone other than the routine driver.

## **ATHLETICS/EXTRACURRICULAR ACTIVITIES**

As a Diocesan Catholic School, St. Mary's students are eligible for membership in the Dallas Parochial League. To participate in the DPL the member school must have paid the annual assessment (dues). Students must be in the 5th, 6th, 7th, or 8th grade at a member school. Students must be in good standing in both academics and conduct as determined by the principal of their school of attendance. Students must be in good standing with regard to past sportsmanship.

### **ELIGIBILITY**

Students participating in DPL sports, archery tournaments, field trips and extracurricular activities must maintain eligibility. Sports sign ups will be advertised in the weekly family newsletter.

A student may lose eligibility in three different ways:

- 1) Unexcused or Excessive Absences
- 2) Conduct & Hard Work Ethic
- 3) Academics

Students deemed ineligible, will have to take measures to regain eligibility via an [Eligibility Form](#).

### **Unexcused Absences**

For Middle School, any student who incurs five consecutive, unexcused absences will be automatically ineligible. This includes vacations or trips.

### **Academic Eligibility**

Students participating in DPL activities, archery tournaments, field trips and extracurricular activities must meet the minimum standard for academic eligibility.

#### Minimum Standards for Academic Eligibility

The school timestamps academic eligibility on the issued day of progress reports and report cards. At that time of progress reports or report cards, a student must be passing each subject area with at least a 70%; maintain an overall 76% (C) average in all subject areas, with no more than one "D" and no "F's"; and maintain at least an "S" average in conduct. Failure to maintain these minimum standards will result in a student being ineligible.

### **Conduct and Hard Work Eligibility**

*"This is how all will know that you are my disciples, if you have love for one another."* John 13:35

Conduct and Hard Work eligibility is determined at the discretion of the faculty and principal. Old-fashioned hard work is an indispensable virtue. Hard work includes initiative, diligence, goal setting, and resourcefulness. Students must exude hard work in order to receive the privilege of participating in field trips, extracurricular events and athletics. Students unwilling to participate in teacher led activities or failing to complete assignments (not due to absences) will be considered ineligible.



**Ineligibility**

When a student becomes ineligible, he/she may not try out or participate in a team sport or extracurricular activity.

Archery tournaments do not align well to eligibility timestamps (i.e. progress reports, report cards) due to their irregular, infrequent and unseasonal dates. The consequence of not participating in a tournament may or may not occur within close proximity to the eligible timestamp. Some tournaments may be over one month away from an eligibility date. The decision of which tournaments are affected by eligibility will be determined by the principal in consultation with the Archery coach.

**Practices**

Students will be permitted to practice during the first week of ineligibility. If the student remains ineligible after one week, then the student will not be permitted to attend any more practices.

**Regaining Academic Eligibility**

Students must show evidence of passing grades in all subjects in order to participate in any upcoming game/tournament or extra-curricular activity. The school encourages parents to look at the gradebook via FACTS.

If the student's grades meet the criteria, then the student will be placed on *probationary* eligibility for that particular week. The student must maintain the minimum standard each week until the next report card or progress report.

# **COMMUNICATION**

## **CONFERENCES**

Every effort will be made to keep lines of communication open to ensure that every school family has the best educational experience possible at St. Mary's Catholic School. It is imperative for parents to feel that the school is available to provide information and guidance when necessary. Parents are encouraged to contact the school when there are problems so that any issue can be addressed in a timely manner to ensure that the best interests of the child are represented.

Parents should be aware that phone calls to teachers should be answered within 1 business day and a meeting or phone conference will be held at the earliest opportunity. The types of conferences are listed below.

### **FORMAL CONFERENCE**

Parent/Teacher/Student conferences are once a year following the first quarter.

### **INFORMAL CONFERENCES**

Your child's progress is important to the school. Teachers are available to discuss issues during the regular school day and after school *by appointment only!* Contact the school office to leave a message for the teacher or send a note with your child. Teachers will return calls within 1 business day of the receipt of the message. Impromptu conferences should not be held without prior notice so that both the parents and teachers can be adequately prepared for the meeting.

### **GRIEVANCE PROCEDURES**

Every effort shall be made to resolve situations so that the education process can continue. Before differences become formalized grievances, both parties shall make every effort to resolve problems through open communication. If a parent seeks resolution of a situation relating to a student, the following steps should be taken.

- *The matter should first be addressed with the child's teacher.*
- A matter that cannot be resolved by teachers and parents will lead to a meeting between the teacher, student, parents, and the principal.
- If, after discussion with the parent and teacher, the principal cannot settle the case, the parent may make a request to the superintendent of the Diocese of Dallas for a meeting to discuss the matter.

### **ADDRESSING THE ADVISORY COUNCIL**

Persons may wish to address the St. Mary's Catholic School Advisory Council at a regularly held council meeting. Persons may address the Advisory Council on an issue or a policy of the school.

Persons who desire to address the St. Mary's Catholic School Advisory Council should contact the president of the Advisory Council or the principal in writing at least 10 days prior to the next meeting. The council president and the principal shall decide if the issue will be presented. Persons who attend a meeting of the Advisory Council without first having been placed on the agenda will be allowed to address the Advisory Council only if the president determines there is time to hear the issue.

## **SUPPORT OF THE SCHOOL**

Respect shall be observed during any verbal and nonverbal communication at all levels within the St. Mary's Catholic School community. The following actions will be termed in violation of the respect for the community and may result in dismissal from school:

- public criticism of school personnel or procedures
- threats of any nature toward personnel or families, or verbal and nonverbal acts of aggression including yelling, screaming, pushing, etc.
- discussion of student or family matters based upon confidential information obtained as a volunteer.

## **TELEPHONE USE**

Children are permitted to use the phone only with the approval of a school employee. Students will not be called to the phone to receive messages. Only messages of an emergency nature will be relayed to students. Parents should not attempt to make use of a child's cellular telephone during the school day, but should call the office in the event of an emergency.

## **COUNSELING SERVICES**

St. Mary's Catholic School does not employ a school counselor. However, the school will have a guidance program. If a student is determined to need counseling services, the school will share a list of local, qualified counselors.

## **DISCIPLINE**

St. Mary's Catholic School seeks to create a safe, orderly and Christian environment, which permits teachers and students to work together to promote a positive academic environment. Since a quality learning environment is important, all students are expected to follow rules that will foster this.

Consequences are established with the idea that both the positive and the negative will encourage students to make informed and intelligent choices. When discipline of a student is necessary due to an infraction or problem, the goal of the consequence is to help the student understand what may have been done incorrectly and to help avoid it in the future.

It is important for both students and parents to know that the goal of the discipline plan at St. Mary's Catholic School is to help our students develop values and to keep order in the school. The school reserves the right to work with students who may need an individualized plan to be successful.

### **CODE OF CONDUCT**

The following five standards of conduct are offered as guidelines to the development of responsible, civic minded Christian students.

1. Exercise of self-control
  - Use courteous language
  - Resolve conflicts in a mature manner
  - Be appropriately dressed and groomed, and otherwise comply with the school's uniform policies
  - Be honest
  - Make choices that are ethically and morally responsible
2. Demonstrate a positive attitude
  - Be polite
  - Take a leadership role
  - Be cooperative
3. Respect the rights and feelings of others
  - Treat others with courtesy and respect (i.e., put oneself in the place of the other person, whether the person is another student, teacher, parent, community person, or any other person on campus).

4. Take responsibility for school property
  - Respect the school buildings, grounds and property.
  - Keep campus free from trash and graffiti.
  
5. Support the learning process
  - Attend all classes regularly and on time.
  - Be prepared for class (i.e., bring assignments, books and supplies).
  - Complete schoolwork and tests on one's own.
  - Participate in class activities.
  - Obey classroom policies.

### **CLASSROOM PROCEDURES**

1. Attend and be on time for all classes.
2. Be prepared for each class with appropriate materials and assignments.
3. Be properly attired as explained in the dress code.
4. Demonstrate respect for the rights of staff members and fellow students.
5. Demonstrate respect for school property and the property of others.
6. Eat only in designated areas. (Supervised classroom activities are an exception to this rule.)
7. Do not chew gum on school property.
8. Keep desks neat and orderly.
9. Walk in hallways and outside corridors.
10. Respect the privacy of any staff member. Never tamper with an adult's desk, computer, purse, etc.

### **CONDUCT ON SCHOOL TRIPS**

The same rules apply when students are off campus as when they are on campus. Students must remember that their behavior on a school trip can reflect the reputation of the school and the community. Students need to keep this in mind and act accordingly at all times. Use of electronic devices requires permission from the immediate supervisor.

### **CONDUCT WITH VISITORS**

All visitors are to be treated with courtesy and respect. The goal is for a visitor to leave with a positive feeling concerning St. Mary's School.

### **ELECTRONIC DEVICES AND CELLPHONES** - See [Technology](#)

If a student needs to contact a parent during school hours, they may use the phone located in the school office. During extra curricular events, the responsible teacher/coach will ensure parents are contacted.

## **STUDENT RIGHTS AND RESPONSIBILITIES** **REGARDING SAFE ENVIRONMENT**

St Mary's Catholic School recognizes that each person has great dignity because each is made in the image and likeness of God; therefore, each person deserves respect. Respect and dignity are based on the Ten Commandments; we do not steal, lie, cheat, hurt a person in spirit or body, or do anything that would hurt the dignity of another.

The Diocese of Dallas believes that all students have a right to a safe and healthy school environment free of all forms of intimidation or harassment. As a matter of both diocesan school policy and religious obligation, bullying, harassment, and/or other threatening behavior by a student will not be accepted or tolerated in a Catholic school. Students engaging in such behavior, seriously or in jest or online, may be liable to disciplinary action up to and including suspension and/or expulsion.

The principal and/or other designated administrator will investigate all complaints of bullying, harassment or any other types of threatening behavior, whether verbal, written, or online according to the guidelines listed in this policy. All allegations of bullying, harassment, and/or other threatening behavior shall be taken seriously and investigated in a timely manner.

### **BULLYING**

Bullying occurs when a student or group of students engages in written, verbal expression, or physical conduct that:

- A. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or
- B. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

**Examples:** Bullying of a student may include, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, ostracism, and cyber bullying.

### **HARASSMENT**

Harassment may include, but is not limited to, offensive derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression or assault, display of graffiti, printed material, or computer generated online material promoting racial, ethnic or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.

### **REPORTS OF BULLYING, HARASSMENT, OR OTHER THREATENING BEHAVIOR**

Reports of bullying, harassment, or other threatening behavior shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair the administrator's ability to investigate and address the prohibited conduct.

## **CORPORAL PUNISHMENT**

Corporal punishment including, but not limited to: spanking, shaking, slapping, pinching, hair pulling shall not be permitted in the Catholic schools of the Diocese of Dallas. Students in all grades are to follow the behavior guidelines and consequences set by his/her classroom teachers.

## **SEXUAL HARASSMENT**

Sexual harassment of a student may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under a variety of conditions.

- A. Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.
- B. Written/Electronic Harassment: Suggestive or obscene letters, emails, blogs, posts, text messages, tweets, notes, or invitations. Includes computer-generated posts online.
- C. Physical Harassment: Unkind, immoral, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- D. Visual/Electronic Harassment: Leering, gesture, display of sexually suggestive objects or pictures, posting pictures, cartoons, posters, or any other type of electronic messaging.

The staff and teachers of St. Mary's Catholic School will not tolerate fighting, harassment or bullying on or off campus while students are under their supervision.

Students who choose to engage in behaviors of this type will be addressed on a case-by-case basis and be subjected to any and all school disciplinary measures as determined appropriate by the staff and the principal. Depending on the situation, students may be required to attend peer mediation, outside professional counseling, or family therapy at the recommendation of the school. Should a student not make adequate changes in behavior or the family chooses to not attend the recommended counseling or therapy, he/she will be asked to leave the school with a withdrawal or an expulsion.

## **ELEMENTARY SCHOOL DISCIPLINARY GUIDELINES**

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible, Christian citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate action based on the following:

- seriousness of the offense
- student's age
- grade level
- ability and functioning level
- frequency of misconduct
- student's attitude
- effect of misconduct on the school environment.

Examples of Disciplinary Measures that may be taken:

- Withdrawal of privileges – e.g., a time apart from classmates for a portion of the day
- Written assignment – a written assignment may be given in an academic area, especially if the misconduct affected the student’s learning in a class.
- Conference – a discussion with the student, the student’s parents and the teacher and/or principal.
- Dismissal from school, if a student has committed a serious violation. Parents are required to pick up their child from school.

### **COMMUNICATION OF DISCIPLINE 4-8 GRADE**

Teachers utilize “Student Violation” forms in FACTS to document certain behaviors. These forms are documented in FACTS and electronically recorded in the student’s behavior profile. Families may view these reports in FACTS.

### **MIDDLE SCHOOL DISCIPLINE GUIDELINES**

A verbal warning should be enough to correct inappropriate behavior. If a verbal warning is ineffective, the staff member may revoke up to three recess privileges for one infraction. Disciplinary infractions can be issued immediately for inappropriate behavior. A parent will be notified of any disciplinary matters via email through FACTS. Parents are encouraged to have a conference with the teacher to discuss discipline concerns. If questions remain, parents can request a conference with the principal.

Disciplinary Infractions might include:

1. Chewing gum or eating without permission.
2. Talking without permission.
3. Dress code violations.
4. Repeatedly being late for class or not having the materials necessary for class.
5. Leaving items out in the hallway.
6. Failure to turn in or make up homework. (See Homework Guidelines.)
7. Discourteous behavior.
8. Littering the campus.
9. Leaving the cafeteria without permission.
10. Misuse of school equipment.
11. Throwing rocks or other objects at recess.
12. Playing tackling games at recess.
13. Returning to the building without permission when at recess.
14. Running and jumping in the hall.
15. Loud talking in the halls or restrooms.
16. Failure to keep hands, feet, and objects to oneself.
17. Inappropriate behavior during Mass.
18. Other inappropriate behaviors left to the discretion of the staff member.



## **IN-SCHOOL SUSPENSION, SUSPENSION**

Immediate in-school suspension, suspension, or expulsion will result from behavior that is unacceptable. The principal will decide on the particular consequence imposed. The severity of the situation and the individual circumstances will be taken into consideration when this decision is made. This behavior includes but is not limited to the following:

- A. Smoking.
- B. Use of alcohol.
- C. Use of drugs.
- D. Cheating.
- E. Lying.
- F. Vandalism.
- G. Threatening harm to students, staff, or property.
- H. Stealing.
- I. Fighting.
- J. Skipping school or leaving school without permission.
- K. Bringing a weapon to school.
- L. Hazing.
- M. Using vulgarity.
- N. Using the internet for inappropriate reasons such as playing games, checking email, being in chat rooms, etc.
- O. Use of a cell phone (calling, texting, taking pictures, etc.) or other electronic devices.
- P. Racial slurs.
- Q. Inappropriate displays of affection.
- R. Sexual harassment. (*Examples of conduct that could constitute sexual harassment include but are not limited to: sexual propositions, off-color jokes, inappropriate physical contact, innuendos, sexual offers, looks, and gestures.*)
- S. Harassment/Bullying (*Harassment is defined as one person making repeated (more than one) verbal or physical contacts with another person who does not want these contacts. Bullying usually involves some type of force. This can be done verbally, physically, or socially.*)

A child who attends in-school suspension is prohibited from participating in activities that occur during the extended school day. Thus the student is excluded from all school activities that occur after school hours on that same day. This includes but is not limited to athletic practices, academic practices, athletic competitions, academic competitions, play performances, etc.

## **SUSPENSIONS**

The purpose of a suspension is to isolate a student from his/her peers so that he/she may reflect on the infraction and avoid repeating it in the future. Teachers will send assignments to the office for suspended students. The assignment of either in-school or out-of-school suspension will rest at the sole discretion of the principal.

## **EXPULSION FOR DISCIPLINARY REASONS**

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents, guardians or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents, guardians or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school.

## **PROCEDURE FOR EXPULSION**

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student.

Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- When practical, the pastor of a parochial elementary school and the chief administrator of a diocesan school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In diocesan schools, the chief administrator should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.
- The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan schools, the chief administrator should be consulted.

## **GENERAL GROUNDS FOR EXPULSION**

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

- A. Actions gravely detrimental to the moral and spiritual welfare of other students;
- B. Incurable or disruptive behavior which impedes the progress of the rest of the class;
- C. Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- D. Habitual or persistent violation of school regulations;
- E. Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- F. The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- G. Use or possession of firearms or other potentially harmful objects or weapons;
- H. Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- I. Theft, extortion, arson;
- J. Habitual truancy; (See Policy 5123)
- K. Malicious damage or destruction of real or personal property at school;
- L. Hazing;
- M. Serious bullying and/or harassment;
- N. Conduct which may damage the reputation of the school or parish;
- O. Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- P. Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

### **GROUNDINGS FOR EXPULSION RELATED TO ALCOHOL AND DRUG ABUSE**

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

- A. Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.
- B. When the school's chief administrator, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol

or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the chief administrator or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

### **TUITION AND FEES UPON EXPULSION**

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

### **TERMINATION OF ENROLLMENT**

A student's enrollment may be terminated in accordance with the policies set forth in this Handbook. If a school decides to terminate enrollment in light of parent behavior, a discipline situation, or as a way to help a student avoid embarrassment or unnecessary hardship, the school has an obligation to inform other Diocesan schools about the termination action. The local chief administrator, in consultation with the Superintendent, will determine what information is pertinent to a situation and ensure that information is shared with any receiving Diocesan schools. Parents should be made aware that termination as a result of financial issues, legal issues, moral turpitude, or other serious reason can and will be shared with other diocesan schools, and may also be shared

### **PARENT CONCERNS OR COMPLAINTS**

The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final. In diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.

## **EMERGENCY DRILLS AND PROCEDURES**

It is the responsibility of the chief administrator of each school to develop written emergency procedure plans which shall be reviewed at least annually and revised as needed. Staff and students must be instructed accordingly at the beginning of every school year. Emergency drills (fire, tornado, lockdown drills) shall be in conformity with diocesan regulations and civil code requirements.

St. Mary's has emergency procedures for the following situations as listed in the diocesan Crisis management plan:

- Active shooter
- Bomb threat
- Chemical spill
- Flooding
- Sprinkler activation
- Earthquake
- Fire
- Gas leak
- Medical emergency
- Missing child PK-8th
- Power Outage
- Death of a student
- Severe weather (ice storm, thunderstorm, tornado)
- Suspicious package
- Suspicious person
- Transportation accident
- Reunification plan

## FACTS

FACTS will allow parents access to the following services:

- Attendance
- Discipline Events
- Daily Grades
- Progress Reports
- Report Cards
- Family Demographics
- Staff & School Directory
- Financial Account

To access this site for student and school information, parents must have an updated email in the school's management system. Parents are expected to access and utilize the FACTS features for tracking their child's academic progress, updating information including authorized pick-up, contact information, change of address and medical information.

- Go to the [school website](#), click on Resources, scroll down to FACTS [Parent Login](#)
- Read the instructions for first time users.
- District Code is STMARY-TX. Type in the email address that you provided to the school.
- Click "New Parent Login" if you have never previously registered. You will be emailed a password at the email address you gave to the school.
- Once you receive the password, login by clicking "Parent Login."

## **FIELD TRIPS**

Each year our school takes field trips to many wonderful destinations. The benefits of these educational journeys often lead to deep and memorable learning. Every student and family member traveling holds an opportunity to show the surrounding community the excellence and dignity of St. Mary's Catholic School. All expectations, rules, behavior, etc. maintained on school grounds extend to the destination and pathway. Because a field trip by its very nature is away from campus, there lies safety concerns that the school must address for all families.

### **PERMISSION FORMS**

Field trips are taken to enrich the instructional program. Any student can be denied participation if he/she does not meet academic or behavioral requirements. Permission slips must be signed and returned in a timely fashion so that a student can participate on a field trip.

Options for permission include:

- Signing the document, taking a picture and sending it to the teacher via email or text
- Signing the document and returning it to the teacher.

Permission CANNOT be given verbally. All matters concerning variations to field trip policy will be directed to the principal.

### **SIBLINGS**

The school would prefer that our volunteers not have siblings with them. A younger or older child can distract our volunteers from the needed supervision and can detract the enjoyment of the field trip from our students.

### **VEHICLE TRAVEL**

Any driver must have a current driver's license and auto insurance on file in the school office. A vehicle transporting students may not stop anywhere other than the authorized destinations given by the teacher. The school recommends drivers have a full gas tank and tires checked to avoid unnecessary stops. If the distance or time is lengthy, the driver may wish to prepare an ice chest of drinks.

Every driver should be aware of the destination and follow any caravan route. Some vehicles have the ability to display videos - the school requests only G rated movies. Radio or music should be age appropriate. No smoking is permitted in any vehicles.

### **CHAPERONE EXPECTATIONS**

Every SMS adult present at a field trip must consider himself a chaperone in a position of authority with respect to students. This implies responsibility and accountability for any and all students, especially any group under one's immediate authority. Extending from this policy, the school requests all chaperones pass Safe Environment before attending a school sanctioned field trip. The chaperone must concede any decisions and judgments to the St. Mary's Catholic School teacher or staff member.

**PARENT/GUARDIAN(S) OF CHILDREN UNDER AGE 8 AND 4 FEET 9 INCHES:**

According to Texas Law, “Children under the age of 8 and 4 feet 9 inches should be in a properly installed booster car seat.” For this reason, the school requires all students with these conditions to travel with the appropriate booster car seat. Furthermore, we do not want to place our volunteer drivers in the awkward position of breaking the law because a parent/guardian neglected to send a booster seat. The school will have no choice but to leave a student at school in the event his/her booster seat is unavailable.



## **FINANCIAL POLICIES**

### **TUITION**

Tuition may be paid in a lump sum payment or financed via [FACTS Tuition Management](#). Families will sign a tuition contract. Repeated failure to pay tuition on time can lead to dismissal from the school. The tuition of families that enter the school during the school year is prorated as determined by the principal and pastor.

### **FINANCIAL DEADLINES**

All tuition and outstanding accounts must be cleared by May 1st of each year. Any student whose family is not in good standing will not be allowed to take final exams or equivalent mastery grades and, if they are in 8th grade, not participate in graduation activities. Report cards, immunization records, testing data and any other documentation are withheld at the end of the year when financial responsibilities to the school have not been met.

For current year's tuition and fees, please click on the following link:

<https://www.stmarys-sch.org/tuition/>

\*Criteria for Supporting Parishioner include the following:

- Attend Mass at St. Anne's Catholic Church every Sunday
- Registration on file with St. Mary's Catholic Parish.
- *Evidence* of tithing \$520 to St. Mary's Parish general fund within the calendar year. [Note: This amounts to ~\$10 per week]

St. Mary's Pre-School is accredited through the Texas Catholic Conference Education Department (TCCED). Accreditation requires a full day of school minutes. Families may choose the ½ day option with the understanding that not all the curricula will be met.

After open enrollment, the school considers options for alternate Pre-School schedules such as 3-Day (M,W,F) or 2-Day (T,Th). Please contact the school office for more information.

### **REFUND POLICY**

In general, tuition is non-refundable. If however, a student leaves before the second semester of the school year begins, one-half (50%) of the student's full tuition payment may be refunded. Except in extreme circumstances, such as the case where the School's Principal determines that the school cannot meet the needs of a particular student, no other tuition refund is available. The decision whether to grant any tuition refund because of extreme circumstances will be made by the principal.

# **FUNDRAISING and VOLUNTEERING OBLIGATIONS**

## **Annual Fundraising Obligation: \$300 per family**

### **FALL EXPECTATION \$150**

During the fall semester, families are expected to seek \$150 in donations. This obligation will offset fundraising expenses incurred from Fall Fest and Run Run Rudolph. Families can choose to have their account billed or participate in community opportunities that alleviate the financial burden including:

- 1) Seek pledges/sponsorship of \$150 for North Texas Giving Day. [For families needing other options, please speak with the principal.]
- 2) Cash donation (bill account).

### **SPRING EXPECTATION \$150**

During the spring semester, families must contribute \$150 towards Casino Night. This can be accomplished in a couple of ways:

- 1) Sponsor a 10 person table at Casino Night (one family exempt per table)
- 2) Sell at least \$150 worth of raffle tickets or Golden tickets
- 3) Cash donation (bill account).

### **VOLUNTEER OBLIGATIONS**

One of the major strengths of St. Mary's Catholic School is our community. This community sustains the school financially, spiritually and socially. The School Advisory Council researched best practices of other schools and determined a general volunteer expectation that produces a strong school community.

All families are expected to volunteer 30 hours towards our major fundraisers. These fundraisers keep tuition costs affordable. The specific expectations are listed below. Certainly any family facing unforeseen circumstances (i.e. hospitalization) may speak with the principal to discuss their situation.

Returning families know the needs of the school, therefore we expect an additional fifteen hours. These hours can come in various ways of support to the school - lunchroom, homeroom representatives, chairing an event, concessions at a sports game to name a few examples.

### **HOW TO HELP**

- Fall Fest: Each family is expected to work a minimum of **two hours**. Anticipated date is late September - check the school calendar for the actual date.
- 5K Run, Run, Rudolph: Each family is expected to work a minimum of **two hours**. Anticipated date of the event is the first Saturday of December. Preparations occur throughout the Fall semester.
- Casino Night: Each family is expected to work a minimum of **five hours**. Actual event is February/March, preparations and planning are year-round - check school calendar for actual date.

*[Only nine hours are listed, leaving six more hours to be applied at your preference.]*

## **RECORDING YOUR HOURS**

The school recognizes all volunteering from all family members. Grandparents, nephews, neighbors, etc., are acceptable volunteers as long as they have passed Safe Environment.

A family has three options for recording their volunteer hours. Please note that the responsibility of recording volunteer hours falls upon the family and not the school. The school will not check sign-in sheets or remember verbal comments for such hours.

Options for recording your volunteer hours:

- 1) Complete the online form on the school website under Volunteer [www.stmarys-sch.org/volunteers](http://www.stmarys-sch.org/volunteers)
- 2) Complete a Family Service Log Sheet - AKA “Blue Sheets” in the front office.
- 3) Email [volunteer@stmarys-sch.org](mailto:volunteer@stmarys-sch.org)

## HEALTH

If a child is sent to the school office because of serious illness or injury, the parent or the person named on the emergency card will be notified immediately. Please keep the student FACTS account current with contact information. It will be the parent's responsibility to get medical attention unless the emergency is so great that the child must be taken immediately from school for treatment.

For the protection of all students, the following guidelines have been set up and will be followed at all times:

- A child having one or more of the following symptoms will be sent home:
  - fever of 100 degrees or higher
  - suspected of contagious disease
  - vomiting
  - diarrhea
- If your child has any of the above symptoms in the morning before coming to school, please keep him/her at home. **A STUDENT MAY NOT RETURN TO SCHOOL UNTIL FREE FROM FEVER, VOMITING AND/OR DIARRHEA FOR 24 hours** without the use of medications.

Vision, hearing, acanthosis nigricans, and scoliosis screenings are conducted yearly as mandated by the State of Texas. The qualified health professional who performs the screenings may make referrals for further examination. If a student is referred, the necessary form along with the results and the doctor's signature must be returned to the school and placed in the student's file.

All students must meet state health requirements before attending classes. Required immunizations must be documented in your child's file. The school will send out the notices to those students requiring an update of his/her immunization records.

### **COMMUNICABLE DISEASE CONTROL MEASURES**

- CHICKEN POX – May return to school if either 1) lesions are dry or 2) lesions are not blister-like and 24 hours have passed with no new lesions occurring.
- CONJUNCTIVITIS (Pink Eye) – Readmit after a physician's certificate or health permit is obtained.
- DIARRHEA /GASTROENTERITIS – Readmit when diarrhea subsides for 24 hours.
- FEVER – Readmit after free of fever for 24 hours without the use of medications.
- HEAD LICE -Readmit when lice & nit free.
- IMPETIGO – Readmit when blisters & drainage can be contained and maintained in a clean dry bandage.
- INFLUENZA – Readmit when fever subsides for 24 hours without the use of medication.
- MENINGITIS, BACTERIAL - Readmit after a physician's certificate or health permit is obtained.
- PERTUSSIS (Whooping cough) – Readmit after 5 consecutive days of antibiotic therapy.
- RINGWORM - Readmit when infected area can be completely covered by clothing, or a bandage or treatment has begun.

- SALMONELLOSIS - Readmit when diarrhea free and fever free.
- STREPTOCOCCAL SORE THROAT OR SCARLET FEVER - Readmit after effective antibiotic treatment for 24 hours and fever free.
- Since COVID regulations are changing on a regular basis please see the most recent COVID procedures on the website. If updated COVID procedures conflict with any of the health measures on this document, the COVID procedures will supersede this document.

## **MEDICATION**

Any medication (including lozenges, Tylenol etc) that a child brings to school must be turned into the office. Prescription medications must have the original label from the pharmacy.

Nonprescription medicines must be in the original packaging, with visible directions, and the student's name. Cough drops / lozenges must be in the original container, labeled with the student's name, and written directions from the parent. Directions for nonprescription medicine, including cough drops, must be consistent with directions for use on the package. *Only prescription medication in a prescription bottle or in original packaging will be administered in school.* If nonprescription medication is needed, the parent must send written notification including administration directions. It is the responsibility of the student to report to the office to take medication. Parent/guardian of the students taking daily medication will be required to sign a "Request for in-school administration of medication form" for students to be administered medication on a daily basis.

## **ALLERGIES**

If your child has allergies to food or other objects that may be confronted at school, the parent/guardian must notify the school of the allergy and complete the required form with the student's doctor, detailing the allergy and its treatment. The form must be signed by the doctor to be accepted. The completed form must be turned in to the office. In writing of the allergy and any restrictions, medical needs, etc. Without such notification, the school will not be held liable for allergy outbreaks.

All student accidents and injuries on school premises and at school sponsored events should be reported to the front office immediately.

## **STUDENT ACCIDENT INSURANCE**

As a part of tuition, St. Mary's Catholic School provides each student with student accident insurance. This coverage is secondary when the student has health coverage under another Insurance Plan and primary when covered by Medicare and Medicaid. This insurance covers accidental injuries to students during school hours and at all school sponsored functions including sports, both on and off campus. This coverage is not health insurance. Insurance claim forms and instructions for filing the claim are available in the front office. When an accident occurs, the school will fill out the top portion of the Student Accident Claim Form and provide this to the parent(s). The parent(s) will then complete the remainder of the form and mail it, along with all required attachments, to the insurance carrier directly at the address indicated on the form. All claims under the Student Accident Insurance are handled directly by the insurance carrier with the Parent / Guardian. If there are any issues that arise during the course of the claim, please contact the School Office. Coverage is provided in accordance with the plan documents and specific coverage terms and conditions.

## PARTICIPATING IN PHYSICAL EDUCATION

Unless prohibited by injury or illness, students are expected to participate in physical education classes. A note from a parent or guardian must be sent to the physical education instructor in order to be excused from participation. If a child cannot participate for more than one week, a doctor's excuse is required.

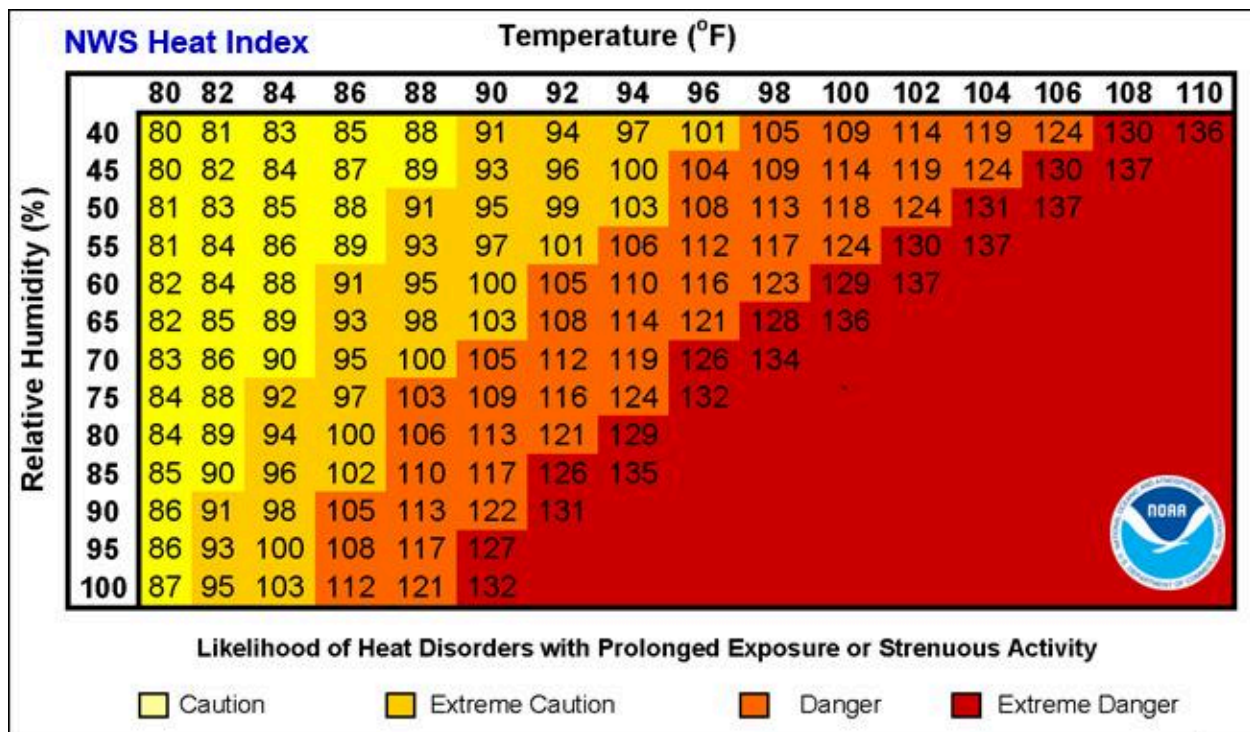
## HOT AND COLD WEATHER GUIDELINES

Play, practice, or competition in hot and humid environmental conditions poses special problems for students. Heat stress and resulting heat illness are a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems.

## USING THE HEAT INDEX CHART

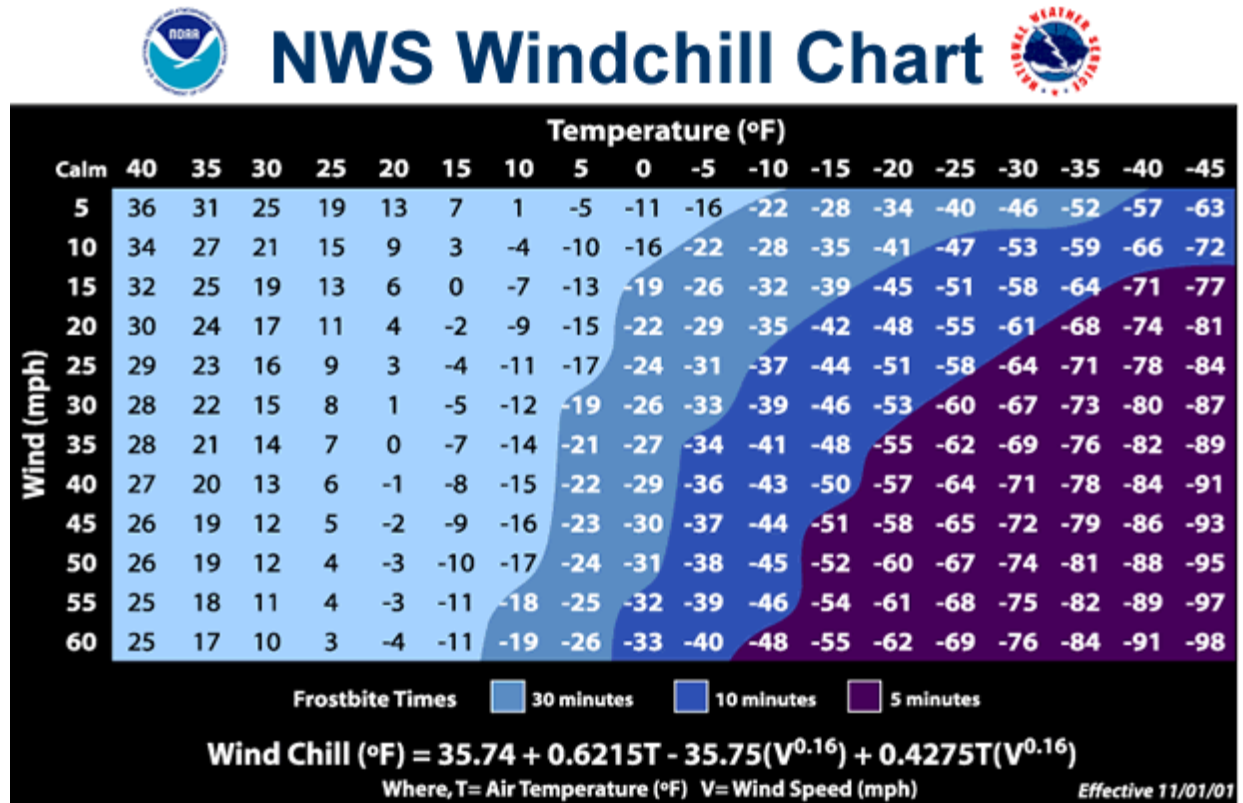
- Keep in mind that temperature and humidity combined determine the possible risk of heat-related injury for students.
- Students should drink plenty of water before, during, and after activities and exercise.

Students should be allowed to take frequent water breaks and rest as needed. Students should never be denied access to water.



## USING THE NWS WINDCHILL CHART

Factors to take into consideration include more than just the temperature. Wind chill and wet conditions increase the cooling effect. Wind chill interacts with the temperature to significantly increase body cooling. The combination of cold air and the deep breathing of exercise can also trigger breathing problems. If the body and clothing are wet, there is an increase of body cooling. This could be from sweat or precipitation.



## **LIBRARY**

St. Mary's is fortunate to have two age-appropriate libraries available for checking out books. Students attend a scheduled library time each week. In addition, the library will have weekly open circulation hours. Currently the libraries are staffed by parent volunteers. We welcome volunteers to help out in our library to help with checkout, reshelving of books and general library organizational tasks.

## **LUNCH**

St. Mary's School provides hot lunch every school day at the following prices:

- Hot Lunch Tray includes Water (Monday, Tuesday, Wednesday): \$3.00
- Extra entree: \$1.00 (if available)
- Raising Canes or Chick-fil-A (Thursdays): \$5-\$9
- Pizza (Fridays): \$1.25 per slice, Orders must be placed by Wednesday
- Water: \$0.50

Lunch orders are taken monthly through FACTS. At the end of each month the school will charge accounts accordingly. Families may pay as you are billed (within 15 days or late fee) or keep a "toll-tag" supply that automatically reloads the lunch account to a predetermined amount (set by the parent). Students will still be charged for advanced lunch orders (i.e. pizza, CFA, Canes) regardless of absence unless canceled prior to the deadline. In the event of such an absence, parents may pick up the ordered lunch at the designated lunch time.

Students will still be charged for advanced lunch orders (i.e. Pizza, Chick-fil-a) regardless of being absent unless canceled prior to the deadline. In the event of such an absence, parents may pick up the ordered lunch at the designated lunch time.

If your child brings lunch from home, please note: Staff cannot heat up lunches in the microwave. If you send a hot lunch in a metal Thermos-style container, please allow it to cool off a bit before closing the lid, or it will be heat sealed shut by the time your child tries to eat it at lunch.

Students are expected to eat a portion of his/her meal. Be prepared to hear from the school if your child skips lunch. Every child will be encouraged to eat something at lunch. Please explain to your student the importance of good behavior in the lunchroom.

The lunch program is available only because of parent volunteers. You can volunteer to serve lunch duty on our Sign Up, found on the school website at: [www.stmarys-sch.org/volunteers](http://www.stmarys-sch.org/volunteers). All volunteers must be Safe Environment cleared and current.



## **MISCELLANEOUS**

### **Social Events**

#### **Party Invitations**

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

#### **Class Parties**

Classes are allowed to have parties for a variety of holidays or special events as determined by the teachers. Parties should last no more than an hour and, if possible, be scheduled at the end of the day. The homeroom parent(s), with permission from the teacher, will notify families of parties and needed items.

#### **Birthdays**

The celebration of individual student birthdays should be limited to a snack during the lunch period or at recess with the approval of the teacher. Any balloons, gifts or other items that are sent to the school from a florist will not be delivered to the classroom, but may be picked up at day's end in the school office.

#### **Toys, animals, electronic devices, etc... brought to school**

Toys, electronic games, iPods, live animals, etc., should not be brought to school. The school is not responsible for damage, breakage, lost items, or injury. Watches may not have alarms turned on; if an alarm is heard the watch will be confiscated and returned at the end of the quarter. The teacher will hold items brought to school until the end of the quarter. Parent(s)/guardian(s), not the student, must pick-up items that have been confiscated.

If a student wishes to bring an animal to school for a specific reason (show and tell, science exhibits, etc.), permission from the homeroom teacher must be obtained. All live animals that will spend the day at school need to be brought in a cage or container and kept in a specific classroom.. Live animals should never be loose.

## **SAFE ENVIRONMENT DIOCESAN POLICIES**

Catholic schools within The Roman Catholic Diocese of Dallas (the “Diocese”) are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, these policies, replace, and control over any local school policies which apply to the same subject matter thereof.

### **SAFE ENVIRONMENT POLICIES**

The Roman Catholic Diocese of Dallas has implemented a Safe Environment Program for Parishes and Schools. You may access safe environment information at [www.cathdal.org](http://www.cathdal.org). The purpose of this program is to provide protection for both children and adults by informing adults of appropriate behavior toward children. St. Mary’s Catholic School fully participates in this program. Each staff member and parent volunteer is required to be trained and to comply with all of the requirements and expectations.

All employees and adults will follow every directive with regard to reporting suspected or real abuse. Additionally, every staff member and adult will comply with all directives regarding appropriate behavior with children and be familiar with all of the requirements and safeguards for contact and time spent with children.

### **MANDATORY REPORTING**

Texas law criminalizes physical, emotional, or sexual abuse of minors. It also requires anyone with knowledge of suspected child abuse or neglect to report it to the authorities, regardless of their profession or personal communications. Professionals such as teachers, doctors, nurses, and child daycare workers must make a verbal report within 48 hours.

All staff members and parents will fill out an application and submit to a criminal background check which will be updated every two years. All of these records are kept confidential, maintained in the principal’s office, and secured at all times. Access is granted ONLY to those with a “Need to Know.”

### **SEXUAL HARASSMENT**

St. Mary’s Catholic School believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment from another student, a school employee, volunteer, or visitor. The school treats sexual harassment seriously and considers the full range of disciplinary options up to and including expulsion, according to the nature of the offense. All students are expected to avoid behaviors that are offensive and stop behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student, school employee, volunteer, or visitor.

A student that believes that he/she has been subjected to sexual harassment must bring the matter to the attention of the principal. If the principal is the subject of the complaint, the student must bring the matter to the attention of the pastor. The student must put the complaint in writing, including the date and the circumstances of the harassment. Students may receive assistance from his/her parents in writing the complaint. Notice of the alleged harassment is not official unless it is put in writing and delivered to the appropriate party for the investigation.

Once the principal or the pastor receives a written complaint, it is investigated immediately. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances and the context of the alleged incidents are taken into consideration. In addition, the alleged harasser and his/her parents are called for a conference regarding the alleged activity. The investigating authority will take corrective action or disciplinary measures, render a prompt determination, and if warranted, is imposed promptly. If the complaining student is not satisfied with the findings, then an appeal may be made to the Office of Catholic Schools of the Diocese of Dallas. Retaliation against the complaining student is not allowed. A student's complaint and the ensuing investigation will remain confidential.

### **SEARCH AND SEIZURE**

If there is probable or reasonable cause, administration and teachers reserve the right to search handbags and backpacks. Two adults will be present during the search. If a student refuses to allow a search under due cause, parents will be notified and the student will be subject to further disciplinary action up to and including expulsion.

**The education of your child is a partnership between you and the school. If, in the opinion of the administration, the partnership is broken, the school reserves the right to require you to withdraw your child.**

## **SCHOOL DAY**

### **RECESS**

Students are expected to go outside (weather permitting) during recess. A note from a doctor is required if a child needs to stay inside. Children should be dressed appropriately for that day's weather conditions. Recess is not to be used to complete homework or other optional activities without the permission of the homeroom teacher.

### **AFTER-SCHOOL PROGRAM**

The After-School Program (ASP) is open to any student enrolled full day in the school and runs from 3:45 PM - 5:30 PM. Before a student can participate in the After-School Care Program, the parent(s)/guardian(s) need to fill out an ASP Agreement. The school does not have personnel to watch students after dismissal. Therefore any student not picked up by 3:45 PM will be sent to the After-School Program and subject to drop-in charges. The school office officially closes at 4:00 PM. For students who are not picked up by 5:30 PM, there is a charge of \$1 per minute until the student is picked up.

All students enrolled in ASP must follow the rules of the director and supervisors. If a child repeatedly disregards the rules, the parent/guardian will be notified. If the negative behavior persists, the student will be unable to remain in ASP.

Students who stay after school for any reason (i.e. tutoring, study hall, detention, sports or any other extra-curricular activity) must be picked up at the end of the activity within 10 minutes of dismissal.

### **GENERAL SCHOOL GUIDELINES**

All of the guidelines listed below are designed to assist the students in having a productive and orderly day as well as to ensure safety.

**BATHROOM** – To avoid noise distraction and in the best interest of student safety, students must receive permission from the classroom teacher to visit the restroom. Teachers will be able to exercise discretion if he/she feels that a student is abusing this situation. Naturally, in the case of an emergency, students should go to the restroom, regardless.

**CANDY/GUM** – In an effort to control carpet and equipment damage, gum is never allowed in the school building. Candy is sometimes given as an incentive or reward and is to be consumed in THAT classroom only or held until lunch or after school.

**CLASS BEGINS** – Upon entering the classroom, students are to be seated immediately, take out all materials, and look to see if there is a class starter assignment.

## **DISMISSAL PROCEDURE/TRAFFIC PATTERN**

- Students will be dismissed from the gym after communal prayer. The dismissal policy requires students to be dismissed from the McCullough Center foyer and placed into vehicles in the traffic circle by a school employee.
- Children are to enter on the RIGHT side of the car ONLY.
- Texas State Law prohibits the use of cellphones while driving within one block of any school campus.
- Students are required to wait in the McCullough Center. Please DO NOT ask your child to meet you at another location on the school grounds.
- If you send a person to pick up your child who is not an authorized individual, please contact the school so all involved can be alerted to the change. Please make the change in the child's FACTS account. If there is any question in the mind of a supervisor as to who is picking up a child, that individual will be asked to produce identification and we may call the parent to verify the identity of the individual.

## **OFF-LIMIT AREAS**

In the interest of student safety and staff privacy, there are certain areas that are off limits to students. These areas are: science and computer labs when not supervised, teacher lounge, teacher work areas and desks, storage areas, kitchen and any area that is not directly supervised by a school staff member.

## **PERMISSION TO LEAVE CLASSROOM**

Students should NEVER go to the office, another teacher's classroom or the principal's office without permission from the classroom teacher. If the student's parent is in the building, the student will remain with his/her scheduled class unless the office sends for that student.

Students are required to obtain permission from the classroom teacher to visit the office for ANY reason. This includes situations where a student may need to use the phone, see the principal, or conduct any other business. This policy refers to the time between classes, lunch time, recess and applies to all students in the school, regardless of the fact that a relative may be employed at St. Mary's Catholic School.

## **STUDENT MATERIALS**

In order to encourage responsibility and organization, students are expected to bring all materials that MAY be needed for each class. This includes rulers, markers, AR books, and special project folders.

## **TEXTBOOKS**

Textbooks are on loan to students and should be treated with care. Damaged or lost books are replaced at great cost to the school, and students who lose or damage a book will be assessed a fee.

## **UNSUPERVISED CLASSROOMS**

Students are NEVER to enter a classroom unless a teacher is present or a teacher has given the student specific permission to enter that classroom for a reason.

# TECHNOLOGY

## **TECHNOLOGY ACCEPTABLE USE**

St. Mary's Catholic School prohibits students from the use of personal electronic devices and cell phones during school hours. Permission may be given for use of an electronic device by the immediate teacher for academic purposes. Permission must also be granted by coaches, chaperones, teachers and other supervisors for students attending off-campus field trips, the After School Program, extra curricular activities and sports both on campus or while traveling. Electronic devices include, but are not limited to cell phones, laptops, I pads, Ipods, portable gaming devices and electronic books.

If a student is using an unauthorized electronic device or cell phone, it will be confiscated and placed in the school safe. The parent/guardian may pick up the device from the principal after the \$25 fee has been paid and other disciplinary requirements are met. The next offense will require the device to be placed in the vault for 15 days in addition to another \$25 fee.

Students are not allowed to film/record/take pictures of any SMS staff member or fellow SMS students without explicit permission. Be advised that the contents of text messages, voice-mail messages, phone numbers or any games or photos that may be saved on that device are ALWAYS subject to the inspection of the school by a staff member or an administrator. The school will reserve the right to inspect the contents of any phone, just as it does for backpacks, desks or lockers.

**If a student needs to contact a parent during school hours, they may use the phone located in the school office.** During extra curricular events, the responsible teacher/coach will ensure parents are contacted.

St. Mary's Catholic School is not responsible for damages, lost items or theft that occur when students bring their own devices. Personal devices must abide by the school's Acceptable Use Policy when students are granted permission to use during school or on school related activities. Students who violate St. Mary's Acceptable Use Policy can permanently lose technology privileges in regards to BYOD (Bring Your Own Device) and/or on school computers/iPads, etc.

The school recognizes the important role that technology (computers, laptops, iPad's, networks, software, media equipment, and the Internet) plays in our society. The school seeks to train students in making the best use of technology as an enhancement to his/her academic pursuits and provide a resource for teachers to enhance his/her curriculum. The smooth operation of the school's computer network relies upon the proper conduct of students. Accordingly, the school has adopted strict guidelines that govern the use of the school's computer network and Internet system.

The use of the computer network at St. Mary's Catholic School is both a right and a privilege. Students are required to make use of the network to learn the curriculum and to have access to many of the resources that are available only on the Internet. However, the school reserves the right to limit the use and restrict the sites that students will visit while making use of the Internet.

No student is to ever visit a site that is not expressly allowed by the teaching staff. Students will not visit or access chat rooms, personal websites, or answer email that has been sent from an off-campus

location. Students who do so will be subjected to serious disciplinary consequences that are covered in the discipline section of this handbook.

Students who develop websites or social media sites off campus are never to access them at school without the express permission of a staff member. These sites are subject to review and evaluation by the school for appropriate content. Students are not to share the address of these sites at school with other students. Every student who develops an off-campus website or social media page needs to be aware that he/she is responsible for the content of that site. Should one of these sites be accessed at school and inappropriate content is discovered, the student creator is responsible for that content and will be subject to disciplinary action.

St. Mary's Catholic School reserves the right to take action if an off-campus website or social media are used to harm, harass, degrade, or otherwise negatively impact another student or employee of the school, even if the site is never accessed at the school.

Students who use personal social media off campus in a manner that carries a message that harms another student, staff member, or anyone associated with St. Mary's Catholic School, or connects to a website that is determined to be inappropriate or pornographic will be subjected to the most serious of disciplinary consequences.

Students who use a privately created social media to harass, demean, threaten, humiliate, or embarrass another student, staff member, or anyone associated with St. Mary's Catholic School will be subjected to serious disciplinary consequences.

Students who do create social media need to be aware that he/she is responsible for the content of that site, the links to which it may connect, or if it mentions another student, staff member or anyone associated with St. Mary's Catholic School or mentions the name of St. Mary's Catholic School. The school reserves the right to protect its staff, students and the school itself from any negative, demeaning or threatening content. The principal will make all final decisions regarding the content and the disciplinary action to be taken in a given situation.

The consequences that may be imposed can range from loss of Internet privileges to school disciplinary consequences or possible expulsion.

In order to use the network and system, each student and the student's parents are required to read the guidelines and expectations of the Acceptable Use Agreement

# UNIFORM POLICIES

## **DRESS CODE**

The school uses Tommy Hilfiger and Direct School Uniforms as its official uniform vendors. Uniform items must not bear visible designer names or emblems on any part of the clothing.

Uniforms are worn every day at St. Mary's Catholic School for students in grades K-8. Pre-K students are not required to wear uniforms, but are welcome to follow kindergarten guidelines.

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Daily Uniform	Daily Uniform	Formal (Mass) Uniform	Daily Uniform	Spirit Day or Daily Uniform

Exceptions are made for the following reasons:

- Special days as determined by the principal

## **General Uniform**

### **Socks**

Solid white, solid navy blue, or solid black socks must be worn at all times. The maximum length for any sock is crew length or 6 to 8 inches from the heel. Exceptions will be made for girls wearing uniform skirts in winter, in which case, sock length can extend up to the knee.

### **Tights**

Girls wearing skirts or skorts during cold weather have the option of solid navy or solid white traditional tights. Tights must extend up through the skirt line or from the waistline to the ankle (no above the knee, capri or leg warmers).

### **Leggings**

Girls wearing skirts or skorts during cold weather also have the option of solid navy or solid white leggings. Leggings must extend down to the ankle. Black leggings have been permitted in the past, but will no longer be an option.

### **Shoes**

Shoes are not required through our uniform company.

- I. **Everyday Shoe - Must meet all five criteria**
  - A. TYPE OF SHOE - The school allows tennis, running, Keds, blue & white - Saddle Oxfords, Converse or the common "athletic" low-top shoes.
  - B. NO ACCESSORIES - All shoes must be void of lights, wheels, words, graphics, bling/glitter and any other add-on accessories.
  - C. WELL KEPT - Shoes may not be tattered, ripped, or contain tears/holes.



## II. **Optional Shoe for Mass** (not required)

On formal uniform days, students may wear black, navy or brown loafers, Sperry Top-siders or Mary Janes. All shoes must be closed toe and heel. All shoes should not have shiny, ornate/excessive decorations.

### **Accessories**

- Students in grades 1-8 must wear a belt if the pants/skirt has loops. Belts may be blue, black or brown.
- Sleeves must be buttoned throughout the day. Teachers may permit exceptions for hot weather or activities involving messes (e.g. science experiment).
- Any clothing item should be free of holes, patches, rips, tears or stains.
- Clothing should be labeled with the student's name to aid the return of lost or misplaced items.

### **Hair Bows**

The school allows girls to wear a bow based on the following criteria:

- A bow must be solid red, solid navy, solid white or official school plaid. Large bows must match the uniform.
- No glitter, feathers, boa, rhinestones, etc.
- Any item that is deemed to be a distraction will not be allowed.

### **Headbands**

- Must be solid red, solid navy or solid white
- No cat/animal ears, unicorn horns, tiaras
- Headbands may not be worn on the forehead
- No lace, no sports logo
- No bandanas

### **Jewelry**

- 1 simple ring
- 1 chain necklace, no choker necklaces
- 1 simple bracelet
- 1 watch
  - Any watch that is distracting because of alarms/apps/lights will not be allowed
  - Must comply with technology policies
- For girls - 1 pair of small earrings, no larger than a dime, may be worn.
  - There may only be 1 earring per ear.
  - Large, dangling or hoop earrings are not to be worn.

### **Nails**



- May not be artificial (fake) and may not be longer than the tip of the finger.
- French tips are not permitted.
- Girls in grades 6th - 8th may have painted fingernails. The color must be light pink or white and never distracting.

**Make-up**





Make-up is not allowed. (8th Grade girls may wear mascara only.) No lip liner is allowed. Lip gloss must be clear, not colored.





NOTE: If any clothing item or accessory not listed above is determined by a teacher or the principal to be distracting or inappropriate, the student will be required to remove the item immediately.

**PRE-K UNIFORMS (Optional)**








<b>UNIFORMS</b>		<b>REGULAR DAYS</b>	
<b>PreK Girls</b>	Optional	<ul style="list-style-type: none"><li>• Red or Blue Polo Dress with SMS Monogram</li></ul>	
<b>PreK Boys</b>	Optional	<ul style="list-style-type: none"><li>• Red Polo Shirt with SMS Monogram</li><li>• Navy Shorts</li></ul>	

# GIRLS' UNIFORMS

UNIFORMS		REGULAR DAYS	MASS DAYS
<b>K-5 Girls</b>  	<b>Required</b>	<ul style="list-style-type: none"> <li>Red Polo Shirt (short or long sleeve)</li> <li>Navy skirt, skort, shorts, or pants</li> <li>White Socks</li> </ul> 	<ul style="list-style-type: none"> <li>White Dress Shirt</li> <li>K-3: Plaid Jumper</li> <li>4-5: Plaid Skirt</li> <li>Modesty Shorts</li> <li>White Crew or Knee Socks</li> <li>White or Blue Tights or Ankle Leggings</li> </ul> 
	<i>Optional</i>	<ul style="list-style-type: none"> <li>Red Cardigan Sweater with SMS Monogram</li> <li>SMS Sweatshirt</li> <li>Zip up Sweater with SMS Monogram</li> <li>Zip up Fleece with SMS Monogram</li> <li>Windbreaker with SMS Monogram</li> </ul> 	

UNIFORMS		REGULAR DAYS	MASS DAYS
<b>6-8 Girls</b>  	<b>Required</b>	<ul style="list-style-type: none"> <li>Blue Polo Shirt (short or long sleeve)</li> <li>Beige skirt, skort, shorts, or pants</li> <li>White Crew Socks</li> </ul> 	<ul style="list-style-type: none"> <li>Light Blue Blouse (long or short sleeved)</li> <li>Plaid Skirt</li> <li>Modesty Shorts</li> <li>White Knee Socks</li> </ul> 
	<i>Optional</i>	<ul style="list-style-type: none"> <li>Navy Cardigan Sweater with SMS Monogram</li> <li>SMS Sweatshirt</li> <li>Zip up Sweater with SMS Monogram</li> <li>Zip up Fleece with SMS Monogram</li> <li>Windbreaker with SMS Monogram</li> </ul> 	

# BOYS' UNIFORMS

UNIFORMS		REGULAR DAYS	MASS DAYS
<b>K-5 Boys</b>  	<b>Required</b>	<ul style="list-style-type: none"> <li>Red Polo Shirt (short or long sleeve)</li> <li>Navy Shorts, or Pants</li> <li>Brown or Black Belt</li> <li>No-show Socks, any color</li> <li>White Crew Socks</li> </ul> 	<ul style="list-style-type: none"> <li>White Dress Shirt (short or long sleeve)</li> <li>Navy Neck Tie</li> <li>Navy Pants</li> <li>Brown or Black Belt</li> <li>No-show Socks, any color</li> <li>White Crew Socks</li> </ul> 
	<i>Optional</i>	<ul style="list-style-type: none"> <li>Red Cardigan Sweater with SMS Monogram</li> <li>SMS Sweatshirt</li> <li>Zip up Sweater with SMS Monogram</li> <li>Zip up Fleece with SMS Monogram</li> <li>Windbreaker with SMS Monogram</li> </ul> 	
UNIFORMS		REGULAR DAYS	MASS DAYS
<b>6-8 Boys</b>  	<b>Required</b>	<ul style="list-style-type: none"> <li>Blue Polo Shirt (short or long sleeve)</li> <li>Beige shorts or pants</li> <li>Black or Brown Belt</li> <li>No-show Socks, any color</li> <li>White Crew Socks</li> </ul> 	<ul style="list-style-type: none"> <li>Light Blue Dress Shirt (long or short sleeved)</li> <li>Beige Pants</li> <li>Red and Navy Striped Neck Tie</li> <li>Black or Brown Belt</li> <li>White Crew Socks</li> </ul> 
	<i>Optional</i>	<ul style="list-style-type: none"> <li>Navy Cardigan Sweater with SMS Monogram</li> <li>SMS Sweatshirt</li> <li>Zip up Sweater with SMS Monogram</li> <li>Zip up Fleece with SMS Monogram</li> <li>Windbreaker with SMS Monogram</li> </ul> 	

## WINTER WEAR FOR ALL STUDENTS

Approved Outerwear Uniform - one of five items



- Pullover Sweater  
Solid navy or solid red



- Pullover Sweater Vest  
Solid navy or solid red



- Polar Fleece  
Solid navy or red



- V-Neck Cardigan  
Solid navy or solid red

- Pullover Sweatshirt (Not pictured) - solid navy or solid red

Outerwear may come with or without the SMS logo. Our official uniform store will require the logo. No deviations, color variations, embroidery, patches, thumb holes or additional accessories are permitted on the outerwear.

Winter coats must be removed and hung in the hallway. Students in portables must hang their coats in the designated location determined by the teacher. Undershirts may be worn as long as they are white or navy blue and not protruding or visible except at the neckline. Tommy Hilfiger also offers long-sleeved uniform shirts.

### **General Guidelines**

All dress code violations, including infractions will be communicated/ recorded in FACTS. Students who violate the uniform code and do not heed warnings will be restricted from the privilege of wearing Spirit Day attire and possibly Semi-Formal attire.

Uniforms must be kept neat and clean and in good repair. If a student is wearing a uniform that is not in good repair, he/she will have to replace those items.

### **Hair**

Current hairstyles are not necessarily in alignment with the guidelines in this handbook shown below. Parents are to be aware that despite the current social conventions, haircut compliance will be enforced at all times. In the event of non-compliance of a student, the parents need to be aware that the student will receive a verbal and then a written warning. Should the warnings not be heeded, the student will not be admitted to class until the haircut conforms to school guidelines. The principal's decision is final regarding hairstyle and accessories.

Hair should be neat, clean and well-groomed. Boys' hair should be cut above the collar and above the ears. Girls' hair should be pulled back or styled so it is out of the face. Hairstyles should be conservative; no shaved heads in part or whole. No long or excessively "bushy" styles are allowed.

### **Hair Color**

Hair should not be colored, bleached, or dyed in an obvious or unnatural way. Hair that is dyed will have to be returned to the original color prior to returning to school. Any hair extensions/braids must match your natural hair color. Furthermore, hair color should not be distracting as determined by the teacher.

### **Enforcement**

If any clothing item or accessory not listed above is determined by a teacher or the principal to be distracting or inappropriate, the student will be required to remove the item immediately.

Students who demonstrate a consistent disregard for any aspect of the uniform policy will be required to stay out of class until he/she complies or, in severe cases, may be sent home until compliance is achieved. The decision to hold a student out of class or send a student home is at the discretion of the principal.

### **Spirit and Non-Uniform Days**

#### **Spirit Days**

Students may wear one of the approved school spirit shirts, denim blue jeans [i.e. capris, or skorts] or uniform navy/khaki shorts, skorts, pants or slacks. All pants and shorts must be normal fitting (no jeggings, leggings) with minimal ornamentation including no holes, no fraying or excessive fading.

### **Non-Uniform Days**

At the discretion of the principal, there may be days when students are allowed to attend school out of uniform. Please use the guidelines below to discern what is appropriate to wear and not wear. In the event that a student is not appropriately dressed, he/she will be asked to change into his/her regular uniform. If a uniform is not available, the student will not be allowed to attend class until a proper uniform is brought from home. There will be no exceptions. Students and parents need to be aware that when in doubt, dress conservatively and use common sense.

Non-uniform days require conventional or basic clothing styles, keeping the following in mind:

- Blue jeans or other non-denim pants/shorts must be properly fitted (no skin tight or skinny jeans, not jeggings), clean and in good condition.
- Skirts, culottes or shorts must be no shorter than the tips of the fingers when arms are extended downwards.
- Spaghetti strap sweaters, blouses or dresses are not permitted.
- Shirts that expose the midriff are not permitted.
- Clothing must be free of messages or symbols referring to alcohol, drugs, tobacco, vulgar language and/or gangs.
- Socks or hose must be worn.
- Boots must be a standard style. (Western or Cowboy)
- Jackets, coats, hats, bandannas, flip-flops and sunglasses may not be worn in the school or church buildings.

### **Lost and Found**

All articles of clothing, lunch boxes and backpacks should be labeled with first and last names. All lost and found items will be kept in a container in the main hallway. Items not claimed at the end of each semester will be donated to charity.

## **USE OF SCHOOL GROUNDS**

- Supervision for students will begin at 7:45am every morning. Students arriving before that time will be sent to the Early Arrival Program and charged accordingly. The Early Arrival Program does not admit students on campus prior to 7:30 am.
- No child - student or sibling - may play on the playground without supervision.
- During after-school activities, no supervision is provided on the playground. It is the parent's/guardian's responsibility to supervise his/her children.
- Facilities on campus are not open to the general public; this includes the playgrounds, athletic fields or any of the buildings on campus.

## **VISITORS ON CAMPUS**

In order to ensure maximum classroom instruction and to provide viewing of an academic area that is of interest to the visitor, requests for classroom visits must be arranged with the principal.

All parents and visitors must check in at the school office and receive a visitor's badge before going to a classroom or any other campus area. Office personnel will be glad to answer questions, and visitors must return to the office to sign out.



# **VOLUNTEER CODE OF CONDUCT**

As a volunteer at a Catholic School, you play a vital role in supporting the school's mission of providing a holistic Catholic education, centered on the values of faith, love, respect, and service. This Code of Conduct outlines the expectations and responsibilities of all volunteers. By upholding these guidelines, you help foster an environment that nurtures the spiritual, academic, and personal growth of all students.

## **1. Commitment to Catholic Teachings and Values**

- Volunteers must respect and uphold the teachings of the Catholic Church and act in accordance with the values of the Catholic faith.
- Volunteers are expected to model Christian virtues such as love, kindness, patience, integrity, and humility in all interactions.
- Volunteers should regularly participate in the sacramental life of the Church, including attending Mass and practicing prayer, as a sign of their commitment to the faith.
- Volunteers must show respect for the dignity of all persons, reflecting the Catholic belief that each individual is made in the image and likeness of God.

## **2. Respect for Authority and School Mission**

- Volunteers must respect the authority of the school's administration, faculty, and staff, and cooperate fully with their directives.
- Volunteers should familiarize themselves with the mission and vision of the school and ensure that their actions align with these.
- Volunteers are encouraged to support school policies and procedures in all interactions with students, parents, and staff.

## **3. Appropriate Behavior and Professionalism**

- Volunteers are expected to maintain appropriate boundaries with students, faculty, and other volunteers, ensuring that interactions remain respectful and professional.
- All forms of inappropriate behavior, including but not limited to harassment, bullying, or any form of discriminatory conduct, are strictly prohibited.
- Volunteers must ensure that their language and conduct reflect the values of the Catholic school and avoid any form of offensive, obscene, or disrespectful behavior.
- Volunteers must dress modestly and appropriately for the school environment, reflecting the dignity and values of the Catholic community.

## **4. Child Safety and Protection**

- Volunteers must adhere to all child protection policies and procedures of the school and the diocese, including completing any required training.
- Volunteers should never be alone with a child in a secluded or unmonitored area. If individual attention is needed, it should occur in an open, observable space.
- Volunteers must immediately report any signs of abuse or neglect to the appropriate authorities, in accordance with diocesan and school policies.

## **5. Confidentiality and Privacy**

- Volunteers are required to respect the privacy and confidentiality of students, parents, faculty, and staff.
- Any personal or sensitive information that volunteers may become aware of during their service should not be shared or discussed outside the appropriate context.
- Volunteers must not take photos, videos, or audio recordings of students without explicit permission from the school administration and the parents involved.

## **6. Integrity and Honesty**

- Volunteers are expected to act with honesty and integrity in all their actions and communications.
- Volunteers should not represent themselves as a school authority or speak on behalf of the school unless specifically authorized to do so.
- Volunteers must accurately account for their volunteer hours and contributions, avoiding any form of dishonesty or fraud.

## **7. Commitment to Service and Stewardship**

- Volunteers should demonstrate a spirit of service, reflecting the Catholic call to serve others, especially the vulnerable and marginalized.
- Volunteers should use the school's resources wisely and respect the property of the school.
- Volunteers are encouraged to foster a culture of gratitude, stewardship, and generosity, modeling these values to students.

## **8. Positive Communication**

- Volunteers must communicate in a manner that is constructive, respectful, and supportive of the school's mission.
- When disagreements arise, volunteers should seek resolution through respectful dialogue, following the appropriate channels for communication with school staff and administration.
- Gossip or negative talk about the school, its students, faculty, staff, or fellow volunteers is not acceptable.

## **9. Adherence to School Policies**

- Volunteers must familiarize themselves with the school's policies and procedures, including those related to safety, security, and emergency protocols.
- Volunteers must follow the school's guidelines regarding the use of technology, including appropriate use of social media, to ensure it aligns with Catholic values and the school's standards.
- Volunteers are required to comply with all health and safety regulations, including any protocols related to student well-being, cleanliness, and campus security.

## **10. Commitment to Continuous Growth**

- Volunteers are encouraged to participate in any ongoing training or formation offered by the school or diocese to deepen their understanding of their role and the Catholic faith.
- Volunteers should strive to grow in their own faith journey, modeling a commitment to lifelong learning and spiritual growth for the students they serve.

## **11. Drug and Alcohol-Free Environment**

- Volunteers must adhere to the school's commitment to maintaining a drug- and alcohol-free environment.
- The use of tobacco, drugs, or alcohol on school property or during school-sponsored events is strictly prohibited.

## **12. Consequences for Violations**

- Violations of this Code of Conduct may result in disciplinary actions, including but not limited to removal from volunteer service.
- Any behavior that contradicts the Catholic values of the school or threatens the safety or well-being of students will be addressed promptly and appropriately by the school administration.

By volunteering at the school, you agree to uphold this Code of Conduct and to serve as a model of Catholic faith and values. Thank you for your commitment to fostering a safe, respectful, and faith-filled environment for our students.

## Appendix

### **THE ROMAN CATHOLIC DIOCESE OF DALLAS SCHOOL POLICIES HANDBOOK ADDENDUM OVERVIEW**

Catholic schools within The Roman Catholic Diocese of Dallas (the “Diocese”) are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

#### **CUSTODY AND FAMILY LAW ISSUES**

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school’s primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child’s biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student’s family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student’s family does so, the school may assume that both of a child’s biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

**Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents’ attorneys if school involvement in a custody dispute is requested. If the school is required to engage**

counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. Additionally, if the school is required to engage counsel to participate in witness interviews, depositions, and/or trial preparation involving attendance of a school employee, with respect to a legal matter involving the student, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

## **REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT**

### **Reports to Law Enforcement**

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

**Cooperation with Law Enforcement and Child Abuse Investigations** Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests. From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a

crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible. If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.

### **PARENTAL COOPERATION AND BEHAVIOR**

All members of the school community, including parents, guardians and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents, guardians or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

### **REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES**

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnatee, or 4) threatened or actual litigation against any Indemnatee which does not result in a final and appealable judgment adverse to the Indemnatee.

### **CONFIDENTIALITY**

The school strives to adopt and implement appropriate privacy and security safeguards against unauthorized access to or alteration of student/stakeholder information. Unfortunately, no data storage or data transmission can be guaranteed to be 100% secure. Students and stakeholders acknowledge that the security, integrity, and privacy of any and all information maintained by the school or exchanged with the school cannot be guaranteed.

## **SIGNATURE UNDERSTANDINGS**

### **1. Authorization of Consent to Treat Minor**

I/We, the Parents listed below, are the \_\_\_ parent(s) / \_\_\_ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, “School”) to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

**In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnatee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEE**

### **Authorization of Consent to Treat Minor**

\_\_\_\_\_ I have read and agree to the section covering Authorization of Consent to Treat Minor

<b>Student Name (“Student”):</b>	
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## **Authorization to Administer Over-The-Counter Medication**

**Subject to the Release and Indemnification terms** below, by my/our signature below, I/we consent to the School's administration of Over-the-Counter (nonprescription) ("OTC") medication.

I/we understand and agree to the following (please initial each item below):

\_\_\_\_\_ I/we have consulted Student's primary health care provider and have determined that the administration of the OTC medication described in this section is advisable and safe.

\_\_\_\_\_ I/we understand I/we are responsible for providing the medications in the manufacturer's original packaging. I/we also understand that the OTC medication I/we provide must have the manufacturer's label identifying the medication, its ingredients, dosing recommendations, possible drug interactions and/or warnings. In addition, the student's name must be printed on the container.

\_\_\_\_\_ I/we understand any instructions to administer an OTC medication in a manner inconsistent with the manufacturer's recommended instructions must be ordered by a physician. A copy of the physician's prescription/instructions will be required prior to administration.

\_\_\_\_\_ I/we hereby give my permission for the School to give the OTC medication to my child according to the directions stated above.

\_\_\_\_\_ I/we give my permission to the School to contact the student's physician to report any adverse reactions or side effects.

\_\_\_\_\_ I/we further agree to release and hold the School, The Roman Catholic Diocese of Dallas, and their respective employees, officers, contractors, and/or agents harmless from and against any and all claims arising from the administration of this medication by the School.

\_\_\_\_\_ I/we take full responsibility for any adverse effects of such medication administration.

\_\_\_\_\_ I/we agree to notify the School in writing of the termination of this request or when any change in the above orders are necessary. I/we further understand that this consent is only valid for the specific medication for the duration listed above.

### **2. ENROLLMENT**

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is

incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

**PARENT CONSENT AND RELEASE FORM**

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student’s participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student’s participation, and students and parents should sign where indicated below for each activity.

<b>Student Name</b>	
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**Athletics:** Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student’s participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student’s continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.

Parent(s) initials:	Yes:	No:
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**Transportation to/from Athletics:** Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student’s use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials:	Yes:	No:
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**Extra-curricular Activities:** Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student’s participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s

continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable polices and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

Parent(s) initials:	Yes:	No:
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**Transportation to/from Extracurricular Activities:** Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student’s use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s continued use of School transportation is conditioned upon his/her compliance with all applicable polices and rules of conduct.

Parent(s) initials:	Yes:	No:
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**Video/Image Release:** Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

Parent(s) initials:	Yes:	No:	No:
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**RELEASE AND INDEMNIFICATION**

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnatee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above.

Parent(s) initials:	Yes:	No:
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## COPPA PARENT WAIVER

### English

Dear Parents,

Our school uses certain web-based tools and other applications that assist your child in learning. In order for your child under age 13 to use those tools and applications, federal law requires that you provide your consent. A list of the applications and web-based services our school uses, or may choose to use, has been enclosed with this parental consent form. In order for your child to use these programs and services, your child must provide certain personally identifying information. Generally, this information is limited to first and last name, a user name, and email address.

Privacy policies for the programs can be found on the websites of the developers of these applications. If you have questions about a particular policy or would like further information about these privacy policies, please review the applicable website or contact your child's teacher.

Under the federal Children's Online Privacy Protection Act, the operators of these educational applications and services must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and an email address, to the operators of applications identified on the enclosed list.

If you consent to your child providing personal identifying information to use the applications and web services, check the OPT-IN box below. By checking the OPT-IN box, you expressly authorize \_\_\_\_\_ Catholic School to provide your child's first name, last name, username, and email address to the operators of one or more of the applications identified on the enclosed list. You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list.

If you do not want our school to provide this information, select the OPT-OUT box below. Note that checking the OPT-OUT box will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list. While our school will generally make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student's consistent inability to participate in the assigned curriculum may impair the student's academic progress at our school and require that you and we explore other options.

Student Name:

Parent/Guardian Name (PRINT):

Parent/Guardian Signature:

OPT IN \_\_\_\_\_ OR OPT OUT \_\_\_\_\_ Date: \_\_\_\_\_

## Spanish

Estimados Padres de Familia,

Nuestra escuela utiliza ciertas herramientas y aplicaciones a través del internet que estimulan el aprendizaje de su hijo. Para que su hijo menor de 13 años utilice estas herramientas y aplicaciones, la ley federal requiere que usted dé su consentimiento. Una lista de las aplicaciones y servicios a través del internet que utiliza nuestra escuela, o que puede decidir utilizar, ha sido incluida con este formulario de consentimiento de los padres de familia. Para poder utilizar estos programas y servicios, su hijo debe proporcionar cierta información de identificación personal. Generalmente, esta información se limita a su nombre y apellido, un nombre de usuario y dirección de correo electrónico.

Los reglamentos de privacidad de los programas pueden encontrarse en los sitios web de los diseñadores de estas aplicaciones. Si usted tiene preguntas acerca de un reglamento en particular o desea información adicional acerca de estos reglamentos de privacidad, le pedimos que revise el sitio web correspondiente o se ponga en contacto con el maestro de su hijo. Bajo la Ley Federal de Protección de la Privacidad Infantil en Internet, los operadores de estas aplicaciones y servicios educativos deben notificarle a usted, como padre de su hijo, y obtener su consentimiento antes de recopilar información personal limitada de niños menores de 13 años.

La ley permite que las escuelas den su consentimiento a la recopilación de información personal en nombre de todos sus estudiantes. Esta forma, al ser llenada y conservada en nuestros archivos, autorizará a nuestra escuela a dar el consentimiento para que su hijo proporcione información de identificación personal, la cual consta de nombre y apellido, un nombre de usuario y una dirección de correo electrónico, a los operadores de las aplicaciones identificadas en la lista adjunta.

Si usted da su consentimiento para que su hijo proporcione información de identificación personal para utilizar las aplicaciones y servicios a través del internet, marque la casilla AUTORIZO en la parte de abajo. Al marcar la casilla AUTORIZO, usted autoriza expresamente que la Escuela Católica \_\_\_\_\_ proporcione nombre, apellido, nombre de usuario y dirección de correo electrónico de su hijo a los operadores de una o más de las aplicaciones identificadas en la lista adjunta. Asimismo, usted acuerda liberar e indemnizar a nuestra escuela de y contra cualquier reclamación que surja al proporcionar dicha información a los operadores de las aplicaciones y servicios que se encuentran en la lista adjunta.

Si usted no desea que nuestra escuela proporcione dicha información, seleccione la casilla NO AUTORIZO en la parte de abajo. Tenga en cuenta que la casilla NO AUTORIZO evitará que su hijo participe en ciertas actividades educativas, incluyendo el uso de las aplicaciones incluidas en la lista adjunta. Si bien nuestra escuela generalmente hará los intentos razonables para proporcionar tareas alternativas para su hijo, nos reservamos el derecho de determinar si el impedimento constante de que un estudiante participe en el plan de estudios asignado perjudique el progreso académico del estudiante en la escuela y requiera que tanto usted como nosotros exploremos otras opciones.

Nombre del Estudiante:

Nombre del Padre/Tutor (IMPRESO):

Firma del Padre/Tutor:

AUTORIZO \_\_\_\_\_ O NO AUTORIZO \_\_\_\_\_ Fecha: \_\_\_\_\_

## **INTERNET SCHOOL SAFETY POLICY V1 2024**

# **Diocese of Dallas Internet School Safety Policy**

*A guide for students, staff, parents, and visitors to use the internet safely and responsibly.*

### **Introduction**

The internet is a powerful tool for learning, communication, and collaboration. It also poses some risks and challenges for the safety, privacy, and well-being of students, staff, and parents. This document outlines the Internet Safety Policy of our school, which aims to meet the regulatory requirements of the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

The Internet Safety Policy applies to all users of the school's network, devices, and online resources, whether on or off campus. The policy covers the following topics:

- Acceptable and responsible use of the internet
- Filtering and monitoring of online content
- Protection of personal information and data
- Educating and empowering students to be safe and responsible digital citizens
- Reporting and responding to cyberbullying, harassment, and inappropriate online behavior
- Enforcement and consequences of violating the policy

### **Acceptable and Responsible Use of the Internet**

The school provides access to the internet for educational purposes only. Users are expected to use the internet in a manner that is consistent with the school's mission, values, and policies. Users are also expected to respect the rights and property of others, and to follow the laws and regulations that govern the use of the internet.

#### ***Some examples of acceptable and responsible use of the internet are:***

- Using the internet to access, create, and share educational content and resources
- Using the internet to communicate and collaborate with teachers, classmates, and other learners
- Using the internet to research and explore topics related to the curriculum and personal interests
- Using the internet to develop and practice digital skills and literacy
- Using the internet to access and participate in online learning platforms and programs approved by the school

#### ***Some examples of unacceptable and irresponsible use of the internet are:***

- Using the internet to access, create, or share content that is illegal, harmful, offensive, or inappropriate
- Using the internet to engage in cyberbullying, harassment, or discrimination
  - Using the internet to cheat, plagiarize, or violate academic integrity
- Using the internet to disrupt, interfere, or damage the school's network, devices, or online resources
- Using the internet to download, install, or run unauthorized software, programs, or files
- Using the internet to access or participate in online platforms, programs, or activities that are not approved by the school



- Using the internet to access others' accounts

### **Filtering and Monitoring of Online Content**

The school uses filtering and monitoring software to block or restrict access to online content that is deemed inappropriate, harmful, or illegal for students. The filtering and monitoring software is designed to comply with the requirements of CIPA, which mandates that schools prevent access to visual depictions of obscenity, child pornography, or material that is harmful to minors.

The filtering and monitoring software is not infallible and may not block all inappropriate or harmful content. Users are responsible for their own online behavior and choices, and should report any content that is inappropriate, harmful, or illegal to a teacher or administrator. Users should also avoid accessing or sharing any content that violates the Acceptable and Responsible Use of the Internet section of this policy.

The school reserves the right to monitor and review any online activity or content that is accessed, created, or shared by users on the school's network, devices, or online resources. The school may also monitor and review any online activity or content that is accessed, created, or shared by users on their own devices, if they are connected to the school's network or using the school's online resources. The school may use the monitoring and review data to ensure compliance with this policy, to investigate potential violations or incidents, or to provide feedback and guidance to users.

### **Protection of Personal Information and Data**

The school is committed to protecting the personal information and data of users and complying with the requirements of COPPA. It protects the privacy of children under 13 years of age online.

The school collects, stores, and uses personal information and data of users for educational purposes only. The school does not disclose or share personal information and data of users with third parties, unless required by law or authorized by the user or their parent or guardian. The school also does not sell or rent personal information and data of users to third parties for any reason.

The school uses encryption, passwords, and other security measures to safeguard the personal information and data of users from unauthorized access, use, or disclosure. However, the school cannot guarantee the absolute security of personal information and data of users, and users are responsible for protecting their own personal information and data online.

### ***Some examples of personal information and data that users should protect online are:***

- Name, address, phone number, email address, or other contact information
- Birth date, age, gender, or other demographic information
- Social security number, student ID number, or other identification information
- Grades, test scores, transcripts, or other academic information
- Medical records, health conditions, or other health information
- Photos, videos, or other media that can identify the user or others
- Passwords, usernames, or other login information

**Some examples of how users can protect their personal information and data online are:**

- Using strong and unique passwords, and changing them regularly
- Not sharing passwords, usernames, or other login information with anyone
- Not using the same password, username, or other login information for multiple accounts or platforms
- Logging out of accounts or platforms when not in use
- Not clicking on links or opening attachments from unknown or suspicious sources
- Not responding to requests for personal information or data from unknown or suspicious sources and reporting to an adult when such a request is made.
- Not posting or sharing personal information or data on public or unsecured platforms or networks
- Checking the privacy settings and policies of platforms or networks before using or joining them
- Asking for permission from parents, guardians, teachers, or administrators before providing or sharing personal information or data online

**Educating and Empowering Students to be Safe and Responsible Digital Citizens**

The school recognizes that educating and empowering students to be safe and responsible digital citizens is essential for their success and well-being in the digital age. The school provides opportunities for students to learn and practice digital skills and literacy, such as:

- Searching, evaluating, and using online information effectively and ethically
- Creating, publishing, and sharing online content respectfully and responsibly
- Communicating and collaborating online appropriately and productively
- Managing and balancing online time and activities healthily and wisely
- Protecting and respecting online privacy and security
- Understanding and following online rules and norms
- Recognizing and reporting online risks and threats
- Resolving and preventing online conflicts and issues
- Cyberbullying awareness

The school also encourages parents and guardians to be involved and supportive of their children's online learning and activities. The school provides resources and guidance for parents and guardians to help them:

- Monitor and supervise their children's online access and use
- Discuss and establish rules and expectations for their children's online behavior and choices
- Teach and model safe and responsible online habits and practices
- Support and assist their children with online learning and challenges
- Communicate and collaborate with the school on online safety and education issues

### **Reporting and Responding to Cyberbullying, Harassment, and Inappropriate Online Behavior**

The school does not tolerate any form of cyberbullying, harassment, or inappropriate online behavior on or off campus. Cyberbullying, harassment, and inappropriate online behavior are defined as any online actions or communications that are intended to harm, threaten, intimidate, humiliate, or harass another person or group, or that create a hostile or offensive online environment.

Some examples of cyberbullying, harassment, and inappropriate online behavior are:

- Sending or posting mean, rude, or hateful messages or comments
- Spreading rumors, lies, or gossip online
  - Sharing or posting embarrassing, private, or false information or images of another person or group
- Excluding, isolating, or discriminating against another person or group online
- Impersonating, hacking, or stealing another person's online identity or account
- Stalking, threatening, or blackmailing another person or group online
- Encouraging or inciting violence, self-harm, or illegal activities online

The school expects all users to report any cyberbullying, harassment, or inappropriate online behavior that they witness or experience to a teacher or administrator as soon as possible. The school also expects all users to cooperate and assist with any investigation or intervention of cyberbullying, harassment, or inappropriate online behavior.

The school will respond to any reports of cyberbullying, harassment, or inappropriate online behavior promptly and appropriately, in accordance with the school's policies and procedures. The school will take appropriate actions to stop, prevent, and address any cyberbullying, harassment, or inappropriate online behavior, such as:

- Removing or blocking access to the online content or platform involved
- Contacting and notifying the parents or guardians of the users involved
- Providing support and counseling to the users involved
- Applying disciplinary or legal consequences to the users involved
- Referring and/or reporting on the users involved to external agencies or authorities, especially as required by law.

### **Enforcement and Consequences of Violating the Policy**

The school will enforce this policy and monitor compliance with this policy regularly and consistently. The school will use various methods and tools to enforce and monitor compliance with this policy, such as:

- Requiring acknowledgement and acceptance of this policy annually or as needed
- Providing training and education on this policy and its expectations to users
- Reviewing and updating this policy and its expectations periodically or as needed

- Using filtering and monitoring software to block or restrict access to inappropriate or harmful online content
  - Using filtering and monitoring software to monitor and review online activity and content of users
- Conducting audits and inspections of the school's network, devices, and online resources
- Investigating and responding to any reports or incidents of policy violations
- The school will apply appropriate consequences to any user who violates this policy, in accordance with the school's policies and procedures. The consequences will depend on the nature, severity, and frequency of the violation, and may include:
  - Warning or reprimand
  - Loss or restriction of online access or privileges
  - Confiscation or suspension of device or account
  - Restitution or compensation for damages or losses
  - Detention or suspension
  - Expulsion or dismissal
  - Legal action or prosecution

# YOUTH PERMISSION AND TRAVEL FORM

School/Parish name ("School/Parish")	Youth Permission and Travel Form
Youth's Name ("Student")	Date of Birth
Home Address	Gender M or F
City	State
Home Phone	Zip
Parent E-mail Address	Mobile Phone
	Current Grade in School
<b>PERMISSION TO TRAVEL</b>	
A brief description of the activity follows:	
Description of event ("Event"): _____	
Date of event: _____ Destination of event: _____	
Estimated time of departure and return: _____	
Mode of transportation to and from event: _____	
<b>CONSENT TO PARTICIPATE AND LIABILITY RELEASE</b>	
<p>In consideration for allowing Student to participate in this activity, I / We, the parent(s)/guardian(s)/conservator(s) of Student grant permission for Student to travel to and participate in the Event described above. <b>I/we assume all risks and hazards incidental to Student's participation in the Event, including transportation to and from the Event. In consideration for allowing Student to participate in the event listed above, and on behalf of myself/ourselves, Student, and Student's parents, legal guardians, siblings, heirs, assigns, and personal representatives, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School/Parish, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to Student's participation in the field trip, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES (to the maximum extent allowed by law).</b> In the event any legal action is taken by either party against the other party to enforce any of the terms and conditions of this release, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all reasonable court costs, attorneys' fees, and expenses incurred by the prevailing party.</p>	
<b>AUTHORIZATION OF CONSENT TO TREAT MINOR</b>	
<p>I/We do hereby authorize School/Parish, its youth ministry leaders, employees, contractors, and volunteers as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location. It is understood that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment, or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective throughout the specific Event dates listed above. <b>In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.</b></p>	
Name of Parent or Guardian	Phone Number
Address	Mobile or Add'l Phone Number
Name of Additional Emergency Contact	Phone Number
Signature of Parent/Guardian	Date Signed

## **ACKNOWLEDGEMENT AND AGREEMENT**

By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print): \_\_\_\_\_

School Name (print): \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

School year: \_\_\_\_\_ Date: \_\_\_\_\_

For online acknowledgement: By submitting this form to the school, I represent that I have read the foregoing Handbook and understand and agree to the contents thereof. I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school.

Or, submit your online acknowledgement and agreement form at  
<https://forms.gle/6RdWEwzFCH5qV6yk9>