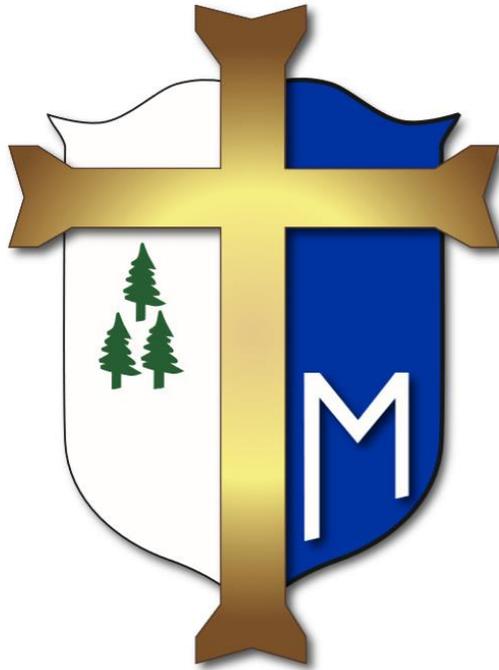


# St. Mary's Catholic School



## Parent and Student Handbook 2021-2022

Revised August 2021

*St. Mary's Catholic School...*

*Providing Catholic Education in a Christian environment since 1948.*

# Revised August 2020

The provisions and information set forth in this handbook are intended to be for informational purposes, site-based policies, and administrative regulations. This handbook is not considered as a substitute for state/federal law or Diocesan policy. Federal law, state law, and Diocesan policy shall prevail in the event of any conflict between them and the provision of this document. St. Mary's Catholic School reserves the right to amend, alter, change, delete, or modify any provisions in this handbook at any time.

St. Mary's Catholic School does not discriminate on the basis of race, color, national origin, sex, or serviceable disability in providing employment, academic services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

The following persons have been designated to coordinate compliance with these requirements.

Reverend Daniel P. Dower  
Pastor, St. Mary's Catholic Church

Darbie Dallman Safford, Ed.D.  
Principal, St. Mary's Catholic School

# Table of Contents

St. Mary's School Information	5
Parent Responsibilities	9
COVID-19 Protocols	12
Admission and Enrollment Policies	13
Academic Standards	16
Elementary Grading Scale	17
Middle School	20
High School	21
Student Activities	27
Student Behavior Expectations	31
Disciplinary Procedures	33
Dress Code and Uniform Guidelines	35
Additional Information	39
Computer Use Guidelines	43
School Related Organizations	48
Grievance Procedure for Students and Parents	49

Welcome to  
St. Mary's Catholic School  
405 Hollybrook Drive  
Longview, Texas 75605  
School Office (903) 753-1657  
Fax (903) 758-7347  
[www.stmaryslgv.com](http://www.stmaryslgv.com)

Dear Parents and Students,

Welcome to the 2021-2022 school year, our school's seventy first year! In 1948, the dream of educating children through the lens of the Catholic faith began at St. Anthony's Parish. Since then, the reality of that dream included an expansion in 1969 to the existing location on Hollybrook Drive, and in 1987 the addition of an Early Learning Center. The high school began in 2011. We were proud to have our first graduating class in May 2015. We appreciate the opportunity to work as partners with you as parents, the primary educators, for the academic, spiritual, and moral growth of your child. If at any time you have any questions, please feel free to contact the school office. We are delighted to have you as members of our school family.

The school recognizes the need for order and discipline in the formation of responsible Christians; therefore, policies and rules have been established to create an atmosphere of respect for all members to the St. Mary's School community.

This handbook offers information about the operation, rules and procedures of St. Mary's Catholic School. Students and parents sign an acknowledgment form at registration that states they have received the handbook and will read it and follow the rules and policies.

A high value is placed on self-direction, personal responsibility and self-discipline as a means for developing the self. All members of the St. Mary's Catholic School community are expected to reflect the ideals and standards of the school, both on and off campus.

Also, please keep in mind that this is a living document. The school reserves the right to change content, procedures and policies in order to better serve the needs of our community.

May God bless you.

The Faculty and Staff  
St. Mary's Catholic School

### School Information

Student Drop Off at 7:30 AM at grade-level entrance

Tardy Bell 8:00am

School Day

8:00 AM – 3:15 PM (PK3-1<sup>st</sup> Grade)

8:00 AM – 3:30 PM (2<sup>nd</sup> – 12<sup>th</sup> Grade)

### Early Morning Care

7:15 AM in the Gym for all grades

### After School Care

After School Care PK – 8<sup>th</sup> Grades Dismissal until 6:00 PM

No After School Care for High School Students

### School Mass

Thursdays at 9:30 AM **or** Holy Days of Obligation at 12:05 PM

### **Important Phone Numbers and Email Addresses**

School Office (903) 753-1657

*Rev. Daniel Dower, President ext. 503 [fdower@stmaryslgv.org](mailto:fdower@stmaryslgv.org)*

*Darbie Dallman Safford, Ed.D., Principal ext. 117 [dsafford@stmaryslgv.org](mailto:dsafford@stmaryslgv.org)*

*Laurie Kubicek, Director of Instructional Support ext. 115 [lkubicek@stmaryslgv.org](mailto:lkubicek@stmaryslgv.org)*

*Vivian Monge, Administrative Assistant ext. 125 [vivian.monge@stmaryslgv.org](mailto:vivian.monge@stmaryslgv.org)*

*Barbara Barton, Registrar/Director of Student Life ext. 118 [bbarton@stmaryslgv.org](mailto:bbarton@stmaryslgv.org)*

*Melinda Dunn, Director of Admissions ext. 120 [mdunn@stmaryslgv.org](mailto:mdunn@stmaryslgv.org)*

*Lucy Knotts, Athletic Director ext. 128 [lknotts@stmaryslgv.org](mailto:lknotts@stmaryslgv.org)*

*Jeff Palmer, Technology Director [jeff@stmaryslgv.org](mailto:jeff@stmaryslgv.org)*

*School Website [www.stmaryslgv.com](http://www.stmaryslgv.com)*

School Fax (903) 758-7347

Church Office (903) 757-5855

After School Cell Phone (903) 215-5634

## **ST. MARY'S CATHOLIC SCHOOL MISSION STATEMENT**

St. Mary's Catholic School is committed to partnering with families in forming children to be disciples of Jesus who actively participate in the Kingdom of God by forming faith, scholarship, leadership and service.

### **SCHOOL MOTTO**

Do all things for the Glory of God

### **SCHOOL COLORS**

Royal blue and white

### **SCHOOL MASCOT**

Knights

### **ACCREDITATION**

Texas Catholic Conference of Bishops Education Department (TCCBED), renewed May 2015  
Southern Association of Colleges and Schools (SACS), 2015

### **MEMBER**

National Catholic Educational Association  
Region VII Educational Support Center  
Christian School Athletic Conference  
National Association of Secondary School Principals  
Texas Association of Private and Parochial Schools

### **PURPOSE OF THIS HANDBOOK**

In order for any community to function well, certain policies and rules are necessary and essential. This handbook contains those policies and rules for our school community. Please read them carefully. Questions should be directed to the appropriate person. School rules are necessary to promote a safe learning environment, help the school run efficiently and to protect the rights of all students. Students are accountable for their behavior during the school day and while attending or participating in all school activities.

### **AMENDMENTS TO THE STUDENT-PARENT HANDBOOK**

The school reserves the right to amend this Student-Parent Handbook during the school year if needed. The school will notify families via email of any amendments.

## **GOALS**

St. Mary's students will be educated in the following areas. Experiences will be selected to direct the child's learning towards the following objectives:

### **Faith**

- Grow in knowledge and appreciation of spiritual values.
- Gain a sense of values and a capacity for right judgement.

### **Scholarship**

- Develop intellectual skills such as critical thinking, problem solving and open-minded understanding.
- Develop each student's individual academic potential.

### **Leadership**

- Learn wise use of leisure time.
- Discover and develop imagination, originality and creative abilities.
- Practice the principles of democratic living.
- Learn to work with others.

### **Service**

- Give witness to the faith by putting Love into action.
- Form a social conscience with a zeal for the common good.

## Parents as Partners

As parents in the educational process at St. Mary's Catholic School, we ask parents:

- To set rules, times and limits so that your child:
  - Gets to bed early on school nights
  - Arrives at school on time and is picked up on time at the end of the day
  - Is dressed according to the school dress code
  - Completes class assignments on time
  - Has all needed materials and is prepared to learn
- To actively participate in school activities such as Parent-Teacher Conferences, Home and School meetings and activities, and fund-raising (such as raffle ticket sales)
- To read school notes and check the school page on the website ([www.stmaryslgv.com](http://www.stmaryslgv.com)) for updated information on a regular basis and to show interest in the student's total education
- To notify the office if the child will be absent from school
- To notify the school with a note when the student returns to school after being absent or tardy
- To notify the school office of changes in address or important phone contact numbers
- To meet all financial obligations to the school, in a timely and responsible manner
- To ensure that the student pays for damage to school books or property due to carelessness or neglect
- To inform the school of any special situation regarding the student's well-being, safety and health
- To promptly complete and return to school any requested information
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers and staff with respect and courtesy when discussing student problems
- To treat other students and families with respect and courtesy
- To be prudent in regards to absenteeism and tardiness

## PARENT RESPONSIBILITIES

### Tuition and Fees

The St. Mary’s Catholic School current tuition and fee schedule is available by contacting the school office or via the website, [www.stmaryslgv.com](http://www.stmaryslgv.com)

Enrollment fees are NON-REFUNDABLE unless the child is not accepted for admission. Enrollment and Registration all take place through the FACTS Family Portal. Contact Melinda Dunn [mdunn@stmaryslgv.org](mailto:mdunn@stmaryslgv.org) for additional information. To qualify for the Catholic parish discount in tuition rates, Catholic families must be registered, practicing their faith and supporting their parish. Additional information on registration, tuition amounts, and possible tuition financial assistance is available through the school office (903) 753-1657 ext. 120.

A tuition contract is signed by each family through your FACTS registration. This is an annual contract that binds the signee to payment of the full annual tuition and fees. A monthly payment plan does not change the obligation to pay the full annual tuition and fees.

Tuition fees may be set to draft on the fifth or twentieth of each month. Fees will be assessed through FACTS for any returned drafts. Tuition covers only a portion of the cost of education of each student. Additional school funds are generated by parish tuition assistance and donations.

It is the responsibility of the St. Mary’s School Board with the assistance of the School Finance Committee to set annual tuition and fees. The annual tuition does not completely cover the true cost of educating a student at St. Mary’s Catholic School.

<b>Methods for Paying Tuition</b>
-----------------------------------

(Choose one)

Option 1	Option 2	Option 3
<u>In full</u> at August registration	<u>2 payments</u> August registration By January 5 <sup>th</sup>	<u>10, 11, or 12 monthly</u> <u>payments</u> All tuition and incidental charges must be paid in full by May 20.

Having agreed to a specific tuition payment plan, the parent/guardian financially responsible for the student must understand the following: **(1)** a student will not be permitted to attend class if a tuition payment is sixty (60) days past due; **(2)** no student will be admitted to school in August – no transcripts, report cards, or diplomas issued – until current and previous financial obligations have been met and all registration fees for the school year have been paid; **(3)** no transcripts, report cards, or diplomas will be issued until all library fines, lost or damaged textbooks charges, restitution for damages to school property, cafeteria charges, graduation fees, tuition or administrative fees have been paid in full.

### **Technology Fee**

Grades 9<sup>th</sup> – 12<sup>th</sup> are charged a technology fee of \$200.00. This fee is for services such as instruction, tech support, internet use, various software programs and hardware. The laptop they are issued is the property of the school and is expected to be treated as such. Please see the Technology Handbook for care instructions. If the laptop is still under warranty, St. Mary's Catholic School will repair minor damages. If not, our IT Department will give a quote for any repairs needed and it will be the responsibility of the student to make payment.

### **Cafeteria**

St. Mary's Catholic School will use a cash (accepted in the school office), debit, and or credit card pay through FACTS system. Families will have an option for the meal plan. The meal includes hot lunch and milk/juice only. The meal plan fee of \$680 (\$68 monthly) or \$1000 (\$100 monthly for doubles) will be added to your monthly tuition statement. If you choose this option, students will be able to eat in the cafeteria daily, when lunch is served. Lunch is not served on half days. If you do not choose this option students will have to bring their lunch daily. They have the option to eat in the cafeteria but must pay for lunches through FACTS. This plan does not include snacks. Snacks and specialty drinks can be paid for through FACTS. PK-K has to option to purchase a ½ portion meal plan for \$500 (\$50 monthly).

### **Fund-raising obligation**

In order to keep tuition cost to a minimum, we require that every school family raise funds through our Gala (spring fund-raiser). The required amount of **\$350.00 per family** for the Spring Gala for grades PK3 – 12<sup>th</sup> is the minimum amount to be sold and families, however, are encouraged to support these fundraisers by selling as many tickets as possible. This may be done by selling raffle tickets or making a donation to the school fund-raising account. Any family that has not achieved their spring fund-raising obligation may choose to pay the balance of fund-raising owed in full or have the balance added to the monthly tuition on the May tuition statement.

**Please note:** Families with High School students are required to sell an additional \$150.00 in raffle tickets. The maximum required amount per family is \$500.00.

### **Required Adult Service Hours**

Each PK-12<sup>th</sup> family is required to complete **twenty-five (25) adult service hours**. A minimum of five (5) of those hours must be served with qualified Spring Gala activities. The remaining hours may be met through any of the other suggested volunteer areas. For service hours not completed each family will pay, as a Tuition Obligation, the sum of \$25.00/hr for each service hour not completed during a school year. ***All service hours not entered by the Monday after the Spring Gala will be added to the May tuition statement at \$25.00 per hour for those not served or not recorded. The office staff reserves the right to verify hours entered with the project coordinator, teacher, or committee head in charge of the activity.*** It is the responsibility of the family to keep a record of all hours served and record these service hours in the school office. Committee chairs or activity coordinators should not be expected to be responsible for turning in your family's service hours.

## Helping Our School – Helping Our Kids: Service Opportunities

- Substituting for After School Program from 3:30pm – 6:30pm (**Ethics Training required**)
- Assisting in library (Anytime (prearranged) during school hours or after school for Book Fair)
  - Re-shelving books and organizing shelves
  - Repairing books (work at home)
  - Doing inventory / Processing new/donated books
  - Check out books to students and help keep library open for school family use
  - Helping with Book Fairs
- Cafeteria (Normally 10:30am – 1:30pm)
  - Preparing/serving food
  - Scanning lunches on cafeteria computer (must receive training)
  - Monitoring lunchroom and/or playground/recess (Lunch duty)
  - Organizing or assisting with special lunch events
- Assisting Office Staff (Anytime during the school day)
  - Answering phones
  - Helping with basic computer work
  - Helping prepare for school-wide events
- Assisting Teachers/Classroom Aides (During school hours or at home depending on assignment)
  - Serving as class room parent or assistant to organize volunteers
  - Help field day or with special school events
  - Sharing a hobby or arts/craft projects with classes
  - After school enrichment
  - Coaching/working concessions for athletics
  - Providing transportation/chaperone for field trips/athletic meets (**Ethics training required**)
  - Substituting partial/full day for teacher (**Ethics training required**)
  - Sharing a musical talent with a class
  - Reading to a class or student
  - Assisting with special projects and clean up
  - Preparing for classroom activity – cutting out, assembling, etc. at home
  - Planning or decorating bulletin boards
  - Bathroom Monitors during the school day
- Assisting with Beautification/School Maintenance
  - Maintaining/mowing/cleaning grounds and flower beds
  - Cleaning/decorating classrooms and hallways
  - Volunteering for projects involving general upkeep of the school buildings
  - Coordinating or assisting with special events and fund-raisers
  - Chairing an event (Spring Gala)
  - Co-chairing an event
  - Serving as a Home and School officer

### **Change of address and phone numbers**

The school office should be notified immediately concerning a change of address, phone numbers, or other vital information needed in case of an unexpected emergency. This is necessary so that we can adequately care for your child should an emergency arise, and so that we are able to communicate effectively with you concerning school information.

### **Communicable Diseases**

As members of the St. Mary's community, we have a responsibility to protect our children from illness as much as possible. Parents of students with a communicable disease (including but not limited to chicken pox, measles, lice, pink eye, impetigo, and scabies, etc.) have a responsibility to phone the school so that other students who have been exposed to the disease can be alerted. Students with contagious diseases are not allowed to come to school while they are contagious and are not allowed to return to school without a doctor's release.

A student may not remain at school with a fever, diarrhea, or while vomiting. **A child must not return to school unless he/she has been free of symptoms and fever for 24 hours.** If an illness requires an antibiotic, the child **should receive the medication 24 hours before returning to school.** Please adhere to this rule for the protection of all our children and staff. **Your child will not be allowed to enter the building before the 24-hour period expires.**

### **COVID-19 Symptoms**

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100.0° Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills, shaking or exaggerated shivering
- Sore throat
- Congestion or runny nose
- Significant muscle pain or ache
- Diarrhea or Nausea or vomiting

### **Protocols for Screening and Isolation**

All students and staff will be screened for COVID-19 symptoms regularly and individuals who present with symptoms will be separated for further evaluation.

- **Screening** includes answering questions based on symptoms and risk factors.

- **Isolation** includes transferring students and personnel who display symptoms of COVID-19 to a secure onsite location for an additional evaluation. Those deemed ill will need to be picked-up or leave campus within 30 minutes of notification. A letter of notification will be sent to all students/families who may have been affected by a symptomatic (probable) case or lab-confirmed (active) case of COVID-19 with information on appropriate protocols for the specific situation. Additional disinfecting procedures will take place as needed and as determined by school administration in accordance with the level of risk.
- **Close Contact** refers to anyone who has had “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:
  - a. being directly exposed to infectious secretions (e.g., being coughed on); or
  - b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

## **Individuals Confirmed or Suspected with COVID-19**

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  - i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - iii. at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

## **Identifying Possible COVID-19 Cases on Campus**

- Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

## **Protocols for Face Coverings**

Protective measures, including the use of face coverings, will be determined by the level of disease activity of COVID-19. The disease activity level categories below are based on the recommendations of local and state health officials. Each Sunday afternoon, the COVID-19 activity level for the upcoming week will be assessed and posted by school administration and communicated with students, parents, and staff. Students' individual needs will be addressed on a case-by-case basis. Requests for accommodations should be submitted to school administration.

## **Social Distancing**

Students should practice **social distancing** as much as possible. Whenever social distancing is not possible or when students enter common areas, masks must be worn.

## **Restricted Campus**

Beginning August 9, any visitors to campus will need to make an appointment. Drop in visits will not be allowed. Any person entering the buildings will be required to sign in at the main school office, complete a COVID 19 screening. Masks/facial coverings must be worn by all visitors at all times while in the buildings.

Any forgotten items cannot be delivered to school. Please work with your child/ren to make sure they have everything they need when they leave home in the morning.

No lunches can be delivered from home or ordered to be delivered from a restaurant. No visitors will be allowed in the cafeteria during lunch.

## **Athletics**

### **St. Mary's Home Game Covid Guidelines for Volleyball Fans**

Each player may have 3 guests per home game. When the guest enters the gym, each will be required to pay admission. Admission is \$5 for adults and \$3 for children. Names of guest will be recorded. Guests will be required to wear masks and social distance. Home games will be live streamed for additional family and fans who are unable to attend.

### **St. Mary's Home Game Covid Guidelines for Soccer Fans**

All family and fans are welcome. We ask that everyone social distance during games and if you mix with others that you wear a mask. Admission is \$5 for adults and \$3 for children. Admission will be collected at half time of each game. Soccer games will not be live streamed.

## **Communication**

The lunch menu, athletic information, and memos from the school office, along with any additional notices necessary are posted on the school's website. Communication may also come electronically, especially for emergency communication such as school closing due to weather, via text or email. Tuition statements will be emailed at the end of the month for the following month. Payments may be made at the school office, in the bookkeeper's office, on the website or by bank account ACH debit (paperwork is available in the office). In addition, information concerning the school can be found in flyers, in your child's agenda, in church bulletins, through Home and School meetings, by calling the school office, and on the school website.

## **ADMISSIONS AND ENROLLMENT POLICIES**

St. Mary's Catholic School was established to educate children in East Texas whose families are committed to Christian education and whose academic and behavioral need are serviceable in our environment. St. Mary's Catholic School admits qualified students of all races, colors, genders, nationalities, and ethnicities in administration of its educational policies and financial assistance.

Admissions to St. Mary's Catholic School will be based on a first come – first served enrollment process pending our ability to meet academic and social needs and as long as an opening remains in the appropriate class. However, during early pre-enrollment, preference will be given to families with students currently enrolled.

**Age Requirements** (as set by the Texas Catholic Conference of Bishops for Education – TCCBED)

*Age requirements for classes are as follows:*

PreK 3 - must be 3 years old on or before September 1 of current school year.

PreK 4 - must be 4 years old on or before September 1st of current school year.

Kindergarten - must be 5 years old on or before September 1<sup>st</sup> of current school year.

1<sup>st</sup> Grade - must be 6 years old on or before September 1<sup>st</sup> of current school year.

## **Bathroom Needs**

All students enrolled at St. Mary's Catholic School must be able to take care of their personal bathroom needs. If your child has a bathroom accident, you will be contacted to come to school or send a representative to change your child. These situations will be handled in accordance with the Diocesan Ethics and Integrity Policy. Class schedules have ample opportunities set up to visit restroom facilities throughout the day. Parents should talk to their children about not waiting until the last minute to communicate with their bathroom needs with their teacher. Inability to adhere to the normal bathroom habits expected during the school day may result in breach of contract without a refund.

## **Admissions Procedure:**

- 1) **Submit an Online Application for Admission including the following documentation:**

- a. Copy of birth certificate\*
  - b. Copy of baptismal certificate (Catholics only) \*
  - c. Copy of current immunization record\*
  - d. Copy of medical insurance card
  - e. School Records\*
    - i. Copy of most recent report card
    - ii. Copy of final report card from the previous school year
    - iii. Copy of most recent standardized test results
    - iv. Copy of testing for exceptional students' service and Service Plan (gifted, learning disabilities, speech, etc.)
    - v. Copy of attendance record
    - vi. Copy of disciplinary records
    - vii. The child's Individualized Education Plan (IEP) if one exists, and the school's ability to meet the IEP or Response to Intervention (RTI)
  - f. Current Application Fee
  - g. Copy of divorce decree or custodial guardianship if applicable
- \*documents may be scanned and uploaded as a part of the online application or they must be mailed, faxed, or brought to the school office.

**NOTE:** Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal.

If appropriate records are not available or if there are other educational concerns, the President/Pastor may require entrance testing of the child and direct consultation with the previous school to determine appropriate education placement before admission is granted.

## 2) Admissions Steps Following Online Application

- a. Documents will be reviewed
- b. If tuition assistance is needed, complete online FACTS Grant & Aid Application
- c. An admissions interview may/may not be scheduled
- d. Interview with President/Pastor/Administrator
- e. Placement exam or essay if needed following review of records
- f. Parish Subsidy Letter from Pastor (Catholics only)
- g. Once officially accepted, online registration/enrollment should be completed and FACTS tuition plan completed

All students who are new to St. Mary's Catholic School or seeking re-admission are admitted on ***Academic or Disciplinary Probation for four and one-half weeks***. Any serious violation of the Academic or Disciplinary Codes will be subject to an immediate review by the Administration team and the student may then receive an extension of the probationary period or dismissal. If a student is granted admission, and at a later date it becomes known that information was

inaccurate or withheld, the student will be subject to immediate dismissal and fees will not be refunded.

If the President/Pastor determines through the above procedures that the family and student have philosophies, educational goals, and levels of preparation that are compatible with the religious mission and educational programs offered by the school, and that the student is likely to be successful in the Catholic educational setting, and an opening exists, the student may be admitted on a probationary basis. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Procedures above.

We offer rolling admission throughout the year as openings are available.

### **Admission of Special Needs Students**

Students with moderate special needs shall be given the same consideration as all applicants. We are not suited to educate students with severe and profound difficulties. Prior to admitting a student with diagnosed special needs, St. Mary's Catholic School shall make a determination as to whether or not it feels it can provide an appropriate education for that child. Each child will be considered on an individual basis. St. Mary's Catholic School will consider:

- The severity and degree of the disability
- The level of support needed from special services and any special equipment the student may require
- The number of students with disabilities currently enrolled in an assigned class
- The school's resources, such as available support personnel, class size, and accessibility of school facilities
- The accommodations, if any are necessary, and the school's ability to meet those accommodations

Parents and/or the public school district in which the student resides shall be responsible for any additional Special Education services that a student may require.

### **Admissions for Re-Enrollment Process of Returning Students:**

Students who are enrolled for the current year may be Re-Enrolled for the next school year by:

- Re-Enrollment will be done via an online letter of intent through Parents Web.  
**Enrollment fees must be paid to ensure registration. The enrollment fee is non-refundable and due with Letter of Intent.**
- After review of current year's tuition contract compliance, student's academic progress and compliance with all school rules and regulations outlined in the Student-Parent Handbook, an enrollment/registration packet for the next school year may be offered, provided that all current contract obligations have been met. This review will include:
  - Current tuition payments
  - Fund-raising obligation
  - Participation in Parish and School life
  - Current service hours recorded
  - Report card

### **Circumstances That Require Further Review:**

Administration will make appropriate recommendations and determinations concerning a student's continued enrollment at St. Mary's Catholic School using criteria that is consistent with Gospel values and church teachings.

- Students demonstrating an inability to progress satisfactorily due to physical, emotional, or mental disability, students who are pregnant, students who express an openness about same sex attraction, and any situation or circumstance deemed necessary by the President/Pastor.
- Failure to meet conditions of My Fair Share agreement

### **Due Process for Admissions**

Students are given due process in all admission decisions. This includes a 4 ½ week probationary period for both parties regardless of academic or disciplinary probation. Appeals should be made to the President/Pastor. The President/Pastor is the final authority in all admission decisions.

### **Registration, Tuition, and Fees**

Application- complete the following before the application is processed:

- Completion of the online application and payment of the application fee
- Submission of transcripts and attendance record from previously attended school\*
- Submission of any applicable individual education plans or specialized learning diagnosis\*
- Submission of current immunization records\*
- Submission of birth certificate\*

\*Documents may be scanned and uploaded as a part of the online application or they must be mailed, faxed, or brought to the school office.

Re-Enrollment for students currently enrolled in St. Mary's Catholic School and prospective new students begins during Catholic Schools Week of each year (The last week in January) and continues until General Registration in August.

General Registration for the entire school begins in May and continues until school begins in August. Families must complete the registration/enrollment packet and supporting documentation through FACTS and set up their payment plan.

FACTS Tuition Plan: This is an annual contract that binds the signee to payment of the full annual tuition and fees. A monthly payment plan does not change the obligation to pay the full annual tuition and fees. Since the contract is for the entire school year, it must be paid in full regardless of early withdrawal within the contracted school year.

### **Student Records**

St. Mary's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

## ACADEMIC STANDARDS

### **Standardized Testing**

One aspect of the education at St. Mary's Catholic School is academic. We follow state and diocesan curriculum guidelines, with standardized testing being one of several means of assessing pupil performance. Standardized tests (IOWA Test of Basic Skills) are administered each spring during the designated testing week to grades K – 7<sup>th</sup>. The results of these tests are analyzed in order to continue to develop the academic excellence for which we strive. In addition, benchmark tests are administered in the elementary grades to assess the student's academic needs and evaluate their progress. An assessment of religious education (ACRE) is given to all students in the required grades each year. This test gives an evaluation of scriptural, social, and moral growth of the student body over a period of years. Grades 8-9 will take the PSAT 8/9, grades 10-11 will take the PSAT, and 12<sup>th</sup> grade will take the SAT and ACT.

### **Conferences**

Two Parent/Teacher/Student Conferences are held each year. Please watch for information regarding these scheduled conferences. Parents who see problems developing should contact the teacher immediately.

### **Special Needs – Testing**

St. Mary's Catholic School does not offer a special education program. We do, however, have a Response to Intervention (RTI) that will make every effort to accommodate or modify for identified special needs. It is important that parents are forthcoming in the Disclosure Form included in the registration packet to help us meet your student's needs. Modifications will be reviewed on a semester basis or as needed to ensure adequate progress. If potential special needs are identified while at St. Mary's, the RTI will help in referring you to your local school district, a private diagnostician, or school staff for assessment. A parent who feels a child may have special needs can contact Laurie Kubicek.

### **Permanent Records**

Permanent records are kept for all students who attend St. Mary's Catholic School. A permanent record consists of semester grade records for classes taken as well as standardized testing results. Records may not be removed from the office by any person. Students over the age of 18 and parents (both custodial and non-custodial) of students under the age of 18 have a right to view the student records or obtain copies of school records for the reasonable cost of copying, provided financial accounts are current and Release Information forms are signed. Parents and students must give the school minimally forty-eight (48) hours' notice for copies of these records. Teachers and other school personnel, who have legitimate interest in a student's record, will have access to the permanent record.

### **Grading Policy for 2021-2022**

**Grade Books** are the property of the school and all grade information for students is confidential and must be treated according to the Buckley Amendment protocols. Under no circumstances are a child's grades to be shared with any other students or parents. Teachers are required to post grades at least weekly on **FACTS/RenWeb**. Electronic progress reports will be sent home at 4 ½ weeks, and electronic report cards will be sent home every nine weeks. The final report card for the year will be printed and sent home for all students. A copy of the student's final report card will be added to the cumulative folder/portfolio.

The following is a guide to the grading scale at St. Mary's Catholic School:

**Grades 1 – 12**

A 90-100

B 80-89

C 70-79

F Below 70

**Other Codes**

E Excellent

S Satisfactory

**PK3, PK4, Kindergarten**

S Satisfactory

N Needs more time

U Unsatisfactory

N Needs Improvement

U Unsatisfactory

**For GPA purposes**

Honors and Dual Credit classes receive a 1-point GPA bonus.

**GRADING POLICY**

St. Mary's Catholic School will use the following as criteria for assessment:

St. Mary's expects that 70% of students will attain 80% mastery on any given skill in order for the class to move to another skill. If this mastery is not achieved, the teacher will reteach, enrich and enhance until the learning expectation is met. Grades will not be taken in these circumstances. Students that are not achieving success will be offered independent or group tutorial to achieve mastery. Parents may be asked to reinforce skills at home in order to promote success.

**In order to provide fair and consistent assessment of mastery, all classes (grades 1-12) will comply with the following:**

- Papers with no heading will result in a deduction of 5 points campus-wide.
- Late Work will only be accepted at the discretion of the teacher. A minimum of 10 points per day will be deducted. No work will be accepted after 3 days.
- St. Mary's Catholic School does not allow for Extra Credit Work.
- A minimum of 2 daily grade will be recorded weekly for each subject area.
- A minimum of 1 test grade will be recorded every three weeks.
- Elective classes are required to record one weekly grade.
- Test grades may not count twice.
- All core content areas will receive a numeric grade during each reporting period except for Religion, Science, and Social Studies (1-2).

- No grade less than 50 shall be recorded in the grade book for major tests/projects or assessments without permission from the principal.
- All students will have the opportunity to rewrite assignments to a corrected grade of a 70% or better so that students may work toward mastery of missed content. Rewrites will only be accepted once and must be submitted in a timely fashion. This policy is not in place to inflate grades, but rather to provide an opportunity for teachers to reteach and students to learn from their mistakes.
- An exam grade may not fail a student for the semester except in Dual Credit.

### **DUAL CREDIT FOR HIGH SCHOOL STUDENTS**

Dual credit classes are a privilege provided to high school students grades 10-12. Grades from these courses will be included on a student's high school transcript. If a student withdraws from a dual credit course, the grade will then be transferred to the new course and will be listed as the new course. Dual Credit Courses must be passed to receive credit. Failure of a course or failure to complete a course will prevent the student from graduating if that credit is required for graduation. It is the responsibility of the student to maintain his/her grades and schedule for dual credit classes that are not facilitated on the St. Mary's campus. **If a student fails two or more dual credit classes, the student will not be allowed to take additional dual credit courses.**

### **HOMEWORK POLICY**

The time required for homework will gradually increase as the child advances, with a general guideline being ten minutes of homework for each grade level number (1<sup>st</sup> grade will have about ten minutes per night, 3<sup>rd</sup> grade will have about twenty minutes, etc., to 8<sup>th</sup> grade who should have about eighty minutes per night). This is approximate and will vary from student to student. The teachers should collaborate to assure this is happening. (ie: **1<sup>st</sup> grader** - 5 minutes reading, 5 minutes spelling; **7<sup>th</sup> grader** – 30 minutes math, 15 minutes reading, 15 minutes Science, 10 minutes band, etc.)

Homework is based in material that has been presented. Homework is more likely to be completed if students perceive it as beneficial.

### **GRADES PK – K**

E – U Scale **FOR** all classes.

1<sup>st</sup> – 5<sup>th</sup> Specials are E – U

### **GRADES 3 – 12**

Number Grades:

- Art: grades 6 – 12
- Spanish: grades 9 – 12
- Instrumental music: grades 6 – 12
- PE/Athletics: grades 6 – 12
- Choir: grades 6 – 12

### **WEIGHTING GRADES**

Grades will be weighted as follows:

**PK3 – K GRADE**

All grades are weighted evenly.

**GRADES 1 – 5**

- Daily Grades 50%
- Test/Projects 50%

**GRADES 6 – 12**

- Test/Projects 60%
- Category 1 30%
- Category 2 10%
- Semester Exams in all core content areas will count as 5% of Semester Average: a total of 10% for the year.

The individual teacher will determine what falls in the two categories and will distribute that information at the beginning of the school year.

**ABSENTEE POLICY REGARDING GRADES**

Students will be allowed three days for each excused absence to make up missed daily assignments before suffering a late penalty. Missed tests will be taken upon return to school during an elective period. However, if a long-term project is due during illness, it should be delivered to the school or it will be considered late and follow the plan for late assignments. Extended absences may require special consideration. Please contact the principal to discuss plans in the event of an anomaly.

Students (parents) in grades 1 – 8 will receive written directions and assignments via the assignment notebook to be signed by the teacher and parent in the event of absence.

It is the responsibility of the student in grades 9 – 12 to obtain and complete any missed work. It is up to the discretion of the teacher to offer assignments regarding unexcused absences.

**ACADEMIC ELIGIBILITY**

In order to participate in any extracurricular activities, all students at St. Mary’s Catholic School must maintain a 70 or better average in all classes recorded numerically and an S or better in all classes recorded on a scale, including conduct. Once eligibility is lost during the athletic season, it may not be regained for that particular event or competition. If eligibility is lost for other events, such as TAPPS Art or band competition, it is up to the discretion of the parent and teacher if eligibility can be gained during the next grading period. If a student is removed due to ineligibility, they will not be photographed in the yearbook as having participated. Honors classes will get a 10-point waiver for eligibility for one of the four grading periods, with parent consent. Eligibility applies to all overnight field trips.

**RETENTION POLICY FOR ELEMENTARY SCHOOL AND MIDDLE SCHOOL**

If a student fails 2 or less Core Curriculum classes for the year **and does not meet** minimum expectations on the ITBS and benchmark tests, the student will be conditionally passed pending a passing grade in an approved summer program for all failed content areas.

If a student fails 2 or less Core Curriculum classes for the year **but meets** minimum expectations on the ITBS and benchmark tests, the child will be conditionally passed based on a parent/teacher conference and signed contract regarding work ethic. He/she will be placed on academic probation for the following school year until all grades are 75 or above.

If a student fails 3 or more classes, Core Curriculum or elective, he or she will be retained in that grade and will be placed on academic probation for the following school year.

### **RETENTION POLICY FOR HIGH SCHOOL**

Student must stay on degree plan to remain with his/her class. Any failure of a required class will result in summer school and a possible non-return to SMS. St. Mary's School only provides summer credit recovery for Theology. All other summer school credit-recovery must be arranged by the parent and the local school district and be completed by August of the new school year.

**Failure to do so will result in retention.**

### **ACADEMIC PROBATION**

Students will be placed on academic probation for failure at the end of the 9-week grading period.

- Students will not be eligible for any extracurricular activities including field trips.
- Teacher(s) will conference with parents weekly regarding grades/progress.
- Teacher(s) will work with parents to arrange for tutoring if recommended.
- Accommodations may be implemented.
- Further testing/observation may be requested.
- Parents/teachers/SSt will meet every 3 weeks to evaluate progress.

### **Physical Education**

PE uniforms are to be purchased through the Athletic Office for grade 3<sup>rd</sup> – 12<sup>th</sup>. Athletic socks and footwear are mandatory. A note from a parent is required to excuse a student from Physical Education for one class period. A physician's note is necessary to excuse a student from Physical Education for two or more days for medical reasons. Physical Education credit is dependent on active participation.

## MIDDLE SCHOOL

The Middle School offers a comprehensive academic program in grades 6<sup>th</sup> – 8<sup>th</sup>. Courses offered include Religion, Language Arts, Math, Science, Social Studies, Physical Education, band, choir, and art. Students are also instructed in other important skill areas such as social development, study habits, leadership development, library usage, technology and organization.

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Religion Language Arts Mathematics Science World History PE/Athletics Fine Arts	Religion Language Arts Mathematics Science Texas History PE/Athletics Fine Arts	Religion Language Arts Pre-Alg/Algebra Science U.S. History PE/Athletics Fine Arts

### Math Placement

At the end of the year, 7<sup>th</sup> grade students will take the IOWA Algebra Aptitude Test to determine readiness for Algebra. The criteria are:

- Students performing on level will be placed in Pre-Algebra
- Students performing above-level and showing a strong work ethic **may** be placed in Algebra

### Middle School Grade Advancement

Students must pass all 5 core classes (Religion, Math, Language Arts, Science, and History) to advance to the next grade level. Any courses with a final grade of 69 or below must retake courses during the summer in order for the student to advance to the next grade level. Final grades are based on the average of two semesters.

### Middle School Extracurricular Activities

Students in Middle School are afforded the opportunity to participate in extracurricular athletics throughout the school year. St. Mary’s Catholic Middle School students may participate in soccer, volleyball, basketball, track, and archery. St. Mary’s Middle School athletic department is a member of the Christian School Athletic Conference.

### Academic Restriction/Probation

St. Mary’s Catholic School believes in the development of the whole person. Students who do not place emphasis on their academic studies, as evident through failure on their 9-week report cards, will be on academic restriction. This includes less than satisfactory conduct as well.

Academic/behavioral restriction consequences include but are not limited to:

- May not ride in school vehicles to competition or games
- May not sit with the team during games or competition
- May not wear any part of the issued athletic uniform
- May not attend practices or participate in any extracurricular activities following the close of the school day
- Are assigned to an academic study hall during the period of their ineligibility
- Parents/students/administration may enter into a behavioral contract

**Students can only lose or regain eligibility at report card time.**

<b>HIGH SCHOOL CURRICULUM</b>
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All students will take the 5 core curriculum classes that include Math, Science, English, Theology, and History. They will also be offered a variety of electives to encourage exploration of many areas including the arts, physical competition, foreign language and communications.

### High School Graduation Information

St. Mary’s offers a Distinguished Multi-Disciplinary endorsement diploma. Students must complete all Christian Service hours before a diploma is awarded. These hours are earned under the direction of the Director of Student Life and must be recorded yearly with signatures from all parties served. The minimum requirement is 20 hours per year. Contact the Director of Student Life for forms and details.

Areas of Study	Credits	Includes
Theology**	4.0	1 credit per year in a Catholic School
English Language Arts	4.0	English I, II, III; Advanced English course
Mathematics***	4.0	Alg. 1, Geometry, Alg. II, Pre-Calculus
Science	4.0	Biology, Chemistry, Physics, A&P
Social Studies	3.5	U.S. History, World Geography, U.S. Gov’t. (1/2)
Economics	0.5	
Academic Elective	2.0	TAPPS Academics, Dual Credit Courses
Physical Education	1.0	
Languages Other Than Eng.	2.0	Must be in same language
Speech	0.5	
Electives*	4.5	
<b>TOTAL CREDITS</b>	<b>30</b>	

\*Graduation credits apply only towards classes taken in 9<sup>th</sup> – 12<sup>th</sup> grades

\*\*Transfer students will not be required to make up credits for Theology classes for years not in attendance at St. Mary’s Catholic School.

\*\*\*Students taking high school credit courses in Middle School may use their credits towards graduation requirements.

Freshman need to complete a minimum of 7.5 credits by the end of their 9<sup>th</sup> grade year.

Sophomores need to have a minimum of 15 credits by the end of their 10<sup>th</sup> grade year.

Juniors need to have a minimum of 22.5 credits by the end of their 11<sup>th</sup> grade year.

Seniors need to have a minimum of 30 credits by the end of their 12<sup>th</sup> grade year.

### Endorsements

A student may earn an endorsement by successfully completing:

- Curriculum requirements for the endorsements
  - A total of four credits in Mathematics
  - A total of four credits in Science
  - Two additional elective credits
- Multidisciplinary Studies

- Four credits in dual credit selected from English, Mathematics, Science, Social Studies
- Distinguished Level of Achievement
  - A total of four credits in Math, including Algebra II
  - A total of four credits in Science
  - Completion of curriculum requirements for at least one endorsement
- Performance Acknowledgements
  - For outstanding performance
    - In a dual credit course
    - In a bilingualism and biliteracy
    - On the PSAT, ACT-Plan, SAT, or the ACTIVITIES
    - For earning a nationally or internationally recognized business or industry certification or license

### **High School Course Selection**

Students should carefully consider the course of study they choose. The High School course selection is a predominant factor in college admissions. Parents are strongly encouraged to be active in the course selection process. Final approval for a student's schedule rests with the Director of Instructional Support after consultation with the student, teachers involved and parents. The school reserves the right to withdraw a course offering if a sufficient number of students do not register for the course or if unexpected staff or enrollment changes occur.

### **High School Scheduling Process**

Students and parents or guardians are able to make scheduling priority requests through the Director of Instructional Support each spring. English, Math, History, and Science placement is determined by current year teacher recommendations. All Honors courses require an additional minimum grade and conduct expectation and/or summer work requirements. Dual Credit Courses require admission into Kilgore College or LeTourneau University through admission tests, application and fees. Students will only receive Dual Credit upon passing the college level course.

### **High School Grade Advancement**

Students must pass all core subjects to advance to the next grade level. Students with a final grade of 69 or below in any core course must retake those classes during the summer in order for the student to advance to the next grade level. Final grades are an average of the two semester grades. Students who fail a course for the year must retake the semester(s) failed.

### **Semester Exams**

Comprehensive assessments are required in all core high school subjects. The semester exam grade counts 5% of the semester grade in high school.

### **Summer School**

Grades earned during summer school will be entered on the student's transcript, but will not count towards merits.

### **Dual Credit**

St. Mary's Catholic School, in partnership with local colleges and universities, offers high school students the opportunity to earn college credits while fulfilling their high school requirements for graduation. With the permission of the school administration, students who meet the eligibility requirements for the college or university, may begin enrolling in dual credit courses in the spring of their sophomore year. Students may petition to take up to 3 courses (9 credit hours) per semester which can be through one or both entities. The payment for then courses is the responsibility of the student and is in addition to the St. Mary's tuition. All tuition deadlines for college course payments are set by the college or university.

Dual credit courses that are considered core classes (English Comp I and II, US History, US Government, Economics, and upper-level Math and Science) must be taken during the school year to receive credit. Most courses are online with a St. Mary's teacher who facilitates the class. At this time, English Comp I and II is offered as a face-to-face course on our campus.

Beginning with the class of 2021, core classes will be the only courses that will apply to a student's GPA. Students may take additional elective courses as well as mini-mester or summer classes that will appear on their high school transcript but will not be averaged into the final GPA.

### **Entry Requirements for Enrollment in Honors Classes/Removal from Honors Classes**

Entry Requirements for Honors Classes:

- Student must have a grade of a 90 or higher from the previous year in a regular class in the subject area.
- Student must have a grade of an 85 or higher from the previous year in an Honors class in the subject area.
- Test Scores: Iowa test: Stanine of 7 or higher in reading and math.
- PSAT score: English/History: 9th grade- 450 and 10th-12th grade- 500
- Science/Math: 9th -12th grade- 450
- Math: Students must take and pass the math placement test.
- Two Teacher Recommendations-At least one teacher in that subject area.
- Student maintains higher standards of academic integrity and citizenship and is self-motivated and self-disciplined. The student must maintain a conduct grade of 90 or above.
- Attendance-be in class every day on time.
- Student must have written permission from parent(s) or guardian(s).
- Students must sign an entrance agreement indicating that they will complete expectations for the course and seek instructional support when needed.

**Removal from an Honors class:**

If a student is removed from an Honors class, he/she will return to the regular class. Once a student is removed from an honors class, he/she will not be able to return to that class during the school year. A committee of three will determine the removal of a student from an honors class and the student and parents will be notified.

Honors students must maintain an average of 85 or higher. If a student drops below an 85 but still maintains an 80 or higher for 9 weeks, he/she will remain in the Honors class and on probation the next 9 weeks. A student on probation must bring the grade back to an 85 or higher the next 9 weeks. If at the end of the probation period a student does not have an 85 or higher, they will be placed in the regular class. Students only have one opportunity to fall below an 85 and be on probation. The last 9 weeks of school, a student must maintain an 85. If a student drops below an 80 for any 9-week period while in Honors, that student will be placed in the regular class. Students earning a final grade of below an 85 may not move to the next year's Honors class.

Cheating, plagiarism and discipline issues are grounds for removal from the Honors course.

### **Honor Rolls 4<sup>th</sup> – 12<sup>th</sup> Grades**

Two honor roll levels may be achieved at St. Mary's Catholic School:

- Knights Honor Roll
  - A minimum average of 94 with no grade below 90
- A/B Honor Roll
  - A minimum average of an 85 with no grade below 80

\*Both honor rolls are based on a simple average.

### **Valedictorian and Salutatorian**

Beginning with the freshman class of 2016-2017, the valedictorian and salutatorian will be selected based on the combined numerical average of the student's sophomore, junior, and senior years. To be eligible, a student must have attended St. Mary's Catholic School for all three of those years.

### **Guidance and Counseling**

St. Mary's Catholic School offers individual guidance and counseling services. The school strives to assist students in developing and utilizing their abilities. The following are some of the services offered:

- 1) Career and Academic Guidance
- 2) Guidance and preparation for standardized testing
- 3) Interpretation of standardized test results to students and parents
- 4) Personal and family counseling

In addition, the College Guidance office provides the following services:

- 1) College and vocational selection
- 2) Assistance in college applications
- 3) Scheduling of college representatives
- 4) Assistance in obtaining information regarding scholarships

### **National Junior Honor Society**

St. Mary's Catholic School sponsors the Michael Mendicello Chapter of the National Junior Honor Society. This society allows membership to eligible 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade students. Students must meet academic requirements, as well as participate in school leadership and other activities. Students must also show Christian character strengths expected of St. Mary's students.

### **National Honor Society**

St. Mary's Catholic School sponsors the Gerard Cace Chapter of the National Honor Society. This society allows membership to eligible 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students. Students must meet academic requirements to be eligible to apply. They must also meet requirements of service, leadership, and be of strong Christian character to be eligible for induction.

### **Honesty and Integrity**

St. Mary's Catholic School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or an unauthorized communication between students for the purpose of gaining advantage during an examination – is strictly prohibited. St. Mary's Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of St. Mary's Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly relayed.

- *Collaboration* is to work together (with permission) in a joint intellectual effort.
- *Plagiarism* is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas, you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.
- *Cheating* includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- *Forgery or stealing* includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

- The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.
- Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties.

#### LEVEL 1 VIOLATIONS

- Copying another student's homework, classwork, or ideas without the instructor's permission.
- Allowing another student to copy homework or classwork without the instructor's permission.
- Not acknowledging another writer's ideas or direct words within a given assignment. A list of resources alone is not sufficient.
- Copying or paraphrasing an excerpt from the Internet or any other resource without citing the source.

#### LEVEL 2 VIOLATIONS

- Cheating on exams, tests, or quizzes, including failure to follow behavioral and procedural guidelines before, during, and after testing situations.
- Copying or buying an essay, lab report, project and submitting it as one's own.
- Using an assignment from a student who previously took the class and submitting it as one's own. Providing that assignment to a current student.
- Using a computer translator in a World Language class without the teacher's permission.
- Obtaining information about the content of an exam, test, or quiz from a student who has already taken the exam/quiz.
- Providing information about the content of an exam, text, or quiz to a student who has not yet taken the exam/quiz.
- Making up a source to use as a citation in an assignment.
- Any behavior that violates gospel values of honesty and integrity as deemed by principal, parent and pastor.

### CONSEQUENCES for VIOLATIONS

Level 1 Violation:

1st offense:

- Teacher confers with student and notifies parent.
- 0 on assignments.
- Extra-curricular teachers notified and punishment enforced based on group policy. I.e: athletes miss 1 game. Student will be placed on probation.

2<sup>nd</sup> (or subsequent\*) offenses:

- Teacher confers with student and notifies parent.
- 0 on assignments
- Disciplinary referral to administrator for assignment to ISS.

- Removal from Boards or positions that represent our school. These include Student Council, Honor Society, Teen Court, or any other position that represents St. Mary's School. Probation means that any other character infractions will lead to removal of the honor.

Level 2 Violation:

1<sup>st</sup> Offense:

- Teacher confers with student and notifies parent.
- 0 on assignments
- Disciplinary referral to administrator for assignment to Saturday School.

2<sup>nd</sup> (or subsequent\*) offenses:

- Teacher confers with student and notifies parent.
- 0 on assignments
- Disciplinary referral to administrator for suspension from school or other discipline deemed appropriate by pastor, principal and parent.

\*Offenses are cumulative throughout a student's upper school career at St. Mary's Catholic School.

A student's disciplinary record is considered when completing recommendation letters for colleges, scholarships, and other programs.

### **School Related Educational Trips**

St. Mary's Catholic School provides a limited number of academic field trips that are scheduled as part of the instructional school day. These are mandatory trips to be paid for at the parent's expense. **Students are not excused from trips.** Failure to attend will count as unexcused absences that will require additional assignments. In addition, the school sponsors enrichment trips outside of the school day. All students are expected to participate and must have written parental permission on file. Academically ineligible students will not be denied the opportunity to participate in an academic field trip. If a financial reason inhibits travel, contact the Pastor.

### **Spiritual Retreats, Prayer and Liturgies**

All students are expected to attend spiritual retreats. Masses and liturgies are part of the school's educational program. All students should be on time, in correct uniform, and have a positive attitude.

### **Transportation for School Related Trips**

All students must use transportation arranged by the school to and from all school-related functions. Students will be released only to their parents or guardians from an off-campus school-related function with the permission of the school supervisor. Students who fail to comply may lose their participation privileges.

### **Student Drivers**

Students who drive to school must park in the West parking lot of the church. Student cars should be registered in the school office and should display a school sticker on the windshield. Students are not allowed to transport other students without permission from the parent. Students

are allowed to go to and from their car during the school day only with permission from a teacher. (See the school office for registration form and windshield school sticker.)

### **Summer Assignments**

Summer reading is required for students in grades 9<sup>th</sup> – 12<sup>th</sup> who are applying for Honors Courses for the next school year. Students in grades K- 8<sup>th</sup> are encouraged to read and take AR tests.

### **Family Trips and Appointments**

Family vacations and trips should be planned around the school calendar. In addition, medical and other appointments should be rescheduled outside of school hours. See the attendance policy.

### **Attendance Policy**

If a student is absent for any reason, a phone call or email must be made to the school registrar by the parent or guardian by 9:00am (correspondence will be confirmed by office staff). Habitual absences may result in disciplinary action.

Credit for courses may be withheld for students with excessive absences (more than five per semester) or students with unexcused absences. Students must attend 90% of class days to earn credit (minimum 162 of 180 days). If students go over the 10% limit, a grade of FA (failure due to absences) will be given. Grade advancement, diploma, and transcript may be withheld due to excessive absences.

### **Attendance Policy Enforcement**

Students should be present every day, all day, in every class. Penalties for poor attendance include, but are not limited to:

- Morning and/or after school tutorials
- Grade reduction
- Loss of credit
- Loss of flex time

### **When your child is absent from school due to illness:**

1. When absent 1-4 days
  - a. Parents/guardians will need to send an email to the registrar at [bbarton@stmaryslgv.org](mailto:bbarton@stmaryslgv.org) indicating their student's name, grade, teacher, along with all the dates listed and reason for absence. This is needed on the first day of student illness with follow up when the student returns to campus.
  - b. Check RenWeb for homework or email teacher directly.
  - c. Doctor's release is required for return to school.
2. When absent 5 days or more
  - a. Parents/guardians will need to send an email to the registrar at [bbarton@stmaryslgv.org](mailto:bbarton@stmaryslgv.org) with their student's name, grade, teacher, along with all

the dates listed and reason for the absence. This is needed on the first day of student illness with follow up when the student returns to campus.

- b. Doctor's note required.
3. When out part of a day - If the student is only missing part of a day for a physician's appointment, the student will need to receive a note from the physician's office stating they were seen on that date.

#### **Here are four easy ways to send in your student's ABSENCE NOTES\***

1. VIA EMAIL - send [bbarton@stmaryslgv.org](mailto:bbarton@stmaryslgv.org)
2. VIA FAX - send to attn.: Barbara Barton (903) 758-7347
3. VIA SCAN - scan to [bbarton@stmaryslgv.org](mailto:bbarton@stmaryslgv.org)

\*All absence notes need to be submitted by the parent/guardian regardless of the child's age/grade. Teachers are NOT responsible for forwarding emails or notes to the office.

#### **Departure From School During The Day**

Students will be released during the school day only when the office receives a written note from their parent/guardian.

#### **Flex Period**

- Students and parents must sign a release stating their student has flex period and are aware they are dismissed at 2:05 PM or 2:55 PM, and **ARE NOT** under school supervision.
- Parents **MUST** make arrangements to be picked up at this time unless they are already authorized to drive themselves. They are not allowed to leave with anyone, including other students, who are not on the pick-up list.
- Students must follow dismissal protocols and may not wander the campus.
- Students will be given the option of flex or elective.
- Written permission from each of the student's parents is **required** for a student to leave campus with another student.

#### **Tardies**

Students who arrive after 8:00 are considered tardy and must be accompanied by a parent to sign them in at the school office. Students who leave school before dismissal must have a parent come to the office to sign them out. The parents of students who are tardy or leave school early will receive an email reminder that stresses the disruption of learning for the individual student as well as every student in the classroom. Students who are tardy or leave early without a doctor's note will be required to make up missed school time on the designated half day of school each month. On the half day, a student will stay 30 minutes for school time missed between 1-30 minutes. If a student has missed an accumulated time of longer than 30 minutes, the student will spend that amount of time after school on the designated half day.

If a student is tardy between class, teachers will enter a behavior mark in the grade book.

The principal or Director of Student Life may require a conference with parents when too many tardies have accrued.

St. Mary's Catholic School recommends that all medical appointments be scheduled after school if at all possible. Students are best served when they are in class when teaching is taking place. Students are responsible for making up any missed work when they are not in class.

## STUDENT ACTIVITIES

### **Extracurricular Participation**

The school offers many extracurricular options for students. Students are encouraged to participate in these extracurricular activities to the extent they do not hinder academic progress. Parents of students involved in extracurricular activities should pick up or arrange transportation for their student in a timely manner following the activity.

Students may be permitted school-excused absences for participation in school-sponsored athletic, academic, or extracurricular events. Student participants must have satisfactory scholastic, conduct and attendance records; student participants who have unsatisfactory academic, disciplinary or attendance records may not be allowed to attend. Student must be present for at least ½ the school day in order to participate in any school-sponsored event for the day.

As a member of TAPPS (Texas Association of Private and Parochial Schools) we will adhere to all guidelines.

### **Athletics**

St. Mary's Catholic Middle School is a member of the Christian School Athletic Conference. Emphasis is placed on developing Christian values and sportsmanship. Student athletes in grades 6<sup>th</sup> -8<sup>th</sup> compete in volleyball, soccer (co-ed), basketball, and track and field. St. Mary's Catholic School offers competitive athletics for middle school students. We believe that athletics provides opportunities to develop and demonstrate the basics of good character.

St. Mary's Catholic High School is a member of TAPPS (Texas Association of Private and Parochial Schools) for high school competition. TAPPS commits to building leadership, fellowship, fair play, and sportsmanship of students enrolled in the organization's member schools in the areas of academics, athletics, and fine arts by providing wholesome competition for young men and women. Sports offered for high school are:

- Fall soccer
- Girls/boys cross country
- Volleyball
- Girls/boys basketball
- Girls/boys track and field
- Boy's golf
- Girls/Boys Tennis

## **Letter Jackets**

Freshmen at St. Mary's Catholic School may purchase a letter jacket with the St. Mary's school crest. A student can earn a varsity letter or certificate of participation through involvement in all school-sponsored competitions (fine arts, academic, and athletic). The coach, moderator or sponsor will award those students who earn them. Letter jackets for St. Mary's Catholic High School may be independently ordered by students under the direction of the Director of Student Life.

## **Lettering in Sports**

Awards:

- First year letter – patch for letter jacket
- Second to fourth year letter – pin for patch

Sports:

- Volleyball
  - Athletes must be on the varsity team and participate in at least 90% of practices and games
- Soccer
  - Athletes must be on the varsity team and participate in at least 90% of practices and games
- Cross country
  - Athletes must compete in the varsity division and place in the top half of the participants in over half of the CC meets for the season or be a member of the team that places in the top 6 teams at the TAPPS State meet
- Boys and Girls Basketball
  - Athletes must be on the varsity team and participate in at least 90% of practices and games
- Boys and Girls Track
  - Athletes must place in the top 6 in an event in at least two varsity meets or place in the top 4 at the TAPPS regional meet and advance to the TAPPS State meet
- Golf
  - Athletes must come out in the top 10 individuals or if the team comes out in the top six at the TAPPS State tournament
- Olympic/NASP Archery
  - If an athlete is a senior and has not lettered and participates in at least 90% of practices and matches, they letter. If they qualify for state (individually or team) they letter. If they place in the top 20 in half of the matches, they letter.

## **Athletic Eligibility**

Prior to participating in athletics, a student must meet all eligibility requirements, have a current physical, and complete all required forms through RankOne Sport.

## **Before School Arrival**

**Early Bird Students** will check in at the Gym between 7:15 AM and 7:30 AM.

**PK3, PK4, Kindergarten, and 1<sup>st</sup> grade** will check in between 7:30 AM and 8:00 AM at the main school entrance to the EC wing.

**2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grade students** will check in between 7:30 AM and 8:00 AM at the Primary Hallway door.

**6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade students** will check in between 7:30 AM and 8:00 AM at the Annex door.

**High School students** will check in at the Gym by no later than 8:00 AM.

**Tardy students** at any grade level will check in at the School Office. Do not enter the building; call the school office to let us know you are outside so that someone can come out to meet you. Do not drop your student until he or she has been checked in. Remember, school begins at 8:00 AM. See Parent/Student Handbook on page 31 for Tardy Policies.

All students will use hand sanitizer before entering the classrooms.

### **Afternoon Pick Up**

All parents/guardians must use the carline to pick up their students. No parent/guardian will be allowed to walk up to pick up students.

If a student needs to be picked up early for an appointment, call ahead so that the student will be ready in the office. Call us when you are outside, and we will escort your child to the car.

All students will wear face masks during dismissal, from classroom to car.

Regular dismissal has been staggered to allow for safe-distancing and traffic control.

**3:15 PM - PK3, PK3/4, PK4, Kindergarten and 1<sup>st</sup> Grade** will dismiss **at 3:15 PM** each day from the EC-1st Hallway by the front entrance to the school. Pull up and display your family name placard. Your student(s) will be called from their classrooms and brought to your vehicle.

**3:30 PM - 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grade** students will dismiss **at 3:30 PM** each day from the Primary Hallway. Please pull all the way up to the door by the front office and display your family name placard and your student(s) will be called from their classrooms and brought to your vehicle.

**2:55 PM – Seniors who have chosen afternoon Flex dismissal at 2:55 PM** Seniors who are driving may depart from the student parking lot after checking out with the front office. Students who are walking need to check out at the school office. Students who are being picked up will wait at front office. Call when you arrive, and the student will be released to go to the car.

**3:30 PM - Middle School (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades) and High School (9<sup>th</sup> – 12<sup>th</sup>)** will dismiss **at 3:30 PM** each day from the cafeteria. Pull up and display your family name placard; your students will be called.

### **After Care Pick Up**

After School Care will be offered for PK3-8<sup>th</sup> grade students who have pre-registered. If you need to register for ASC and have not done so, please contact the school office so that we can add your student(s) to the list.

Students will be divided into various locations by grade level, maintaining our school day cohorts, and maintaining social distancing of at least 3 feet.

Parents will need to call the designated **ASC phone number (903) 215-5634** and the ASC staff will escort your student(s) to the car.

### **Classroom Etiquette**

Teachers are responsible for maintaining a proper Christian learning environment in their classrooms. They will establish basic rules for proper behavior. These basic rules will be based upon the following premises:

- Students will maintain social distancing and wear masks when required.
- Students will not stop the teacher from teaching.
- Students will not prevent another student from learning.
- Students will show courtesy and respect at all times.
- The teacher and school must be able to exercise discretionary authority. Therefore, each classroom teacher will send home class rules at the beginning of the school year to be signed by both parent and student as a means of communicating such rules.

### **Hallway Etiquette**

While changing classes, students are to walk quietly and report to the next class immediately. Students must wear a mask in all common areas.

### **Church Etiquette**

The church building is a sacred place; hence we act with reverence when we are there. Some guidelines to help our children remember the correct behavior are:

- Be respectful at all times
- Walk in a quiet line with the teacher to and from church
- No inappropriate talking; students are expected to participate in verbal responses and singing during Mass
- Use Holy Water appropriately
- Genuflect properly
- Use kneelers properly
- Stay in line as you enter and leave the pew

### **Playground Rules**

Children are to play in areas designated by their teachers. This is for the safety and well-being of the children. Rules are designed to protect our children as much as possible. We ask that parents and families reinforce the importance of playground safety, so that children learn to take

responsibility for their actions and treat each other with respect at recess times. General playground rules are:

1. If a problem should arise, tell the teacher on duty
2. Share playground equipment
3. Use playground equipment properly
4. Use appropriate language on playground
5. No fighting – physical or verbal
6. Stay within school boundaries
7. Display good sportsmanship
8. Permission is needed to enter building
9. Respect nature
10. Play appropriately
11. Clubs that exclude students are not allowed

### **Playground Games/Use of Equipment**

Swings: Children are not to stand in the swings; sit only. Only one child on a swing at one time. There is to be no twisting or bumping with the swings. Children are to exit the swings properly – no jumping out of the seat while in motion. Those not swinging should stay clear of the swinging area.

Slide: Children are to go down the slides seated face front, feet first. Children are not to climb/walk back up the slide surface; use the ladders only for climbing. Do not stand at the top; go down immediately when it is the student's turn to slide.

Football: No tackle football is allowed, only tag or touch.

### **Bullying/Harassing**

The faith community of students and adults should respect, protect, and share the God-given life, worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, St. Mary's Catholic School, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

Such behaviors can include, but are not limited to: teasing, poking, biting, hitting, or extorting money, food, favors, or other possessions from another person. Further, such behaviors can range from mild to severe, and include physical, verbal, written, or graphic aggression, as well as social isolation and alienation. It includes, but is not limited to, epithets, slurs, stereotyping, name-calling, sexually-suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. Behavior that targets an individual or group (or relatives, friends, or associates) is harassment when it:

- Has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment
- Has the purpose or effect of unreasonably interfering with an individual's performance

Students who are determined to have engaged in bullying or harassment will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

<b>STUDENT BEHAVIOR EXPECTATIONS</b>
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A KNIGHT is expected to behave in the following manner at all times:

The KNIGHT Law

- ❖ I will treat others with dignity and respect at all times.
- ❖ I will demonstrate good judgement in dress, communication, and conduct.
- ❖ I will be excellent in my academic effort and meet all of my responsibilities as a student.
- ❖ I will live by the example of Jesus, seeking justice, peace, and a close relationship with God.
- ❖ I will represent my school and my Church with pride and honor in all that I do.

### **STUDENT BEHAVIOR**

All teachers should use FACTS/RenWeb Behavior System to document all behavior. Teachers may assign Demerits and Merits, depending on the situation. Demerits/Merits should be used specifically for behavior, not for academics. For example, a teacher may issue a demerit if a student is talking out of turn or comes to class without the appropriate supplies, but a demerit should never be the consequence for not knowing the answer to a question or for not completing homework. Merits should be issued when a student goes above and beyond expectations. For example, observing a student making a special effort to include a new student in a student activity could result in a merit, but a merit would not be earned for expected behaviors such as picking up trash in the hallway or holding a door for a teacher. Of course, a teacher should use their own discretion and knowledge of particular students to determine if a particular action is “above and beyond” for a given student, keeping in mind that fair does not always mean equal.

### **ELEMENTARY SCHOOL**

- Discipline for minor infractions will be determined by the classroom teacher.
- Students will be referred to the office for major infractions. \*

\*Any severe behavior warrants an office referral.

### **MIDDLE AND HIGH SCHOOL**

As in the elementary school, middle and high school teachers should strive to address behavioral issues through effective classroom management. The following provides guidelines for a consistent demerit program to support the teachers in their classroom management. These guidelines are subject to teacher discretion and are not intended as legal code, but rather a starting point.

- 1 minor infraction earns 1 demerit
  - Examples (not a complete list):
    - Missing a belt/other occasional uniform infraction
    - Speaking without raising a hand

- Chewing gum
  - Leaving a mess behind in the classroom or the cafeteria
  - Etc.
- 1 moderate infraction earns 3 demerits
  - Examples (not a complete list):
    - Talking back to a teacher
    - Habitual uniform infractions
    - Intentionally destroying school property
- 1 severe infraction could earn an automatic detention (9 demerits)
  - Examples (not a complete list):
    - Flagrant cell phone violation
    - Fighting
    - Name-calling
    - First offense bullying behavior
    - Cheating
- The accumulation of 9 demerits will result in a detention referral. A detention referral should always be sent through the Director of Student Life.
- If a student misses a scheduled detention, he or she will serve a make-up detention the same day, if possible. If a student misses the make-up detention, he or she will have one day of In School Suspension the next school day at the cost of \$50 to the parents.

### **OFFICE REFERRAL**

If the classroom teacher has exhausted all classroom management options or if a behavioral infraction is so severe that it warrants referral to the office, the Director of Student Life in collaboration with the Principal (as needed) will determine the consequences.

### **Electronic Equipment**

9<sup>th</sup> – 12<sup>th</sup> grade students are allowed to have cell phones or other electronic devices, with the exceptions of lasers, on campus or at school functions as long as they are abiding by the rules set forth in the Parent/Teacher Handbook. St. Mary’s Catholic School is not responsible for lost or stolen devices or charges accrued while at school. Any violation of the electronics policy will result in confiscation of the equipment and possible loss of future privileges. The school retains the right to scrutinize the contents of confiscated electronic devices. Students must enter or release locks or password protection from devices when confiscated if requested. All confiscated equipment will be returned to the parent after the first offense. On the second offense, confiscated equipment will be returned to the parent with a monetary fine of \$25.00. On the third offense, the student will not be allowed to have their phone at school. **No student is allowed to video or audio record any teacher or other student unless otherwise given permission. Any violation of this nature will be grounds for immediate expulsion.**

### **Cell Phone Policy for High School and Middle School**

1. No cell phones, Apple watches, or other texting devices are allowed at a student's desk. Students must place cell phone/devices in docking station in the designated area in each classroom.
2. High school students can be on their phones before school, after school, and in between classes. **CELL PHONES/APPLE WATCHES WILL NOT BE ALLOWED DURING LUNCH.**
3. Students cannot be "friends" with any teacher, coach, staff member, and/or administrator on social media.
4. If a student must text a teacher, coach, staff member, or administrator they **MUST** add their parent to the text.
5. Students must come to the office if they are not feeling well. They should not text/call a parent to come pick them up from school without first coming to the office.
6. There is no social networking during school hours.
7. Please respect the privacy of students, teachers, and coaches by not taking pictures or videos unless permission is given. Under no circumstances are you to post pictures or videos taken at St. Mary's or at a St. Mary's event to any social media platform without the consent of St. Mary's Catholic School and of all parties involved.

8<sup>th</sup> grade students are allowed to bring their phones to school under these conditions:

1. The student must check in their phone to Ms. Knotts once they arrive at school.
2. The student will not be allowed to use their phone during the school day.
3. The student's phone will be returned to them at the end of the school day.
4. If the student fails to check in their phone and their phone is confiscated, they will lose their privilege for the remainder of the year. Their parent will have to come into the office to retrieve the student's phone.

**ALL PHONES BROUGHT TO SCHOOL ARE BROUGHT AT THE RISK OF THE STUDENT/PARENT. ST. MARY'S IS NOT LIABLE FOR DAMAGED OR STOLEN PHONES.**

**NO CELL PHONES, APPLE WATCHES OR ANY OTHER TEXTING DEVICES ARE ALLOWED FOR GRADES 7<sup>TH</sup> AND BELOW.**

#### **Classroom Rules for High School**

1. You must make eye contact with the teacher and respond accordingly.
2. Shirt tail must be tucked in at all times.
3. No talking unless you have permission.
4. Stay seated unless you have permission.
5. Come to class prepared and ready to begin when the bell rings.

**DISCIPLINARY PROCEDURES**

**Concerns**

In keeping with the Church's principle of partnership, problems should be solved at the most direct level whenever possible. Persons having a problem with another individual should go directly to that person before going to that person's supervisor.

### **Protocol**

If a parent has a complaint about a teacher or staff member, it seems only just that the parent discuss the difficulty with the teacher or staff member **first**. Procedurally, parents must go to the Director of Instructional Support before the superintendent or pastor. The following is the protocol for discussing your child's progress academically or behaviorally:

1. The parent must make an appointment with the teacher first to discuss the matter. At this meeting, the parent/guardian, teacher(s), and student, if requested, will attempt to resolve the matter in question. The teacher will submit a written form to the president summarizing the meeting within 24 hours.
2. If the parent, student, and teacher(s) cannot come to an agreement they should seek a meeting with the Director of Instructional Support. The DIS will hear the concerns with all of them present.
3. In the event that no resolution has been reached after steps one and two are completed, the pastor will be asked to attend a joint meeting of the president, teacher(s), parents, and student. The pastor will take the matter under advisement and make a final ruling. The pastor's decision will be final.

### **Referral**

Student referrals are made to the office when a repeated disregard of basic rules occur. A teacher may give a referral at any time if a child's behavior is so severe as to warrant such action.

### **Isolation (In-School Suspension)**

Isolation prevents the student from attending classes and extracurricular activities during the suspension. Parents will be notified of this occurrence. During this time, the student must spend his/her day in total isolation from other students. A sack lunch should be sent for the student to eat while in isolation. Alternative arrangements for supervision will be made. Any in-school suspension will require the parents to pay for a substitute to supervise the child at \$50.00 per day of ISS.

### **Suspension (Out-of-School)**

This is the temporary dismissal of a student from school. The President is the only school official who may place a student on suspension. This extreme disciplinary action should follow only after other means of motivation have failed, or if the circumstances warrant suspension. Suspended students may not be on the school premises or participate in any school-sponsored activity. Suspended students are expected to keep up with academic work covered in their absence. Upon their return to class, students should have completed the work missed during a suspension.

### **Serious Disciplinary Infractions**

The following actions are serious infractions of the St. Mary's Catholic School discipline code, and may result in suspension and subsequent expulsion. Expulsion is the most extreme penalty the school can impose on a student.

Only the President of the school can expel a student. Reasons for expulsion include, but are not limited to:

- Defiance of authority
- Fighting
- Hazing, serious harassment or bullying
- Stealing
- Vandalism, either on or off campus (students and/or parents are required to pay for all damages)
- Possession, use or sale of illegal weapons, including (but not limited to):
  - Knives
  - Firearms
  - Combustibles
- Possession, use or sale of tobacco, alcohol, drugs, mind-altering substances, or inhalants
- Possession of a Vape, E-Cig, or any type of paraphernalia associated with vaping
- Continued attitudinal or behavioral problems
- Conduct damaging the reputation of the school
- Truancy
- Offensive behavior not in line with that of a Catholic school student, including threats to self or others
- Possessing school keys
- Moral turpitude
- Intimate or lewd behavior
- Improper use of electronic media, including sexting, intimidating or harmful comments, improper photography, assuming an on-line alias and cell phone use in restrooms or locker rooms
- Making false fire alarms, false emergency calls or improper use of emergency equipment
- Tattoos or body piercing
- Improper or unsafe use of a vehicle on campus or at a school event
- Possession, abuse or sale of prescription drugs
- Non-compliance with the school's drug testing procedures
- Violation of civil law
- Defamatory statements or threats made on or off campus against St. Mary's Catholic School students, faculty, or staff
- Unauthorized use of school name or logos
- Internet/intranet/computer system misuse or abuse
- Curfew violations on school trips or from city ordinance

### **Public Displays of Affection**

Student behavior should always be reflective of a Catholic School student. Public displays of

affection during the school day are never appropriate and could result in detention, suspension, or expulsion.

### **Valuables on Campus**

Students should not bring excessive amounts of money or other items of value to school. St. Mary's Catholic School is not responsible for personal valuables or money on school campus.

### **Gun-Free and Drug-Free School Zone**

In cooperation with state authorities, St. Mary's Catholic School will enforce the "Gun Free and Drug Free Zones" policy which prohibits the possession, use and/or sale of weapons and/or drugs, or lookalike weapons and/or lookalike drugs, within 100 feet of school property. Any person in violation of this policy is subject to arrest by the police and expulsion by the school.

### **Substance Abuse**

St. Mary's Catholic School believes that all students should behave in accord with Christian values and civil law. In particular, the possession, sale or misuse of alcoholic beverages, drugs, drug paraphernalia, inhalants, tobacco products, over-the-counter or prescription drugs is strictly forbidden. Students who violate these precepts are subject to disciplinary action which may include expulsion. Parents and guardians are especially encouraged to join with the school in support of these moral beliefs and civil laws for their child's moral and physical well-being.

### **Skateboards, Roller Blades, Skate Scooters and Bicycles**

Skateboards, skate scooters, and roller blades are not allowed on campus during the school day. Bicycles may be ridden to school with written parent permission on file in the front office but they are not to be ridden on the sidewalks, in the building, or in any unsafe manner. Bicycles are transportation vehicles and generally are required to be used in accordance with the same safety and legal guidelines as motor vehicles. Exceptions to this policy may occur during supervised physical education activities.

<b>DRESS CODE</b>
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In keeping with our belief that the moral, spiritual, and academic aspects of the education offered at St. Mary's Catholic School are of the utmost importance, we believe that all students should be allowed and encouraged to focus on those areas, and that growth and development in those areas should be allowed without distractions whenever possible. Therefore, in the spirit adopted by Catholic schools throughout history, all students attending St. Mary's Catholic School are required to wear school uniforms each day unless permission from the President is obtained. Since uniforms are a positive part of our school environment, every school day is in general a uniform day. Being in uniform is part of being ready for class. It is the parent's responsibility to have the student in the proper attire. Dress uniforms are always worn for Mass and special events. Occasionally casual uniforms will be allowed for field trips to the zoo and other outdoor activities. In these cases, the specified dress code will be noted on the event permission form sent home by the teacher.

## Grooming

### Girls:

1. Light make-up is allowed in middle school and high school. Make-up should not be a distraction (including nail polish).
2. Hairstyles should be neat, clean, and not distracting. Subtle highlights and natural accents are permitted provided only natural hair colors are used.
3. Earrings are to be small and unobtrusive (no larger than the size of a quarter), no more than two per ear. No other body piercing is permitted.
4. Excessive jewelry is not permitted. No more than two bracelets allowed per arm.
5. The uniform should be neat, in good condition and of proper size.

### Boys:

1. No facial hair. Sideburns must not extend past the end of the ear (male students will be given a razor and asked to shave if in violation of this grooming code).
2. Hairstyles must be neat and clean. Hair may not extend beyond the collar of the shirt, below the eyebrows, or past the bottom of the ear. Ponytails, mohawks, or designs cut into the hair are not permitted. No distracting hairstyles.
3. Dyed hair is not permitted along with any other type of chemical processing.
4. Excessive jewelry is not permitted.
5. No body ornamentation is allowed. This includes, but not limited to earrings, body piercing, or nail polish. Body ornamentation is considered a Serious Disciplinary Infraction.
6. The uniform should be neat, in good condition and of proper size.

## Consequences

Students are responsible for observing the dress code and parents are responsible for enforcing it. The school's responsibility is to reinforce the parent's choice of Catholic school by enforcing those expectations. Parents will therefore be contacted if a student is not ready for class. Negligence or indifference towards this policy shall lead to disciplinary action. Parents may also be called to pick up their child or to bring a change of clothing. Parents should always check what their student is wearing before they leave the house to determine if it is appropriate uniform dress for the day.

<b>SCHOOL UNIFORM GUIDELINES</b>
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1. All plaid items and tops with logos must be purchased from Land's End. You can find the direct link to Land's End on the school's website at [www.stmaryslgv.com](http://www.stmaryslgv.com)
  - a. NOTE: Lollipops and Lace and Longview Embroidery are no longer vendors for our uniform
2. Khaki pants and shorts for boys and girls should **NOT BE SKINNY PANTS**. Pockets must be inset; no patch pockets. Khaki skorts and skirts for girls should have a box pleat. **They must be no shorter than three inches above the knee.** All of these are available at Land's End.

3. Shoes for Mass Days (Thursdays or Holy Days of Obligation) must be black, brown, or navy with a closed toe and closed back. Shoes on Casual Days can be any athletic shoe with a rubber sole, closed toe and closed back.
4. Buying on-line
  - a. Go to [landsend.com/school](http://landsend.com/school) and create or sign in to your account. Include your student and school information in My Account **OR** find your school using the *Preferred School Number Search: 900150186*
  - b. You can also visit [www.stmaryslgv.com](http://www.stmaryslgv.com) under “info” “general information” “school uniforms” and click on the direct link
5. Buying by phone
  - a. Call 1-800-469-2222 and reference your student’s *Preferred School Number 900150186*, grade level and gender. Land’s End has a team of consultants that are available 24/7 for assistance
6. Money back
  - a. St. Mary’s Catholic School will get 6% of the money you spend on uniforms **BACK** for the school!

## UNIFORM REQUIREMENTS

<b>Elementary Girls (Pk3 – 5<sup>th</sup> grade) – Mass Days</b>	<b>Elementary Girls (PK3 – 5<sup>th</sup> grade) – Casual Days</b>
Piped collar shirt Plaid jumper Modesty shorts Black, brown, navy shoes Socks/tights/leggings – white, black or navy Mask – Solid Black or Solid Blue	Navy/light blue/black polo – SMS logo Khaki shorts/pants/skort Plaid skirt/skort Navy polo/ponte dress Athletic shoes – closed toe and back Socks/tights/leggings – white/navy/black Belt – black/brown/navy/plaid Mask – Solid Black or Solid Blue
<b>Elementary Boys (PK3 – 5<sup>th</sup> grade) – Mass Days</b>	<b>Elementary Boys (PK3 – 5<sup>th</sup> grade) – Casual Days</b>
Blue Oxford SMS logo shirt Flat front khaki pants Black/brown/navy shoes Socks – black/brown/navy Mask – Solid Black or Solid Blue	Navy/light blue/black polo – SMS logo Blue Oxford SMS logo shirt Khaki shorts/pants Athletic shoes – closed toe and back Socks – white/black Belt – black/brown/navy Mask – Solid Black or Solid Blue
<b>Middle School Girls (6<sup>th</sup> – 8<sup>th</sup> grade) – Mass Days</b>	<b>Middle School Girls (6<sup>th</sup> – 8<sup>th</sup> grade) – Casual Days</b>
Blue Oxford SMS logo shirt Box pleat plaid skort Plaid or navy neck tie/Navy blue cross tie Black/brown/navy shoes Socks/tights/leggings – white, black or navy Mask – Solid Black or Solid Blue	Navy/light blue/black polo – SMS logo Khaki shorts/pants/skort Plaid skirt/skort Navy polo/ponte dress Athletic shoes – closed toe and back Socks/tights/leggings – white/navy/black Belt – black/brown/navy/plaid Mask – Solid Black or Solid Blue
<b>Middle School Boys (6<sup>th</sup> – 8<sup>th</sup> grade) – Mass Days</b>	<b>Middle School Boys (6<sup>th</sup> – 8<sup>th</sup> grade) – Casual Days</b>
Blue Oxford SMS logo shirt Flat front khaki pants Plaid or navy neck tie/Navy blue bow tie Black/brown/navy shoes	Navy/light blue/black polo – SMS logo Blue Oxford SMS logo shirt Khaki shorts/pants Athletic shoes – closed toe and back

Socks – black/brown/navy Mask – Solid Black or Solid Blue	Socks – white/black Belt – black/brown/navy Mask – Solid Black or Solid Blue
<b>High School Girls (9<sup>th</sup> – 12<sup>th</sup> grade) – Mass Days</b>	<b>High School Girls (9<sup>th</sup> – 12<sup>th</sup> grade) – Casual Days</b>
Navy Blazer (crest patch available in school office) Blue Oxford SMS logo shirt Box pleat khaki skort Plaid or navy neck tie/Navy blue cross tie Black/brown/navy shoes Socks/tights/leggings – white, black or navy Mask – Solid Black or Solid Blue	Cobalt/Navy/light blue/black polo – SMS logo Khaki shorts/pants/skort Plaid skirt/skort Navy polo/ponte dress Athletic shoes – closed toe and back Socks/tights/leggings – white/navy/black Belt – black/brown/navy/plaid Mask – Solid Black or Solid Blue
<b>High School Boys (9<sup>th</sup> – 12<sup>th</sup> grade) – Mass Days</b>	<b>High School Boys (9<sup>th</sup> – 12<sup>th</sup> grade) – Casual Days</b>
Navy Blazer (crest patch available in school office) Blue Oxford SMS logo shirt Flat front khaki pants Plaid or navy neck tie/Navy blue bow tie Black/brown/navy shoes Socks – black/brown/navy Belt – black/brown/navy Mask – Solid Black or Solid Blue	Cobalt/Navy/light blue/black polo – SMS logo Blue Oxford SMS logo shirt Khaki shorts/pants Athletic shoes – closed toe and back Socks – white/black Belt – black/brown/navy Mask – Solid Black or Solid Blue

### Sweaters/Sweatshirts

If a sweatshirt is worn on campus, it must be a navy-blue St. Mary’s sweatshirt or Spirit Wear sold in the school office. No hoodies (sweatshirts with hoods), unless authorized St. Mary’s Spirit Wear, are to be worn on campus with the school uniform. Spirit sweatshirts are not to be worn on Mass days or dress uniform days. Sweatshirts must be worn over standard casual uniform shirts.

#### For high school:

The following boots are allowed - cowboy boots, ankle boots (booties), and riding boots. No UGGS are allowed.

You are allowed to wear our crested crew neck sweatshirt on Mass days **under** your blazer. This is not a replacement for the blazer. **No hoodies are allowed on Mass days.**

Outerwear may be worn OUTSIDE. Once you get to your locker or classroom, please remove it.

#### For elementary and middle school:

Boots of any fashion are not allowed.

You are allowed to wear our crested crew neck sweatshirt on Mass days. **No hoodies are allowed on Mass days.** Outerwear may be worn OUTSIDE. Once you get to your locker or classroom, please remove it.

### Additional Dress Code Requirements

1. All students must have a face mask, either solid black or solid blue (any shade of blue), to be worn as needed in common areas or when social distancing is not possible.
2. Dress uniforms may be worn on days other than dress uniform day (regular/casual days).
3. Only plain solid navy-blue outerwear or a St. Mary’s Catholic School letter jacket that is “open front” (button or zipper) may be worn in a school building. Any coat can be worn

outside as long as it is open front. The only exception for indoors is the approved spirit hoodies or sweatshirts sold by the school athletic department each year, but hoodies are not acceptable indoor outerwear with dress uniforms. The school crest sweatshirt can be worn with dress uniform indoors.

4. Jeans are not permitted, unless special permission is granted by the Administration. If permitted, they must be free of holes, designs, and conform to the rules regarding sagging, belts, hip huggers, etc.
5. Long-sleeved shirts are NOT to be worn under the uniform. Only short-sleeved, plain white undershirts are acceptable. NO pants will be worn under jumpers or skirts.
6. Students are not allowed to wear hats, except on specific free dress days. Hats are NEVER to be worn in the building.
7. Shirts must be tucked in at all times.
8. No low rise (hipster), tight or form-fitting, baggies, cargo, painter, or skater/biker pants or shorts of any type are allowed. Pants/shorts must be dress/Docker style pants and material should be twill or khaki – (NO corduroy, denim, or jean material) with inset pockets (no patch pockets). Form-fitting khaki pant styles like American Eagle, although popular, are not uniform and will not be allowed.
9. Shorts/skorts/jumper/dresses should not be shorter than three (3) inches above the top of the knee.

*\*\*Reminder: Please label all clothing items*

### **Free Dress Day Guidelines**

1. Basic dress code rules of modesty, neatness, and safety still apply.
2. Clothes should be clean and free of holes (no distressed jeans).
3. Clothes with offensive or questionable messages, inappropriate art, or immodest (low cut or showing midriff) styling should not be worn. Spaghetti strap shirts/dresses should not be worn.
4. Dress, shorts, and skirt lengths should follow dress code rules.
5. If pants have belt loops, belts should be worn. Shirts designed to tuck in should be tucked in.
6. Sandals, flip flop, mules, and boots should not be worn. Remember your child's PE class when choosing shoes to wear for the day. Comfort and safety should be considered.
7. Hairstyles, make-up, and jewelry must comply with the rules.
8. Student behavior should not change when wearing something different from school uniforms.

<b>ADDITIONAL INFORMATION</b>
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### **Bad Weather Days**

Announcements of closings will be made on television stations KLTN, KETK, and KYKX radio station (105.7FM). Closing will also be sent via text, email, and posted on website if electricity is available. St. Mary's Catholic School will usually follow the closing and delayed openings for LISD.

**Cafeteria**

The school cafeteria serves hot lunches and snacks daily. Food and drink are not allowed outside the cafeteria; the only exception is bottled water in some locations. Students must remain in the cafeteria or designated outside eating area during lunch periods. Attention should be given to maintaining the cleanliness of the cafeteria by each student.

**Food and Drink**

Food or drink items brought from home and stored in lockers must be sealed and may not be left overnight.

**Emergency Drills**

Emergency and fire drills at regular intervals are required by law and are an important safety precaution. Posted escape routes and procedural information are located in each classroom. Students should follow their teacher's directions regarding emergency routes during an emergency procedure. Students should remain silent and cooperative through all drills and emergency procedures.

**Facility Care and Maintenance**

Students should take pride in their school and are expected to help maintain the buildings and grounds. Litter should be placed in trash receptacles. Buildings and furnishings should be orderly at all times. Damage or maintenance problems should be reported immediately to a teacher who will contact the office. No unauthorized posters are permitted. A student is held financially responsible for any damage he/she causes to school property – this includes electronics, textbooks, and supplies.

**Gym**

Students must obey all gymnasium rules. Students are not permitted in the gym, locker rooms, concession stand, coach's office or weight rooms without faculty or staff supervision/permission.

**Library**

The library is a place for reading, quiet study and research. A pass written by a teacher or office staff during class time is required when students report to the library. Computer use in the library is a privilege and is reserved for educational use only. Students must sign in and follow agreements specified in the Computer Use Guidelines. Internet use may be monitored and timed. Priority is given to a scheduled class rather than individual users. Books are usually checked out for one week, with some exceptions for books that have been placed on special reserve. In keeping with the teaching of responsibility, the following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out.
3. Students who have lost or damaged books at the end of the year will not receive report cards until their account is cleared.

## **Logo**

Students are prohibited from using the school's name or school logo in any inappropriate, slanderous, or unethical manner. School logo and crest may not be used without written permission from Administration.

## **Other Educational Guidelines**

### **School Lockers**

1. St. Mary's Catholic School assigns lockers for student use. Students should use only their assigned locker.
2. Changes in locker assignments should be cleared through the grade level teacher. The school retains all rights to access lockers at any time and retain the property.
3. Students are responsible for keeping their lockers clean and neat, both inside and outside.
4. Students may be asked to remove any locker decorations that are considered inappropriate.
5. Students should not use adhesives (glue, tape, sticky tack). Magnets are recommended.
6. Students should not slam or jam locker doors shut. Students are held responsible for damage to individual lockers. Locker doors should close easily and remain closed. Locker damage or maintenance problems should be reported to the office.
7. Bags too large to put in lockers must be placed on shelves located in the hallway. Food should not be kept in lockers overnight.
8. Students are also cautioned not to keep money or valuables in lockers. Taking any article out of another student's locker without permission will be considered stealing and will be subject to penalties and disciplinary action.
9. If students choose to have a lock on the locker, the homeroom teacher must have the code for a combination lock or the second key for a keyed lock.

### **School Phone Use**

Students may be allowed to use the school phones only during lunch and Zero Hour with permission of office staff. Phones may not be used for retrieval of left behind assignments, materials, or uniforms.

### **Sexual Promiscuity**

St. Mary's Catholic School believes that marriage is a sacrament and that all sexual activity should only take place within the context of marriage. The school advocates sexual abstinence according to the teachings of the Roman Catholic Church. Married students may attend St. Mary's Catholic School if deemed an appropriate course of action by the pastor.

### **Sexuality Statement**

St. Mary's Catholic School believes that every human should be treated with dignity and respect. Students self-identifying openly as homosexual will be respected. The school keeps with the church teachings in that orientation is not sinful. However, there will be no public displays of affection, no acting contrary to Church teachings, no malicious acts against the Catholic Church

or St. Mary's Catholic School, and no intentional negative impact on the school or orientation of other students.

### **Christian Service**

All Christians are called to serve God and to serve others, especially those who are less fortunate. In response to this call to Christian Service, St. Mary's Catholic School expects the following of students in each of the following grades:

- Middle School (6<sup>th</sup> – 8<sup>th</sup> grades)
  - 10 hours of Christian Service
- High School (9<sup>th</sup> – 12<sup>th</sup> grades)
  - 20 hours of Christian Service

### **Motor Vehicles/Parking Lots**

Driving and parking a vehicle on the St. Mary's Catholic School campus is a privilege granted by the school. Motor vehicles must be operated in accordance with Texas State laws which include a valid driver's license, license plate and liability insurance. Vehicles must be operated in a responsible manner. The campus speed limit is 10 mph at all times. Car stereos must maintain a low volume on campus. Drivers in moving vehicles must not be on cell phones while on campus.

### **St. Mary's Catholic School Substance Abuse Testing**

St. Mary's Catholic School understands the serious, long-term effects of substance abuse. Addictive behaviors are usually established early in life. St. Mary's reserves the right to randomly drug test students in grades 7<sup>th</sup> – 12<sup>th</sup> through hair and urine screening. The hair test indicates use of illegal drugs – including marijuana, cocaine, and others – used in the past ninety days. Testing process is as follows:

1. Random selection of students for hair testing.
2. Notice to parents or guardians sent at least one (1) week prior to testing date, outlining procedures and policies.
3. Hair testing is performed in the school clinic on the day assigned. A small sample of hair is cut from the student's head (about 100 strands) by the St. Mary's Drug Testing agent.
4. Submission of the hair sample to the testing company.
5. Results viewed by the pastor are reported by unique student code – not the student's name – over a secure internet connection.

\*Review of the dangers of substance abuse. Should a student test positive for illegal drugs through hair testing, the student and parents will be notified by the Administration to establish a time for a meeting with the pastor in an off-campus setting. The meeting includes:

- Review of drug testing and validity of results
- Prevention and treatment options for substance abuse including counseling options by the community service agencies and private practices
- Retesting of a student after ninety (90) days
- Testing positive a second time or on any subsequent random drug test will result in a request for withdrawal from the school. Failure to withdraw will mean automatic expulsion

### **Student Residence**

A St. Mary's Catholic School student is expected to live at home with his/her parents or guardians. If a situation arises whereby a student has other living accommodations, the Administration must be notified by the parent or guardian.

### **School - Sponsored Activities**

All plans for activities, fund-raisers and fellowship gatherings in the name of the school must be approved by the Home and School, presented to the School Board by the Home and School President, and approved by Administration. Events must be calendared through the school office in order to reserve facilities. Non-calendared events may be subject to relocation and even termination of event. Students organizing events without following procedures will be subject to discipline code.

### **Student Guests to School Functions**

1. One guest may be invited.
2. High school students may only invite other high school students verified with a current valid student identification card and a discipline reference from current principal.
3. Middle school students may only invite other middle school students.
4. Students are responsible for the behavior and dress of their guests while on St. Mary's campus or at any other St. Mary's function.
5. Exceptions may be made for family members.

### **Visitors**

St. Mary's will begin the 2021-2022 academic year as a closed campus. Visitors to campus will need to make an appointment. Virtual meetings will be the preference. If visitors are approved to come to campus, then the following guidelines will be in effect:

All visitors to the school must:

1. Sign in at the front office
2. Wear a "Visitor" name tag, clearly visible at all times
3. Obey all school rules and guideline
4. Dress in a manner consistent with school dress regulations
- 5. Must be ethics certified**

The school reserves the right to refuse any visitor access to the school.

### **Challenged Material**

1. File a written complaint
2. Read, view, or listen to the resource in its entirety
3. Review the complaint filed, the school's selection policy and general acceptance of the resource using authoritative sources and reviews in the discipline
4. If at any time students or parents feel the need to challenge a specific reading requirement or assignment, please follow these guidelines
5. Form opinions by weighing the faults and values of the material as a whole, rather than upon passages or segments taken out of context

6. Review the work within the global context of education in the mission of St. Mary's Catholic School

### **Computer Use Guidelines**

St. Mary's Catholic School provides student access to the school's Computer Network, Internet and Intranet (aka Computer System) for educational purposes only.

### **Internet Access**

All students must complete a Computer Use agreement signed by their parents or guardians prior to receiving access. This should be done annually before the end of the first week of school.

### **Computer Access**

Every student in grades PK3 – 12<sup>th</sup> is issued a computer network email account and a secure log-in for the server. Older students will have the responsibility to choose a password and to keep the password private. Younger students will be assigned a password, which will be shared with the teacher and the parents. If the student believes their password has been compromised, they need to change it or contact the Technology Coordinator to have their password changes.

**An Acceptable Use Policy has been developed for Technology usage on the St. Mary's Network. All students/families will need to sign and submit an AUP.**

### **Unacceptable Uses**

The following are unacceptable uses of the computer system. This list provides only a sampling of possible violations.

1. Student Safety
  - a. Posting personal contact information about themselves or other people. Personal contact information includes the student's family address, telephone, school address, work address, etc.
  - b. Meeting with someone they have met on-line. Students must promptly disclose to their teacher, or other school employee, any message the student receives that is inappropriate or makes the student feel uncomfortable.
  - c. Posting "real time" social networking pictures while off campus.
2. Illegal Activities: Students are restricted from the following actions
  - a. Attempting to gain unauthorized access to the St. Mary's Catholic School Computer System, or any other computer system through the school Computer System, or go beyond the student's authorized access. This includes attempting to access another person's files, misinterpreting oneself, or modifying or eliminating in any way the school's internet, intranet, or website.
  - b. Making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or other means.
  - c. Using the Computer System to participate in any other illegal act, i.e. coordinating the sale or purchase of drugs or alcohol, threatening the safety of a person, etc.

3. System Security
  - a. Network accounts and passwords are to be used only by the authorized owner of the account for the authorized purpose. Students should never reveal their passwords or log onto the school system using someone else's identification or password.
  - b. Students must immediately notify a teacher or the Technology Coordinator if they have identified a possible security problem.
4. Inappropriate Language: restrictions against inappropriate language apply to public and private messages, as well as material posted on web pages. Students are restricted from the following behaviors:
  - a. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
  - b. Personal attacks, including prejudicial or discriminatory attacks.
5. Cyber bullying: Harassing another person – persistently acting in a manner that distresses or annoys another person knowingly or recklessly posting false or defamatory information about a person or organization.
6. Students are prohibited from the following
  - a. Re-posting a message that was sent to them privately, without permission of the sender.
  - b. Posting private information about another person.
  - c. Posting anonymous messages.
  - d. Posting chain letters or engaging in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
7. Plagiarism and Copyright
  - a. Students are prohibited from plagiarizing works that they find on the Computer System. Plagiarism is taking the ideas and/or writings of others and presenting them as one's own.
  - b. Students must respect the rights of copyright owners. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. Students who are unsure about the use of a work should confer with a teacher/administrator.
8. Access to Inappropriate material
  - a. Students are restricted from using the Computer System to access material that is profane or obscene, i.e. pornography, that which advocates illegal acts, violence or discrimination towards other people.
  - b. Students who mistakenly access inappropriate information should immediately tell their teacher or other school employee. This will protect students against claims that they have intentionally violated this policy.
  - c. Student internet usage is monitored and traceable to the student by their computer network account. Students should never allow anyone to use their account to access computers on the school network. Students are held accountable for all actions conducted using their computer network account.
9. Proxy Servers

- a. Use of proxy servers to bypass web filtering is prohibited.
10. Students may not tether laptop to phone to bypass web filtering.

### **Computer System Maintenance and Repair**

1. All maintenance of hardware and software of school property from normal use is to be performed/coordinated only by the St. Mary's Catholic School Technology Coordinator.
2. All repair on computers/laptops is the responsibility of the student. The technology coordinator may be contacted, but is not obligated to repair the laptop. Requests should be made via the web system located at [www.stmaryslgv.com](http://www.stmaryslgv.com). Computers are purchased at the beginning of the school year and may be returned to manufacturer for repair.
3. Unauthorized tampering of hardware/software will be construed as vandalism.
4. Students may be asked to take laptops borrowed from the school and damaged due to neglect or misuse to an outside service for repair at their expense.
5. The school is not responsible for laptops brought to school under the BYOD policy.

### **Consequences of Policy Violations**

This list indicates some penalties that may be imposed for offenses, but in no way is the list exhaustive of possible punitive action.

- Loss of computer privileges at St. Mary's
- Parent conferences
- Detention
- Criminal prosecution
- Expulsion

St. Mary's Catholic School will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Computer System.

### **Limitation of Liability**

St. Mary's Catholic School expresses no guarantee that the functions or services provided by or through the Computer System will be flawless. The school will not be responsible for any damages, including but not limited to, loss of data or interruptions of service, the quality of the information obtained through or stored on the system, nor any financial obligations occurring through the unauthorized use of the system.

### **School Social Networking**

St. Mary's Catholic School uses social media to communicate and connect with alumni, parents/guardians, students and the community through various school facilitated Facebook and Twitter accounts about athletics, events, and news. The school has not pursued its use for curricular, classroom or other educational applications.

Students and parents/guardians are encouraged to use other approved methods to communicate classroom matters such as Headmaster, email, phone, school website, or any other school facilitated service or software the school implements in the future rather than the current popular social network or a teacher's personal email, Facebook, Twitter, Instagram, or other social media account.

## **Chaperones**

Chaperones are necessary for supervising class trips, dances, grade level trips and extracurricular events.

- Chaperones must be at least 25 years of age, be approved by the school administrators and be willing to adhere to the school's philosophy and enforce school rules and expectations. All chaperones must minimally have completed the Diocese of Tyler Ethics and Integrity Awareness Training. Not everyone who volunteers to chaperone may be selected.
- Chaperones for dances and trips must follow the written guidelines provided by the moderator; they must also have completed the Diocese of Tyler Ethics and Integrity Basic (3 hour) Training and agreed to the Code of Conduct.
- Chaperones for over-night class trips must have completed the Diocese of Tyler Ethics and Integrity Basic (3 hour) Training prior to the trip.
- See the Volunteer Handbook for further guidelines.

## **Nurse's office**

We take every precaution to protect our children from illness and injury. However, we realize that children do become ill, and they do suffer a variety of injuries. A student who is ill or has been injured during the school day is brought to the office. We will make every effort to comfort the child and assess the illness or injury. If we find it to be warranted, the parent will be notified to pick up their sick child immediately in order to protect the remaining children in our care.

## **Health records/Immunization Policies**

St. Mary's Catholic School will follow guidelines regarding health records and immunization policies as set forth by the Texas Catholic Conference in the most recent current School Health Manual. The manual is available for viewing in the school office. All updated health and immunization records should be turned in to the school registrar.

## **Medication**

All medication should be given outside of school hours if possible. Three times a day medication should be given before school, after school, and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. All prescription medicine must be in the original container, labeled with a current pharmacy prescription label, and must be prescribed by a doctor or dentist for the current illness or complaint. The pharmacy can supply two labeled bottles for this purpose. All "over the counter", for minor aches and injuries must also be in the original container and be age appropriate in dosage. This includes cough drops. Medications sent in baggies or unlabeled containers will not be administered to students.
2. The parent **MUST** bring all medication to the office and pick up unused medicine. Children should not have any medications in their possession at any time on campus. Any medications left in the office at the end of the year will be destroyed.
3. No medication will be administered without a signed Medication Permit Form (available in the school office).

4. Due to school policy, St. Mary's Catholic School personnel cannot be responsible for receiving medications from one parent/guardian/adult to be picked up by another parent/guardian/adult.

### **School Lunch Rules**

Due to our 2021-2022 COVID Protocols, St. Mary's is functioning as a restricted campus. If your child forgets his or her lunch, he or she will receive a cafeteria lunch and your FACTS account will be charged accordingly. Parents will not be allowed to drop off forgotten items.

### **Snacks**

In keeping with the school's interest in nutrition and health of our children, grades EC – 3<sup>rd</sup> are allowed a morning snack. Snacks for grades EC, PK, and K will be supplied. Drinks with snacks are a separate purchase and must be paid in cash. Grades 1<sup>st</sup> – 3<sup>rd</sup> may purchase a snack and/or drink with cash or may bring a snack from home. We encourage healthy, nutritious snacks. Classroom teachers will send home information regarding your child's snack time and procedure. The sale of snacks during school hours is limited to the student's assigned lunch period and snack time. No food or drink is to be consumed in the classrooms.

### **After School Care Program**

We realize that in today's world it is often necessary for parents to work hours other than school hours. For this reason, we feel an obligation to provide the best possible care for the children of our community. Certified teachers coordinate and direct our After School Care Program, which is open on full days that school is in session. Opportunities for supervised homework, socialization, and structured and unstructured play are offered on a daily basis. After School Care is available for grades EC – 8<sup>th</sup> from 3:30pm – 6:00pm and is free of charge. More information and registration forms are available in the school office. The After School Care emergency contact number is (903) 331-9933. A late penalty of \$3.00 per minute per child will be incurred for all students not picked up by 6:00pm. This penalty should be paid to the After School Care attendants.

### **Instructions for end of the day pick-up:**

Key things to know

- The Hollybrook entrance to the school will be blocked off with cones.
- If you need to speak to someone in the office or a teacher, you will need to make an appointment. Please note that all teachers will be on duty helping with loading kids in cars and traffic control. Parents are asked not to walk up to the buildings to get their students.
- Please do not block any of the entrances or exits.

If you have a student in PK3 – 5<sup>th</sup> grade you will enter off of Ridgewood into Lane A. You will turn right into the parking lot and circle around the grassy knoll to the front parking lot of the school. Please pull all the way up to the second door (Office Hallway). Your children will be

brought to your vehicle. If you do not have to pick up students in 6<sup>th</sup> – 12<sup>th</sup> grades you will turn left and exit onto Ridgewood in Lane A. If you have students in 6<sup>th</sup> – 12<sup>th</sup>, proceed on to the cafeteria to pick up your high school students.

If you have a student(s) in grades 6<sup>th</sup> – 12<sup>th</sup> only, your student(s) will be picked up at the Parish Center (cafeteria). You will enter off of Ridgewood, Lane C, the last entrance of the church (this is also where you will exit). You will stop at the front of the cafeteria where your student will walk out. You will drive around the church and exit at the far exit onto Ridgewood (Lane C).

**\*Please do not park in the fire lane when picking up or dropping off your child\***

### **Dismissal – Rainy Day Pick-Up Directions**

- No change for Rainy Day Dismissal.

<b>SCHOOL RELATED ORGANIZATIONS</b>
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### **Alumni Association**

St. Mary's Catholic School is continuing to develop an Alumni Association. Information on past students may be mailed to [school@stmaryslgv.com](mailto:school@stmaryslgv.com) or left at the school or church offices. Please label this information to the attention of the Alumni Association Director.

### **Home and School Association**

St. Mary's Home and School Association provides opportunities for parents and teachers to meet and work together for the betterment of the students and school. All parents are encouraged to participate in this active organization. Besides sponsoring fun projects for the children, this organization does fundraising and helps with volunteers, as well as focusing on the primary purpose of the organization: communication between the school and families.

### **Advisory Council**

Community leaders involved with the education and moral development of students are members of this council. A ten-member council serves as a policy making and finance guiding body. Council meetings are held monthly, with parents invited to attend non-executive sessions of the meeting. Any parent or student, with advance permission and approval of the school advisory council, may present an issue to the council. Further information may be found in the Constitution and by-laws, available for review at the school office. Persons wishing to apply for a position on the school advisory council should contact the school office for information.

### **Longview Catholic School Endowment Fund**

The Longview Catholic School Endowment Fund was established in 1989 as an independent charitable corporation, to help provide for the needs of St. Mary's Catholic School not covered in the school's annual operating budget. All contributions received by the Endowment Fund are placed in a permanent fund from which only the interest is drawn to help continued quality

education for students at St. Mary's Catholic School. The Cornerstone Project, an appropriately-named fundraising project, provided a foundation for the Endowment Fund.

Donations to the Endowment Fund can be made in cash or property. The Endowment Fund can also be named as a beneficiary under a will or insurance policy. All contributions to the Endowment Fund are tax deductible. With a donation of \$25,000 or more, a permanent scholarship will be established in the name of an individual or business. Contributions may be made at the school office, or mailed to Longview Catholic School Endowment Fund, P.O. Box 4032, Longview, Texas, 75606.

If you have questions regarding the Endowment Fund, please do not hesitate to contact St. Mary's Catholic School office at (903) 753-1657 for a list of current Trustees for the Endowment Fund. For more information on any aspect of the Fund, contact Vince Dulweber at [dulweber@aol.com](mailto:dulweber@aol.com)

## **PUBLIC NOTICE**

### **SUBJECT: Asbestos Management**

St. Mary's Catholic School maintains a complete Asbestos Management Plan for each facility. The Management Plans have been developed and are maintained in accordance with the EPA's Asbestos Hazard Emergency Response Act (AHERA). In accordance with the AHERA standards, periodic surveillance is conducted every 6 months. Every three (3) years a re-inspection of our facilities is performed by an Accredited Asbestos Inspector. In addition to the re-inspection, a review of our Management Plan is performed by an EPA Management Planner.

Copies of the re-inspection report and management plan update are available for inspection in the school office during school hours.

## **Grievance Procedure for Students and Parents**

### **DIOCESE OF TYLER CATHOLIC SCHOOLS GRIEVANCE PROCESS**

#### **PURPOSE**

A "grievance" is a complaint based on any alleged violation, any inequitable application of policy, or any dispute over the meaning, interpretation or the terms of a contract at the local or Diocesan level.

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

## **NONDISCRIMINATION**

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the council or the school administration against any person because of participation in the grievance procedure.

#### **LOCAL RECONCILIATION**

Before allowing differences to become formalized into grievances, every effort should be made to resolve local level disputes, by way of a free and open discussion, between the grievant and the immediate authority. Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.

- Any individual having a grievance shall first discuss the same with the immediate authoritative person.
- If the immediate authoritative person is not the president, the grievant must meet with the president before the grievance is brought to the next level.
- If a satisfactory decision is not reached, or if the president fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlines herein.

#### **LEVEL ONE – SUPERINTENDENT**

If a satisfactory solution was not reached during the Local Reconciliation, the following procedure is to be used:

- The aggrieved party shall submit a complaint in writing to the Superintendent within ten (10) business days following the grievant's last meeting with the president.
- The Superintendent will arrange a meeting within five (5) business days following receipt of the written statement. The meeting is an attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial.
- If a satisfactory solution was not reached, the grievant will notify the Superintendent of the intent to appeal, in writing, within five (5) business days. Failure to give such written notice will cause the decision to be final.
- Within ten (10) business days of receipt of the grievant's letter, the Superintendent will arrange a meeting with the grievant.
- The president will be instructed to give the Superintendent all documentation relating to the matter.
- The grievant will have the opportunity to explain, defend, or refute the documentation presented by the president.
- The Superintendent will review all the information presented and notify both parties of the decision within ten (10) business days of the appeal hearing.

#### **LEVEL TWO – DIOCESAN SCHOOLS APPEALS BOARD**

If a satisfactory decision was not reached at Level One, the grievant may appeal to the Diocesan Schools Appeals Board consisting of three members appointed by the Bishop. One member will come from the Bishop's Curia, one will be a teacher (from another school system in the diocese) and one will be a principal (from another school system in the diocese). The chairperson will be the Curia representative.

- The grievant shall have five (5) business days, after receiving the Superintendent's decision, to appeal to the Diocesan Schools Appeals Board.
- The notice of appeal is sent in writing to the Superintendent.
- The Superintendent will set a hearing within fifteen (15) days of receipt of the appeal notice.
- The grievant will be notified of the hearing at least ten (10) days before the scheduled hearing.
- The president will be notified at least ten (10) days before the scheduled hearing.
- Both parties will be heard on the same day, but at separate times.
- The Superintendent will not attend the hearing, but will be the official timekeeper and be available to clarify Diocesan policies and procedures.
- At the hearing, each party will have a maximum of one (1) hour to present their position to the board.
- The president and, if necessary, the teacher will present evidence, reasons for actions taken, and demonstrate sufficient cause for the decision.
- The grievant will be given an opportunity to rebut the evidence and to offer proof and evidence.
- The Diocesan Schools Appeals Board will consider only the merits of the case based on relevant and reliable documentation based on Diocesan Policies and Procedures.
- The Diocesan Schools Appeals Board will deliberate in private.
- The decision will be the result of a simple majority vote.
- The chairperson will send a letter stating the decision to the grievant, the Superintendent, and the President within five (5) business days from the date the hearing was held.

Approved by the Diocesan School Advisory Council on May 23, 2005

Date ratified: June 21, 2005

By: The Most Reverend Alvaro Corrada, S.J.  
Apostolic Administrator of the Diocese of Tyler