St. Mary Catholic School

Student & Parent Handbook 2026 - 2027

Enter to Learn, Leave to Serve.

1612 E. Walker St.
League City, TX 77573 281-332-4014
281-332-5148 fax

Laura L. Halbardier, M. Ed.
Principal

Rev. John Rooney, PFSD
Pastor

The mission of St. Mary School is to develop the whole child's spiritual, moral, and intellectual growth and well-being in a Catholic environment.

Dear Parents and Students,

Welcome to St. Mary Catholic School. Our school operates under the auspices of the Roman Catholic Archdiocese of Galveston-Houston, Office of Catholic Schools. We are accredited through the Texas Catholic Conference Education Department, TCCB ED. We also hold membership in the National Catholic Educational Association, NCEA.

Parents and guardians, as the first teachers of their children, lay the foundation for learning and faith. We join as partners, reinforcing and integrating our Christian values and educational experiences into the daily life of each student.

We are looking forward to this year with anticipation and wish to extend a warm welcome to everyone:

This is our school. Let peace dwell here.
Let the rooms be full of contentment.
Let love abide here.
Love of one another, Love of mankind, Love of life itself, And love of God.
And help us remember
That as so many hands build a house So many hearts build a school.
Amen.

Thank you for being a part of the St. Mary Catholic School family. This handbook is meant to be used as a guide. If questions arise regarding policy and procedures, we will discuss them and work out a solution that best suits the situation. Although it may not address all situations, we have confidence that our team of faculty and staff will work together to address each situation in a thoughtful manner based on Christian Catholic principles.

SMCS is dedicated to the growth of mind, heart, and spirit of students, faculty, and staff. The SMCS Strategic Plan includes long term goals for: Catholic Identity, Governance & Leadership, Academic Excellence and Operational Vitality.

There have been several updates for the 2026-2027 school year that will support SMCS growth and align with the SMCS Strategic Plan!

- A second PK3 Class has been added!
- 25 Chromebooks and a cart were purchased to create a mobile lab!
- Sphero's Robots and Coding Tech for the library & August Coding PD!
- Voyagers and EnVision Updates!
- Hallow App for all teachers-there are great resources for guidance and retreat planning!
- The playground has mulch and the GAGA Ball pit has turf!
- The crosswalk has been re-striped, and speed bumps have been added to the front parking lot!
  Our tagline, *Enter to Learn, Leave to Serve* embodies our dedication as Christ's disciples.

The purpose of this School Student/Parent Handbook is to provide parents and students with information that will help them understand school procedures and policies. Families are encouraged to be knowledgeable of the contents of the SMCS Parent Student Handbook and are expected to adhere to policies and procedures outlined within the handbook. As with any handbook, it is constantly changing, and it is constantly being developed to meet the needs of our school. The school maintains the right to change or withdraw any policy or matter set forth herein at any time and will notify parents and students of changes.

Communities are successful to the degree to which the members are knowledgeable and are in accordance with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations. It is expected that families will abide by the policies, procedures, and regulations set forth in this handbook. Parents and students are expected to sign the Handbook Acknowledgement Form. If you have any questions about the

contents of this handbook, please contact the school 281-332-4014.

Please feel free to contact me via phone (281) 332-4014 or email lhalbardier@stmarylc.org. The school office is open Monday-Friday from 7:30 AM-4:00PM.

Blessings,

Laura L. Halbardier, M.Ed.
Principal
St. Mary Catholic School

Rev. John Rooney, PFSD
Pastor
St. Mary of the Expectation Catholic Community

St. Mary Catholic School Mission

The mission of St. Mary Catholic School is to develop the whole child's spiritual, moral, and intellectual growth and well-being in a Catholic environment.

Philosophy

St. Mary Catholic School is an expression of the educational mission of the community of St. Mary of the Expectation Catholic Church. Its focus is on the individual child's spiritual, moral, intellectual, social, cultural, and physical development. In an environment of mutual respect, dignity, and appreciation of one's giftedness, students are challenged to develop and grow. SMCS has been recognized by the Archdiocese of Galveston-Houston as a STREAM (Science, Technology, Religion, Engineering, Arts and Mathematics) Synergy School. It is the goal of St. Mary School to prepare its students to be productive members of society, to be living examples of the Catholic Christian truths and values that are taught, to be able to respond to the needs of the community and to have a global perspective of the needs of our earth.

All students and teachers participate in service learning based on the Corporal and Spiritual Works of Mercy.

St. Mary Catholic School Vision Statement

The vision of St. Mary Catholic School is to offer a rigorous curriculum with highly motivated, educated and innovative teachers. Our school educates with long-standing and proven educational principles combined with new technology initiatives that challenge our students intellectually. Our learning environment is family oriented and is based on a strong Catholic identity. St. Mary Catholic School is a welcoming Christian community where children from all religious backgrounds come together for their total educational and moral formation. At St. Mary Catholic School, children enter to learn and leave to serve.

St. Mary Catholic School Goals 2026-2027

- Educate and form the total person spiritually, intellectually, personally, socially, and physically while recognizing the dignity of each student as a member of the Catholic educational community.
- Identify and meet each child's spiritual, moral, social, academic, and physical needs, through differentiation in the classrooms using technology, small group learning, and differentiated instruction to challenge every student.
- Celebrate Catholic traditions through daily prayer, regular liturgical and sacramental experiences, a solid program of Catholic religious studies, and the teaching of Catholic moral standards across the curriculum.
- Promote traditional Catholic educational values by emphasizing high academic standards and achievement by involving students through goal setting and reviewing goals quarterly as an academic team as well as teachers meeting with students individually.
- Support each child to understand the needs of the community and his/her role as a caretaker of God's creation.

St. Mary Catholic School Objectives 2026-2027

- Each student will demonstrate age-appropriate understanding of Catholic Church's teachings, including theology, practice, and social justice in writing, reflection, and classroom discussions across the curriculum.
- Each student will demonstrate an appropriate incorporation of moral values, in actions toward one another, and the community through learning and serving in parish, local and global capacities.
- Each student will demonstrate respect, dignity, and Christ's love to one another and the community.
- Each student will be able to respond, using Christian truths and values, to the needs of their local and

global communities through service learning.

SMCS School Wide Expectations

- Respect Yourself
- Respect Others
- Respect the SMCS Community

You will notice that signs have been posted around the school to remind you all about the three rules. All classrooms have expectations. We follow Natural Consequence in our school and must all work together to ensure that we handle all situations as Jesus would, with dignity, mercy, and grace.

Accreditation

St. Mary Catholic School is fully accredited by the Texas Catholic Conference Education Department. The Texas Catholic Conference of Bishops' Education Department (TCCB ED) is recognized by the Texas Education Agency (TEA) as the official accreditation agency for Catholic schools in the State of Texas. The Texas Catholic Conference Accreditation Commission (TCCAC) was established to assist and give direction to the TCCB ED. Membership consists of the TCCB ED Director of Education, 6 Superintendents of the present 15 Archdioceses/Dioceses, 6 commissioners-at-large and two bishops who serves as Episcopal Liaisons. Standing committees of this Accreditation Commission have been formed to ensure smooth operation and ongoing planning of the accreditation process. The commission is responsible for the accreditation process, school compliance, and accreditation status.

Accreditation is the act of granting credit or recognition, especially to an educational institution that maintains suitable standards. Accreditation is necessary to any person or institution that needs to prove that they meet a general standard of quality.
Accreditation takes place every seven years. It includes an all-encompassing self-study process that reviews, Catholic identity, academics (curriculum, instruction and assessment), student services and activities, governance administration and management, and plant and facilities. Every year all Catholic schools are required to submit a shortened version of the self-study document to TCCB ED to maintain accreditation and update school data.

Accreditation will take place this November. Faculty and school families participated in the self-study process which took place during the 2025-2026 school year. Accreditation focuses on 5 Domains:

- Domain I: Catholic Identity
- Domain II: Governance, Administration and Management
- Domain III: Curriculum, Instruction and Assessment
- Domain IV: Student Services and Activities
- Domain V: Plant and Facilities & School Safety

The purpose of accreditation is to:

- Ensure continuous improvement and to enrich Catholic schools in the state of Texas through periodic evaluation and resulting accountability.
- Ensure students' credits in accredited private schools are transferable to Texas public schools.
- Ensure teachers' service in accredited private schools is recognized for salary increment purposes in Texas public schools.

All schools were inspected for asbestos in 1988. No further action needs to be taken if an asbestos report states that there is no asbestos in the school. The asbestos report is kept for 30 years. The last inspection was completed in

July 2026. There is no asbestos on the SMCS campus.

SMCS Calendar

A copy of the current school year calendar may be found on FACTS SIS. A printed copy will be sent home in the 2026-2027 Family Folder.

St. Mary Catholic School Phone Numbers

St. Mary Catholic School Office (7:30-4:00)	281-332-4014
St. Mary Catholic School Fax	281-332-5148
St. Mary Catholic Church Office	281-332-3031
Hanna Richardson – Director of Religious Education (Sacrament Prep)	281-332-3031 X 107

Catholic Schools of the Archdiocese of Galveston-Houston

In the Archdiocese of Galveston-Houston, Catholic schools may be a part of a parochial structure, regional, or private. All are approved by the Archbishop and the Texas Catholic Conference of Bishops Education Department and the Texas Catholic Conference Accreditation Commission.

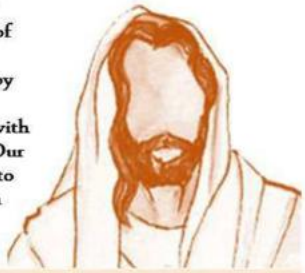
Each school in the Archdiocese must come to an awareness of its own reason for existence and of its purpose within the context of the mission of the Church. The Church has a threefold mission:

(1) Imparting the message of Jesus, the Christ
(2) Advancing the building of Christian community.
(3) Showing what the Good News is by the quality and character of service to the community. Those in Catholic schools draw their purpose and meaning from this context and function as one effective element in the Church's ministry of furthering these goals.

"Christian education is intended to make one's faith become living, conscious and active through the light of instruction. The Catholic School is the unique setting within which this ideal can be realized in the lives of Catholic children and young people" (*To Teach as Jesus Did*, #102). This integration is present in the Catholic School not only through its unique curriculum but, more importantly, through the presence of teachers who express an integrated approach to learning and living in their private and professional lives. It is further reinforced through free interaction among the students themselves within their own community of youth.

Archdiocese of Galveston-Houston Graduate Profile

Catholic schools in the Archdiocese of Galveston-Houston are dedicated to the educational mission of the Church as we prepare students for Heaven, college, and career. Our schools are distinguished by an educational atmosphere which relates religious belief and practice, constructively and integrally, with the normal development and education of youth. Our graduates possess characteristics that enable them to live faithfully as disciples of Christ who transform the world. Catholic School Graduates reflect the FACE of God as:



Faithful Disciples...
who receive the love of God, are intentional in forming a relationship with Christ, participate fully in a sacramental life, devote themselves to the service of others, demonstrate Catholic and Gospel values, and model the beliefs of the Catholic faith in everyday life.

Active Learners...
who possess a continuous thirst for knowledge, demonstrate academic integrity and persistence, and seek collaboration in efforts to build strong communities for the greater good and the glory of God.

Critical Thinkers...
who, through the lens of the Catholic faith, prayerfully accept challenges, engage intellectually and creatively, exhibit a strong work ethic, and demonstrate capacity for problem-solving and reflection.

Effective Communicators...
who speak and write with fluency, clarity, and competence, who listen honestly and sensitively, and respond critically in light of the Gospel.

The Archdiocese of Galveston-Houston Catholic Schools Mission

Catholic Schools in the Archdiocese of Galveston-Houston call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ. In collaboration with families, we teach the values of our faith and tradition, serve our community, and ensure academic excellence. Our schools are committed to the evangelizing mission of the Church to educate and form witnesses who transform the world.

This mission statement calls forth beliefs that affirm the missionary dynamics of all Catholic Schools in the Archdiocese of Galveston-Houston. They are:

Foster a Catholic Identity
We call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ as they bring Catholic teachings and values into their lives and the global world.

Invest in Community Building
We are committed to building a communal spirit that is the heart and reality of Christian formation.

Provide Quality Education
We teach knowledge and critical skills so that students function fully as citizens within a changing technological and multicultural society.

Encourage Moral Formation
We lead by example in teaching moral values that encourage respect and responsibility.

Appreciate Families
We recognize the family as the basic faith community in which all members share as active participants in the educational process.

Support Parish Life
We believe that the school contributes to the parish through the formation of students as active participants of the parish community.

Share Governance
We seek support and participation from those who share a common vision, mission and philosophy.

Seek Equitable Distribution
We are challenged to determine how to be the best stewards of the resources and to equitably share in their just distribution so that there is quality and affordability to families and our Church.

Catholic Schools of Texas Mission Statement

The mission of Catholic Education in Texas is the fulfillment of the educational ministry of the Catholic Church and has as its primary goal the ongoing formation of the Christian person. It aims at the development of the individual's moral, intellectual, social, cultural, and physical endowments.

As an educational ministry, the Catholic Schools must respond to the needs of the whole person with qualifications and effective experiences in teaching.

The spiritual dimension is integrated in the three-fold responsibility of proclaiming the message revealed by God in work and deed, of building community and Christian fellowship, and fulfillment of the imperative of social justice, servicing our fellow man through sharing spiritual and temporal goods with those in need.

The intellectual dimension is met through a comprehensive offering of variety of learning experiences that assist the student to attain the goals of the various areas of instruction, to prepare them to cope with the societal demands, to understand and to participate in civic and governmental activities, and to appreciate the worth of each person and his culture.

The physical dimension is met through programs that prepare the student to have the knowledge and understanding of their physical and psychological structure and the environmental concerns that affect their well-being.

To attain this educational ministry, the educational ministry of the Catholic Church serves the elementary, secondary, and university school system in Texas and the Archdiocese of Galveston-Houston.

Organization of The Texas Catholic School System

Archbishop, Ordinary of the Archdiocese

The Archbishop, as the Ordinary the Archdiocese, possesses full and complete authority in the Archdiocese and therefore is the head of all Catholic schools and all parish religious education programs in the Archdiocese. He has the ecclesiastical authority to watch over and inspect educational programs within the Archdiocese, including the right to issue directives concerning the general regulation of such programs.

The Archbishop, as the chief representative of the church's teaching authority, is the head of the Archdiocesan System of Schools. The Superintendent carries out the administration of the schools. Religious Education is under the guidance of the Director of the Office of Continuing Christian Education.

The Archbishop of the Archdiocese of Galveston-Houston of Galveston-Houston is Archbishop Joe S. Vasquez.

Superintendent

The Superintendent of Catholic Schools is appointed by and responsible to the Archbishop and represents him in the administration and supervision of Catholic schools in the Archdiocese. The Superintendent is a member of the Cardinal's Cabinet.

The Superintendent of Catholic Schools, under the authority of the Archbishop, shall be responsible for the establishment and implementation of Archdiocesan policies governing Catholic schools and for the direction of the Catholic Schools Office (CSO) in providing guidance and support services to Catholic schools in the Archdiocese.

Dr. Mazie McCoy is the Superintendent of Catholic Schools.

CSO

The CSO, serves the elementary and secondary school throughout the archdiocese. It recruits principals and teachers who share and respect Catholic values. The Catholic School Office provides leadership in developing curriculum guidelines for teachers and assumes responsibility for upgrading school programs in accordance with accreditation standards of the Texas Catholic Conference Accreditation Commission.

Catholic Schools Office Liaison

Each school is assigned a school Liaison from the leadership team at the Catholic Schools Office. This Liaison works in collaboration with the school's leadership to assist in compliance to TCCB ED and Archdiocesan policies, procedures, and requirements. The school Liaison also serves as a source of support and encouragement to the school community, especially the Pastor and Principal.

Maribel Mendoza-Rojas is the CSO Liaison.

Archdiocesan School Council

The Archdiocesan School Council exists to provide support to School Advisory Councils in their work to advise the Pastor and Principal in the work of fulfilling the campus strategic plan.

Pastor

The school is a religious and spiritual ministry of the parish. The Archbishop, therefore, has ultimate authority for matters of faith at the school. However, the Pastor of the parish, has ultimate responsibility for the operation and administration of the school.

The Pastor is the ex-officio head of the school. As such, he is responsible, for approving the policies of the school according to the needs of the parish, but always in harmony with the policies and regulations of TCCB ED, the

Catholic Schools Office and The Archdiocese of Galveston - Houston.

The role of the Pastor in the successful mission of the parish school is of vital importance. In union with the liturgical and sacramental life of the parish, the formation of faith and intellectual development illumined by the Gospel message to children, youth, and adults, is central to the life of the parish.

The Pastor delegates the direction of the school program and the ordinary administration of the school to the principal. The Pastor, with the principal, shall establish the terms of such delegation and the means of *regular and formal* communication on school matters. In the Cross Academies financial oversight is a collaboration between the Pastor, Principal, Archdiocesan Finance Office, and the Catholic Schools Office; however, it is the ultimate responsibility of the principal and assistance should be sought when needed.

The Pastor is an ex-officio member of the School Advisory Board.

Fr. John Rooney is the Pastor of SMCS.
Fr. Simon Kipiti is the Parochial Vicar.

Principal

The Pastor delegates the direction of the school program and the ordinary administration of the school to the principal. The Pastor, with the principal, shall establish the terms of such delegation and the means of regular and formal communication on school matters.
In elementary schools, the principal is the chief administrative officer of the school and is the spiritual, educational, and managerial leader subject to the ultimate canonical responsibility entrusted to the Pastor. In these schools, the principal is responsible not only for the educational program but is also responsible for the school's religious and spiritual mission. The principal is also in charge of the financial administration of all school funds.

The Pastor supports the principal in conflict resolution of school issues, according to the principle of subsidiarity, by referring individuals or groups back to the teacher or Principal and acts in accordance with the Grievance Policy of the Archdiocese.

The principal of SMCS is Laura L. Halbardier

SMCS School Council

The SMCS Council advises Mrs. Halbardier and Fr. John to recommend policy, identify and articulate the educational needs and aspirations of the SMCS community, achieve enrollment
goals, maintain financial stability and collaborate on the SMCS Strategic Plan. These goals become the basis for program objectives, policies, and action plans for the educational program and the continued vitality of the school. (SMCS Strategic Plan)

Mrs. Halbardier serves as a member of the executive committee, which includes Fr. John, Fr. Simon, and Mike Gremillion. Mrs. Halbardier, Fr. John, as well as Fr. Simon are ex-officio members of the SMCS Advisory School Council.

The SMCS Council supports the work of Mrs. Halbardier and is advisory only. It does not direct the work of the principal. The ASC Advisory School Council Handbook is provided by the Catholic Schools Office, as a resource for Advisory School Councils. The Archdiocesan Advisory School Council hosts one annual Advisory School Council Workshop for the orientation and education of members of Advisory School Councils. SMCS hosts discernment for new members.

The SMCS meets either monthly as a whole group or in its sub-committees. Sub committees include fundraising, marketing and enrollment, and strategic planning. Currently, 6 members serve on the SMCS Council. The SMCS Council meets the first Tuesday of each month at 10:00 A.M in the Ministry Building. Meetings open to the public unless the meeting is designated as a closed meeting.

Fr. John also appointed a separate Finance Committee that meets monthly to review the yearly budget, monitor payroll, expenses, and income, as well as plan for projects, ie: safety, tech upgrades, curriculum.

The SMCS Council Members for the 2026-2027 school are:

- Mike Gremillion
- Mark Campos
- Alison Osterberger
- A.J. Rodrigue
- Eileen Sumcad
- Donna Denton

If you know someone in our community that would like to serve on the SMCS Advisory Council, contact Laura Halbardier, lhalbardier@stmarylc.org.

Parents

Parents are the primary educators of their child. They are responsible for contributing to a positive learning environment at the school and any school-related activities.

Teachers

Teachers employed in the parish school meet the standards of the Texas Catholic Conference of Bishops Education Department (TCCB ED). Teachers are responsible for contributing to a **positive** learning environment at school and any school-related activities. All teachers are responsible for living out the Catholic philosophy, demonstrating success in the instructional process, interpersonal relationships, professional growth, and professionalism within the classroom and in the community. All teachers are required to participate in and complete Catechist Certification Classes.

Teacher's Aides

Teacher's aides are there to support the classroom teacher in the implementation of the daily program. They assist in planning and preparing the learning environment per the teachers lead. The aide's schedule will be planned by the principal. Teachers may request that an aide assist with a special project. If a teacher would like extra support for a classroom activity or lesson, they must email and/or speak to the principal, so the schedule can be updated to meet the needs of the students.

Administrator on Duty

Each Catholic School must have a designated person responsible for decisions/actions that must be made or taken. When the principal is on duty, he/she will be the Administrator on Duty. The principal will designate a person to serve as the Administrator on Duty whenever he/she is off campus. This designation will be known by the pastor, faculty and staff. The Administrator on Duty for the 2026-2027 school is Mrs. Michele Whitney. Staff will be notified via email or by office staff when the principal is out of the office

Administrative Assistant

The administrative assistant assists the principal with the office, school and events. The administrative assistant assists the principal with new student registration and general organization of the office and files. The administrative assistant supports parents with FACTS/SIS issues pertaining to tuition, incidental billing, attendance, etc. Janet Ellison is the administrative assistant.

Nurse

The school nurse dispenses medications, administers first aid, and keeps all the medical records current. The nurse is involved in all health-related issues at school. The nurse works with parents to ensure the health of students.

Parents are asked to share health concerns or changes with the nurse via email, mwhitney@stmarylc.org or phone call. The nurse also completes health reports that are required by the CSO. The school nurse works with the principal to offer training on health issues such as food allergies and other conditions that require medical attention at school. The nurse works with the administrative assistant and principal to ensure all administrative tasks are completed. Michele Whitney, RN. is the nurse.

Instructional Specialist

The Instructional Specialist works to support the principal in supporting the academic growth of teachers and students. If you need assistance or guidance with instruction, differentiation or other classroom academics, schedule a meeting with the Instructional Specialist and Principal. Karla Mellado is the Instructional Specialist.

Second in Command

The second in command is responsible for the master schedule, teacher lesson plan review, SMCS Council ex-facto member and scheduling, and serves in place of the principal when she is off campus. The school office staff is the Second in Command and is in contact with the principal and parish priest if the is an incident at the school. Nurse Michele Whitney is the Second in Command.

Confidentiality

Please do not call the school to request any phone numbers or addresses for any SMCS family or employee. It is a violation of Family Educational Rights and Privacy Act, FERPA, for us to divulge confidential information.

Teachers are not permitted to discuss other students' progress and/or behavior with anyone other than the parents. School events, such as Open House, Meet the Teacher and/or other special occasions are not conference times including day to day interactions (car line and hallway interactions), Teachers cannot discuss student progress at special events. Please refrain from discussing items meant for personal conference times at school events and schedule conferences at appropriate times in order to maintain confidentiality for students and families.
Our focus when we are meeting with you is your child. We are not permitted to discuss other student behaviors or academic information.

Volunteers that serve as substitute teachers, room moms or in other school capacities will be asked to sign the SMCS Confidentiality Agreement in order to maintain confidentiality of our families.

Parent School Association (PSA)

The SMCS Parent School Association, PSA, is the service organization that coordinates volunteers, events, fundraising, coordination with other ministries, and fellowship opportunities for SMCS! It is led by parents who work with faculty and administration to support fellowship, faith, and stewardship across our parish and school community!

As a parent, EVERYONE is a member! SMCS' PSA welcomes aunts, uncles, grandparents, and people with serving hearts that support growth in mind, heart, and spirit (and have Safe Haven Training)! In the spirit of faith, love, and service, we are reminded that Catholic education is more than academics—it is a mission. And at the heart of that mission are generous volunteers who give so their time, talents, and hearts.

Whether you're helping in the classroom, organizing events, coaching a team, or simply offering a warm smile at morning drop-off, your presence makes a difference. You are not just filling a role—you are living the Gospel, showing our children what it means to serve with joy and humility.

Your efforts help build a community rooted in faith, compassion, and excellence. You remind our students that they are loved, supported, and part of something greater than themselves.

Thank you for being the hands and feet of Christ in our school. Your service is not only appreciated—it is essential. Together, we are shaping minds, nurturing souls, and building the Kingdom of God, one act of love at a time. The parent contacts for PSA are Patricia Richards and Autumn White, prichards@stmarylc.org, awhite@stmarylc.org. The school contacts are Laura Halbardier and Janet Ellison. Together we are working to build fellowship and memories for our students, families, and faculty.

SMCS Booster Club
SMCS is proud to announce the arrival of SMCS Athletics Booster Club! SMCS Athletics is growing! Coach Fulmer is excited to put together the SMCS Boosters! Contact Coach to support our new SMCS Athletics Booster Club, jfulmer@stmarylc.org.

Use of Facilities - Parish Ministries and The Educational Building

SMCS nor St. Mary of the Expectation Catholic Church rent any of the facilities to outside vendors.

SMCS AGREEMENT AND PERMISSION INFORMATION 2026-2027

SMCS is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

Parents and students are required to sign technology use agreements every year. The first tech and/or guidance lesson of each semester must be about internet safety and appropriate use of technology.
Internet Policy

Internet access will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other internet users around the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. The school has a firewall that prevents students from entering inappropriate sites and is continuously updated. The school believes that the benefits to students from access to the internet outweigh the disadvantages. Ultimately, however, parents/legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the school supports and respects each family's right to decide whether to allow for access.
Expectations

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student.
Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see. If a student misuses technology, they will be subject to the SMCS Discipline Policy, which may include: suspension from using technology, in-school suspension, and/or appropriate consequences set forth by the school administration.

Rules of Usage

Personal Safety and Personal Privacy

Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Internet and E-mail

Access to the Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.
Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the
purpose of the school is to use internet resources for constructive educational goals; students may find ways to access other materials.

We believe that the benefits to students from access to the internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Internet safety and appropriate technology use are the first topics for guidance discussions at the beginning and middle of the school year.

Technology Use and Internet Safety
SMCS provides students with access to technology resources to support educational learning. To use school technology, students and parents must sign the annual Technology Use Agreement and Acceptable Use Policy. To promote responsible digital citizenship, the first technology and/or guidance lesson each semester focuses on internet safety and appropriate technology use. Students are expected to use all school technology resources responsibly, ethically, and in accordance with school expectations. Students are accountable for their online behavior and for using devices, software, and internet access only for educational purposes.
Students may not use smart phones on campus. They may not bring electronic devices, including tablets, smart watches, or any other communication devices to class with them. Only students with medical needs will receive authorization to carry smart devices on campus.
Teachers may not use smart devices for anything other than educational purposes during
instructional time; this includes recess, lunch, class time, and all other times they are supervising students.

Unacceptable Uses of Technology, SMCS Devices, Software, and Network Resources
1. Personal Safety
Students shall not post, share, transmit, or seek personal information about themselves, other students, or any individual through school technology resources. Personal information includes, but is not limited to, home or work addresses, telephone numbers, email addresses, photographs, videos, schedules, or any other identifying information.
Students who encounter online content, communications, or interactions that appear unsafe, threatening, inappropriate, or cause of concern must immediately report the matter to a teacher, administrator, or parent.

2. Unauthorized Access and Illegal Activities
Students will not access or attempt to gain unauthorized access to the St. Mary Catholic School (SMCS) network, devices, software, cloud-based applications, or accounts. Students may not attempt to log into another person's account, access another person's files, bypass security settings, or use another individual's credentials. These actions are prohibited and may be illegal.
Personal gaming is not allowed during school hours at SMCS. Students may only access approved sites.
Students will not access, copy, alter, delete, or distribute restricted, confidential, privileged, or unauthorized information. Students may not use SMCS devices, software, accounts, or network resources in any manner that damages, disrupts, interferes with, or alters the operation, security, or intended use of school technology resources. Students will not use SMCS technology resources to engage in any illegal activity or to view, access, send, or distribute abusive, obscene, threatening, discriminatory, or harassing material. Any such
content encountered must be reported immediately to a teacher or administrator.

3. Security and School-Owned Devices

Students are responsible for securing their SMCS accounts and school-issued devices. Students must take reasonable precautions to prevent unauthorized access and may never share passwords with others.
Students may only use software, applications, extensions, and digital tools that have been approved, installed, or authorized by SMCS. Students may not install, download, remove, modify, or attempt to bypass device management software, security settings, web filters, or monitoring tools on school-owned devices.
Students will not share school assignments, documents, or digital materials outside approved SMCS platforms without permission. Personal information should not be entered into public websites, documents, or applications unless specifically authorized by the school. Any suspected security concern, device damage, software issue, or unauthorized access must be reported immediately to a teacher or administrator.

4. Appropriate Conduct and Language

Students are expected to be kind, respectful, and responsible in all digital communications and online activities. This expectation applies to emails, chats, discussion boards, shared documents, social media, websites, messages, images, videos, and any other online platform.
Students will not post, share, or distribute content that could harm the reputation, safety, or well-being of themselves, other students, staff, or the school community. Cyberbullying, harassment, threats, intimidation, or persistent unwanted communication are prohibited. Students must cease communication if requested to do so by the recipient.
Students may not harass or discriminate against any individual on the basis of race, color, national origin, sex, age, disability, religion, or any other protected characteristic. Students must respect the rights, dignity, and privacy of others always. Online conduct off SMCS property is still subject to SMCS Code of Conduct.

5. Academic Integrity, Copyright, and Artificial Intelligence

Students will not plagiarize content obtained from the internet, AI tools, software applications, or any other source. Plagiarism includes presenting another person's words, ideas, images, or work as one's own. **Students are prohibited from copying facts, direct quotations, paraphrases, summaries, word choices, and anything that is not original from another source, including AI.**
Students must respect copyright laws and intellectual property rights. Unauthorized copying, downloading, sharing, or distributing copyrighted material is prohibited.
Students may use artificial intelligence (AI) tools only when permitted by the teacher and must properly acknowledge or cite the use of AI-generated content according to school guidelines and teacher expectations.

6. Inappropriate Access and Communication

SMCS uses internet filtering, monitoring, and security software to help ensure a safe digital environment. While these safeguards significantly reduce exposure to inappropriate content, students may occasionally encounter unsuitable material. If this occurs, students must immediately stop viewing the content and notify a teacher, administrator, or parent.
Students may use school email, messaging, learning platforms, and file-sharing systems primarily for educational purposes. Communication with teachers and students should be related to academic activities, school programs, or other authorized school business. Students must include their parents on emails that include their teachers.

Devices

Smart watches, smart phones, tablets, computers, and all other technology that can be used to access the internet while on campus are prohibited in the classrooms (for student use), unless they are being used for instructional purposes and have received permission from the principal. The principal and/or teacher may request the student not use a smart watch if it is being used for any other purpose than a watch, unless it is for medical reasons only (i.e. monitoring for a condition such as epilepsy). Students are prohibited from using such devices to connect to the internet, contact parents, or take pictures.

Admissions and Attendance Policies and Procedures

Enrollment

Enrollment for current students begins during Catholic Schools Week. There are registration incentives. Enrollment opens for current families before it opens to the public. Current families must re-register to secure a spot. If your family is moving, please let administration know. All reference requests go through the office.

The Catholic schools in the Archdiocese of Galveston-Houston of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate based on race, color, age, national, or ethnic origin in the administration of its admission, financial, athletic, or scholarship programs.

Children must meet the age requirements as outlined by the Archdiocese of Galveston-Houston. Typically, students must meet the following age requirements for admission. All enrollment materials must be submitted online. Students entering a:

- PK3 or PK4 classroom must be 3 or 4 years old, respectively, on or before September 1;
- Kindergarten class must be 5 years old, on or before September 1; and
- First (1st) grade class must be 6 years old, on or before September 1.
- The child's birth certificate must be presented for proof of age. Other documents that must be provided are:
- Application
- Release of Confidential Information form
- Certified birth certificate
- Baptismal certificate, if applicable
- Academic records (including achievement test scores)
- Health records
- Student Information form

All required forms must be entered on-line through the FACTS/SIS System, and fees paid before placement is assured.

- Students must be in good standing and have remained free of disciplinary actions at current school.
- Vacancies must exist within the established teacher/pupil ratio.
- Student must have completed the academic grade level the student was in while at St. Mary and been recommended to the next grade level by the current school.
- Student's most recent report card must accompany re-admittance application. Applications will be considered no earlier than February 1st before the upcoming school year.
- Space must be available in the student's grade level.
- The St. Mary principal and admissions committee will review the application and report card.
- Students may be admitted to the seventh and/or eighth grade at the start of the school year if there is space available in accordance with the established teacher/student ratio, and they have been attending a Catholic school in another out-of-town location, or they are returning to St. Mary School and have met all other admission requirements.

The principal reserves the right to contact any former schools the child may have attended. It is SMCS policy that the principal has the authority to accept or refuse admittance of any individual as a student at this school for any reason. This decision is based on the State and Archdiocesan policies for admittance and on all information received from the applicant at the time the application for admittance is made. All new students are accepted on a provisionary basis. A complete immunization record indicating that requirements are met, with a physician's signature, is required at the time of registration. Archdiocesan policy requires that any new student present written evidence of TB testing and the results.

All prekindergarten and kindergarten students must be bathroom independent prior to the first day of school. For SMCS purposes, "bathroom independent" means that the child identifies his/her need to go to the bathroom,

independently removes his/her pants and replaces his/her clothing, and calls for assistance, as needed. Teachers and staff members cannot spend valuable instructional time in the restroom teaching students these skills that are to be taught at home. If the child is not bathroom independent, he/she may be withdrawn from school until he or she can use the restroom independently.

All children entering school must be fully toilet-trained before coming to school. This includes participation in the Before and After School Program. Children will not be allowed to wear diapers or pullups while at school.

A toilet trained child can do the following:

- be able to tell the teacher they need to go to the restroom in sufficient time to avoid accidents,
- be able to pull their underwear and pants down and up without assistance,
- be able to get on and off the toilet by themselves,
- be able to wipe themselves after using the toilet,
- be able to wash and dry hands, and
- be able to postpone going if they must wait for someone who is in the bathroom or if they are outside, or away from the classroom.

All new students are required to have an interview with the principal, principal's designee, or a teacher. Parents are also required to meet with the principal.

At the time of pre-registration, a packet is provided to each family. This packet contains tuition schedules, payment plans, information sheets, etc.

Students applying for grades 2-8 take an entrance exam. Prospective students entering prekindergarten through first grade will be assessed by a teacher using benchmarking assessment materials.

Students applying to SMCS and transferring from homeschool must participate in a screening for grade placement. Transcripts are required. The academic team will review transcripts and screening to determine grade placement. Screening includes admissions testing.

Re-enrollment for current students is not automatic. Families with outstanding financial obligations will not be able to re-enroll until all accounts are clear. Families who consistently violate policies or who do not promote the campus in positive communications will not be allowed to re-enroll. Students who consistently pose discipline concerns will not be invited to register online.

SMCS considers the following priorities when setting timelines for accepting admission applications:

1. Students currently enrolled in SMCS and their siblings
2. Parishioners
3. Non-parishioners

All new students are on probation for the first term of the school year to ensure the SMCS is the best fit for the student and SMCS.

Students transferring to St. Mary School are accepted on their grade level. Age of admission after 1st grade will be based on successful completion and achievement in an accredited school. The date of birth should be verified by an official copy of a birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside of the state of Texas.

Probation

A student may be placed on probation for conduct that, in the principal's judgment, warrants such action. Such conduct may take place on or off campus and may include, but is not limited to, relatively serious violations of school rules and continued misconduct. The school is not required to place a student on probation prior to a more severe disciplinary action being taken, up to and including expulsion.

Absence From School

The State of Texas provides by law for compulsory school attendance by all children from the age of six until their nineteenth birthday unless subject to a stated exemption. Compulsory attendance also applies to students below the age of 6 during any period that the student is voluntarily enrolled in prekindergarten or kindergarten. TCCB ED has adopted the State of Texas compulsory attendance policy.

Medical Absences

Verification of medical and dental appointments is required from the medical or dental office on letterhead with physician's signature. Medical absences that require extended time off campus require a physician treatment letter for a home study or remote learning plan to be put in place.

Excused Absences

In addition to medical absence, students may be absent due to illness, accident, quarantine, or attendance at the funeral services of a member of the student's family. In such cases of short-term absence, students have 1 day for each day of absence to make up work.

Absence for Other Reasons

When parents wish to take their child out of school for three or more consecutive days for unexcused personal reasons, they must notify the principal in advance in writing.

Student Attendance

Unless there are extenuating circumstances, each student will attend classes for a minimum of 90% of the attendance days or minutes in a given school year in order to be promoted to the following grade level. The 90% rule applies to all absences, including excused absences.
A student who does not attend 90% of the attendance days or minutes of a given school year may be required to repeat the grade or may not receive credit. Students who do not attend classes for a minimum of 90% of the attendance days or minutes in a semester are subject to administrative withdrawal. The principal will make the final decision.

Full Day Attendance: To be counted as present for a full day of school, a student must be in attendance for a minimum of four instructional hours (240 minutes) of the instructional day.

Half Day Attendance

To be counted present for a half day of school, a student must be in attendance for a minimum of two instructional hours (120 minutes) of the instructional day. TCCB ED guidelines allow for a student who is in attendance for at least 75%, but less than 90%, of the days/minutes a class is offered to be given credit for a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class.

If a student is not projected to fulfill the TCCB ED 90% attendance requirement, the Catholic Schools Office must be notified. Additionally, the TCCB ED recommends each school has an attendance committee who can assist in evaluating the academic needs of the student before granting credit or a final grade for students who do not fulfill the TCCB ED 90% attendance Requirement.

Tardiness

A student is tardy if he/she arrives after the time scheduled by the school for the beginning of the instructional day. A record of all tardiness shall be maintained.

Daily Schedule

- **6:30 A.M. Before School Care begins**
- **7:25 A.M. Car line begins at the back of the school**
- **7:25 A.M. Students arrive in Cargill Hall**
- **7:45 A.M. Morning Prayer/Instructional Day Begins**
- **7:45 A.M Students marked tardy**
- **10:00 A.M Students marked absent**
- **3:15 P.M. School dismissal (Front of school) – Parents may not start lining up until 2:30 P.M.**
- **3:40 P.M. After School Care begins**
- **5:30 P.M. After School Care ends**

****Students not picked up by 3:40 p.m. will be sent to After School Care. Applicable charges will be billed or applied to your FACTS account. ****
Additionally, please note:

- Students who are not in attendance at 10:00 A.M. or leaving the school prior to 10:00 A.M. for the remainder of the day, will be counted as absent for the day.

- When a student is absent, the parent/guardian is expected to call the school office by 9:00 A.M. and send a written note upon the student's return to school. Notes are kept with the homeroom teacher's files in their classroom.

- A student who checks out during the day and does not return by the last class of the day, may not return to campus for any reason– for example: clubs, athletics practice or game, or tutoring, unless there are extenuating circumstances, and the principal has granted permission for the student to return.

- The school staff is not obligated to provide special assignments early to a student when a parent opts to schedule activities that warrant student absences on compulsory attendance days as indicated on the school's calendar. Students that go on vacation during regular school time will get their assignments upon return to school, unless other arrangements are made between the parents and teacher.

- A valid reason for absence does not mean a student will not be marked absent. There are no excused absences.

- A student not physically present at school is marked absent (unless they represent the school at an event, i.e.: Stream Synergy Science Fair).

- For students who are habitually absent and have accumulated excessive absences, a doctor's note may be requested for each absence to provide him/her with make-up work and other assignments.

- Parents are encouraged to contact the student's homeroom teacher via email to inform them of their child's absence. Students have the same number of days to complete assignments as the days they missed.

- Students may be asked to stay after school during Tuesday tutoring to make up absent work. Parents will be contacted by the teacher if absent work needs to be done after school.

- Long-term projects and tests will be made up the day the student returns to school if they are absent on the due date unless provisions have been made by the teacher or administration before the student returns to school. Communication is key between teachers, parents, and administration regarding make up work.

- Students with missed work and/or excessive tardiness or absences may not be eligible to attend field trips. It is up to the discretion of the teacher and administration to consider if the student's time would be better utilized completing work.

- Parents must notify the school office and homeroom teacher if the student will not attend a field trip. The student will be permitted to attend school in a lower grade and will need to complete assignments prepared by the

homeroom teacher. Families will not be reimbursed for missed trips. Field trips are scheduled for educational purposes and fulfill the learning objectives of the curriculum.

- Students earning an N or U in conduct may not be eligible to attend their class field trip(s). Attendance is up to the discretion of the administration and teacher(s).

- Leaving school during the day is discouraged to maximize instructional time. Please make every effort to schedule routine medical and dental appointments after school hours. If necessary, students may be picked up early from school. However, a note must be sent to the office stating the time you wish to pick your child up and the designated person who will be picking your child up. Parents may also call the office to request their student be sent to the office to leave early. Parents/legal guardians or designated person must come to the office to sign the child out of school.

Legal Surname Used for Official Admission Records

A student must be identified by the student's legal surname, as it appears on the student's birth certificate or other document suitable as proof of the student's identity, or in a court order changing the student's name (Education Code 25.0021). Parents may issue a special request for the child to be called by a nickname or be "known" as another surname. However, our responsibility is to teach the child his/her legal surname and given birth name.

Parental Responsibility

St. Mary Catholic School believes that the parents are important partners in the education of their children. The leadership, role-modeling, and training given by parents strongly influence the behavior and performance of the child. In enrolling your child in this Catholic school, you agree to these important responsibilities:

- Understand and support the religious nature of the school.
- Read all communications from the school, including letters, emails and online grading programs.
- Discuss in a sincere and respectful manner any parental concerns with the person most directly involved.
- Monitor the child's progress by reviewing homework assignments, class work assignments, tests, and agenda daily.
- Ensure that the child arrives at school in proper attire and on time.
- Meet your financial obligations in a timely manner.
- Support school policies and the authority of the administration and teachers.

Parents are expected to follow the Christian Code of Conduct when discussing our school whether it be at an event, in the community, or online.

Christian behavior and respect shall be observed during any verbal and nonverbal communication at all levels within the school community. The following actions will be termed in violation of Christian charity and may result in dismissal from the school:

- Public criticism of school personnel, policies, procedures or ANY behavior which does not promote the school in a positive manner (this includes social media sites).
- Threats, implied or actual, of any nature toward personnel or families.
- Verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.
- Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures or ANY behavior which does not promote the school in a positive manner
- Consistent and persistent disagreement with the administration or teacher policies. Rules are established to maintain order, provide a faith-based religious education, and teach strong academics.
- Blatant disregard to follow and support the requirements and expectations of all handbook policies.

Disruptive, threatening, or illegal behavior of a parent/guardian may result in the expulsion of that student.

Communication

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas through weekly website updates, conferences, progress reports and report cards. Student success can only be attained through cooperation between parents and educators. Concerns about a student will be addressed initially by the classroom teacher and parent. In the event concerns continue, referrals for additional assistance and resources may be pursued through the principal. Teachers must be contacted first to resolve an issue. If you do not feel that the issue has been resolved to your satisfaction, contact the principal.

Parents wishing to inquire about the school community's attitudes regarding specific teachers, qualifications, programs, curricula, schedules, etc. should schedule an appointment with the principal. Parents who seek to promote or advocate personal causes, or question school policy and rules, with other parent groups via the calling of "special meetings," sending out personal electronic communications or surveys, etc. will be asked to withdraw their children and relocate to another campus. The appropriate means to gather information is to schedule a meeting with the principal and request information. Seeking to disrupt the school community by promoting a personal agenda is disruptive to the school and, ultimately, impacts your child. Our campus is not a public school and is not suited for all families.

Families and school staff are partners within the educational process. If parents need to be informed about an occurrence, a written record of the communication will be kept on file. Written records include copies of notes and reports sent home, a log of phone calls, and accounts of parental conferences. Teachers will contact parents regarding behavior and academic issues. If the issue is not resolved there will be a meeting scheduled with the classroom teacher, family and principal to formulate a plan for success.

If parents would like to schedule a conference with the principal, they are invited to contact the school office. If parents wish to discuss their child's progress, the conference should first be scheduled with the teacher. Parents wishing to log a complaint against their child's teacher should FIRST address the issue with the teacher. To voice concern against a staff member who does not teach their child, parents should contact the principal.

Parent conferences should not interfere with the supervision or instruction of students. Parent conferences may not be held while a teacher is "on duty".

All email communication between parents and teachers will be carbon copied to the principal. Please carbon copy all emails you send to faculty to the principal, lhalbardier@stmarylc.org.

Appointments with the administration and/or with teachers must be scheduled in advance. A teacher attempts to return phone calls and emails within 24 hours during the school week. Please note that messages left for teachers may not be retrieved until the close of the school day. Teachers are not required to check or send email during the weekends. Please be mindful of their family time and email during daylight hours.

Conferences

Conferences are scheduled once per year. Parents may request additional conferences to discuss concerns with their child(ren)'s teacher(s). Teachers may also call to schedule a meeting to discuss progress. Parents wanting to speak with teachers concerning their children's progress may request an appointment by calling or emailing the teacher at school. Although the teacher may not be called from class for a telephone call, he/she will return your call at his/her earliest convenience. Parents are encouraged to communicate with teachers through e-mail. Teachers will return phone calls and

/or emails within 24 hours during the work week. Teachers will not return phone calls or emails during school breaks and weekends.

Record Viewing

Parents/Legal guardians wishing to view records must make the request in writing twenty-four hours in advance.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or a copy of the custody section of the divorce decree to be filed in the student record's file.

Non-Custodial Parent

The school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and to other school-related information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Separated and Divorced Parents

Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate court orders governing rights and duties of parents regarding their child(ren). Divorced and/or separated parents are required to file with St. Mary Catholic School certified copies of the most recent court orders together with all amendments, modification and supplements. **Parents are to ensure that the school has a complete, unaltered, and most up-to-date set of certified copies of the applicable court orders.** Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from school.

When parents choose to litigate their disputes in court, both the Catholic Schools Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers and personnel. School administrators inform the legal department immediately in the event the school, or any of its employees are served with subpoenas. Ordinarily the school will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children.

Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity, and they will display a spirit of forgiveness.

Ongoing parental disputes can be counterproductive to the mission of the school and in some cases, it is appropriate that the principal contact the superintendent to discuss whether continued enrollment of the child(ren) is a viable option.

Transfer/Withdrawals

The principal is to be given sufficient notification of transfers or withdrawals, so teachers have ample time to complete records. Parents are required to complete a transfer/withdrawal form and complete an exit interview prior to withdrawal. Families will not be reimbursed for any fee relating to the education of the child before withdrawal.

Fees must be paid in full before the transfer paperwork is completed.

Report Card/School Records

Parents and students need to reconcile all obligations before the end of the school year, i.e., financial obligations, make-up work, library fines, return of all library books, textbooks and equipment.

The report card will not be issued to the student or parent, nor will it be forwarded to another school, until all financial obligations are met and/or materials are returned to the school office.

Tuition and Fundraising

Tuition

Please refer to the tuition schedule for information concerning tuition rates, and sibling tuition plans available at St. Mary Catholic School. Payment of tuition is handled in two different ways through the FACTS System:

1. Monthly payments are collected by Automatic Pre-Authorized Debits (ACH Debits) July through April by automatic deduction from your bank account. Please refer to the Authorization Agreement for Automatic Pre-Authorized Debits enrollment form for the terms and conditions of tuition payments payable on a monthly basis.

2. Payment of tuition in two installments is due by August 1 and January 1. All checks payable to the school and returned for insufficient funds must be paid with cash, a money order or a certified check from a bank or lending institution. A $25.00 late fee must also accompany payment.

3. Delinquent tuition beyond the terms of a prearranged plan or 60 days may result in the dismissal of the student from St. Mary Catholic School for the remainder of the semester. Re-admission for the following semester will not be allowed for families who have neither paid all tuition due, nor made acceptable arrangements. St. Mary Catholic School reserves the right to limit participation in extra-curricular activities of students with delinquent tuition and fees. For prospective graduates, all fees and tuition must be paid on or before May 5th in order to participate in any trips, activities, or ceremonies.

4. Tuition payments must be made using the FACTS/SIS System. The only payments that do not have to be completed through FACTS/SIS System are tuition payments that are made per semester or paid for the entire year.

5. Students who withdraw during the school year will not receive a refund for the month they are withdrawn.

Financial Aid

Applications for tuition assistance for students in grades K-8 are available in the school office during re-registration and must be completed and submitted prior to March 30 to Private School Aid Service (PSAS) for any consideration. Applications may be completed online, https://www.psas.org/onlineapp.aspx.

SMCS is part of the TEFA Program. TEFA applications become available in 2027. Click: Sign Up to Receive 2027-28 Texas Education Freedom Accounts Updates Survey for updates.

Contact the office to schedule a meeting with Mrs. Halbardier if you would like to discuss financial aid.

Fundraising

St. Mary Catholic School relies on funding through the support of St. Mary Catholic Church, student tuition and fees and fundraising. Each year parents are asked to participate in the school fundraisers through the donation of time, talent or funding. For the 2026-2027 school year, families are encouraged to support fundraising through

donations, time, or securing items for the Style Show, Casino Night, Steps, or other events. Funds raised by families enable the school to become financially stable while offering students an education based in strong Catholic principles coupled with a rigorous academic schedule.

Please Note: **The total annual tuition does not currently cover the cost of educating a child at St. Mary Catholic School which averages approximately $8200 per child. Therefore, all students that attend St. Mary Catholic School are already receiving tuition assistance. When enrolling your child in St. Mary Catholic School, parents are expected to support the school in all fundraising efforts, volunteer functions, and other related activities. St. Mary Catholic School bans any kind of door-to-door solicitation by parents or students. All fundraising efforts must be approved by the principal.**

School Donations

St. Mary Catholic School is blessed to have such generous families! If you are making a monetary or item donation to the school, it must come through the office, so we are able to inventory new items and write out a receipt for tax purposes. If you would like to donate an item to the school, please speak to the principal, so we can ensure that the item, specifically technology, matches what we currently have in the classrooms. Communications regarding the items ensures that it will be allocated and utilized appropriately for the benefit of the entire school.

Many corporations match donations made to the school. Please check with your company to see if a donation program is in place. See the SMCS Handbook attachment with the list of participating companies. Thank you for your continued support!

Liturgy & Worship

All-School Mass

All students in grades PK-8 ordinarily attend 8:30 A.M. Mass on Fridays when school is in session. If a Holy Day occurs during a week, students will attend the holy day Mass. In addition, students will be given opportunities during the year to participate in other types of worship in keeping with our Catholic faith and traditions.

Students in grades 4-8 may sit with younger student to model Mass behavior and support students in Mass.

Each week a different grade level will participate in Mass, readings, responsorial and choir. Your child's homeroom teacher will let you know when your child(ren) will be participating in Mass. If your child is scheduled to participate in Mass and they arrive late or out of uniform, another student will take their place.

All students must wear full dress uniforms when attending Mass.

It is important for all students to go to Mass on Fridays on time. If you are running late, bring your student to the office. They
will stay in the office if their class has already left for Mass. They will meet their class after Mass. Do not drop off students in the church, it is disruptive to the Celebrant, and it creates a safety issue for students.

Students sit with their class during Mass for safety purposes, so teachers know where they are at all times. They may not sit with their parents and and parents are asked to wait until the end of Mass to come over and say, "Hello" to their child.

All students will report to their classrooms for prayer on Friday mornings and other Mass days, not Cargill Hall. Morning car line will take place at the back of the school every day.

Morning Prayer-The school day begins with Morning Prayer.

All students and faculty meet for prayer at 7:45A.M. every morning in Cargill Hall. Prayer is an intricate part of our faith. It is important that students are present for prayer. Each week a different class leads prayer. Teachers will practice prayer routines with their class before they are scheduled to lead prayer. Prayer begins promptly at 7:45. The routine is:

Birthday Blessings-please have your birthday student in Cargill Hall before 7:45 Hail Mary (or original prayer)
American Pledge Texas Pledge Patriotic Song

Students who are celebrating their birthday receive a backpack cross or other religious item, and the Birthday Blessing is said as a school prayer. Students can either come on stage for the prayer, or the principal will come to their classroom to present the cross and prayer. Parents are invited to attend prayer.

Please park in the parking lot behind Cargill Hall and walk your children to prayer if you plan on attending prayer with them. It is important that you park and walk from the correct place to ensure safety in the car line. Parents and students are prohibited from crossing the parking lot during car line. Parents stand on the left side of Cargill Hall during prayer because students are in line with their classes. Your student may stand with you. Please bring them to their classroom line once prayer has ended and dismissal has started.

Parents (and family members) are invited to participate in the SMCS Prayer Group. The group meets in the church every Wednesday after Morning Prayer.

First Sunday Mass

Families are encouraged to attend Mass together weekly. Masses during the first weekend of each month are designated as a St. Mary Catholic School Mass. Students who wear their full-dress uniform to the designated Mass earn a Free Dress pass to be worn on the following Monday. Families are invited to sign up to be gift bearers during the first weekend Masses. Families are invited for coffee and donuts distributed by the Knights of Columbus in Cargill Hall after First Sunday Mass.

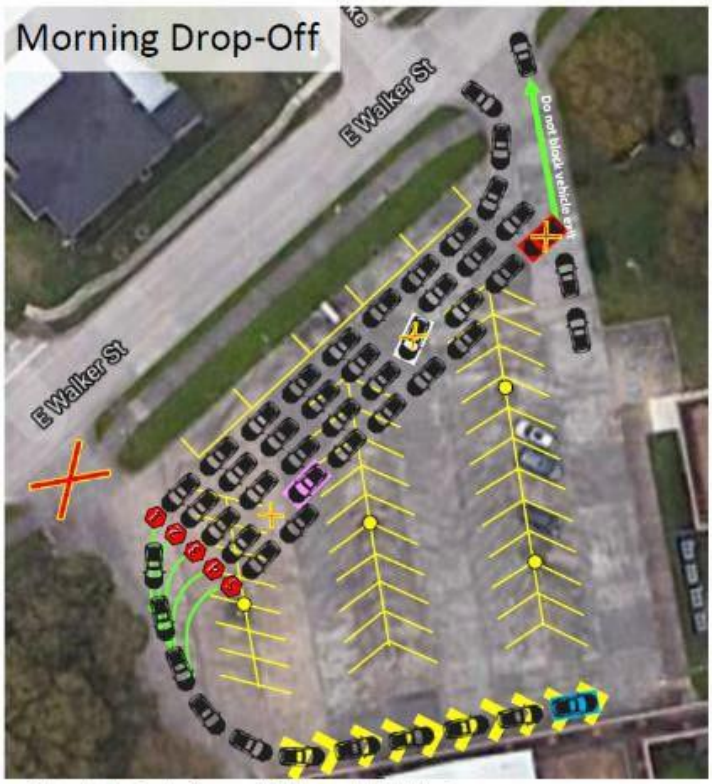
Car Line Procedures

In order to provide safety for the students and to improve traffic flow, St. Mary Catholic School expects to limit pedestrian crossing in the parking lot during the time of arrival and dismissal. It is imperative that the school have the cooperation of all parents and students.

For the safety of our students, drivers and staff; cell phone usage during car line is prohibited.

Teachers and parents help students get out of their cars and monitor them while they walk to Cargill Hall. If your child refuses to exit the car; exit the car line and park in the lot behind Cargill Hall and walk your student into morning prayer. If there are any safety concerns, parents will be asked to walk their child(ren) into the front door of school or Cargill Hall. If there is a safety issue during afternoon car line; the student will remain in the office until his/her parent can pick him/her up from school.

All students will be dropped off and picked up using the car line unless there is a safety issue. Below is a diagram of the back of the school drop off and front of the school pickup.



- First car (ex: blue) in unloading zone, pull all the way up to the last teacher.
- Lane 1 begins next to (not in) the parallel parking spots to help drivers create straight lanes. Crooked vehicles (ex: white) make it difficult for the lanes to stay straight, creating a bit of chaos, please be aware.
- All vehicles are asked to pull in tight behind the vehicle in front, no large gaps. (ex: pink)
- Once traffic begins to move, lane 1 will move forward into the curve followed by 2, 3, 4, then 5 and then it starts again with lane 1. All lanes continuously move forward to ensure vehicles can get off the road.
- Utilize lane 5 so that the exit does not blocked. (ex: red)

Morning Drop Off

If you are Safe Haven/Safe Environment trained and would like to volunteer to help in car line in either the morning or afternoon, please contact the office. We appreciate volunteers' assistance in both car lines!

Parents and caregivers must use the car line for morning drop-off and afternoon pick-up, unless your child(ren) attends before or after care.

Every school family must have a car tag number registered in the school office. This includes students who walk to and from school, families who only have one student in their carpool, etc. Teachers will only dismiss students to parents or other authorized individuals.

Every driver must hang their current school year car line number from their rear-view mirror so that it may be seen by the teachers on traffic duty. No student will be dismissed to a carpool that does not display their carpool number.

The school day begins Monday-Friday with Morning Prayer at 7:45A.M. Students will attend Morning Prayer in Cargill Hall (Monday-Thursday). Friday, and other Mass Days, students will be dropped off using the car line at the back of the school and will enter the back door and report directly to class. Students that arrive earlier than 7:25 A.M. must be dropped off at the front of the school and buzzed into morning care and care and their parents will be billed.

Morning drop off begins at 7:25 A.M. Teachers will be lined up in the back of the school and Cargill Hall to assist your student out of the car. All backpacks, lunch kits, projects etc. must be easily accessible to teachers so they can help get the supplies out in an organized and safe manner. Students must exit the car line from the back passenger door and/or front passenger door. Students are prohibited from exiting vehicles from the driver's side and must remain buckled in their seats until it is time to exit the car.

Once students exit car line, they are prompted to enter Cargill Hall form the front entrance. A teacher will be at the entrance to welcome children to Cargill Hall.

Car line starts at 7:25am and ends at 7:45am. Cones will be placed to block entering the back parking lot at 7:45am. Please DO NOT go around the cones. Once this parking lot is closed, you must go to the Front Office parking lot, park in a parking spot, and wait for the office doors to open once morning prayer is over (7:45am-8:00am). DO NOT park along the sidewalk. This is a safety hazard for students, parents, and staff. Once the office doors are open you will need to walk your student to the office and sign them in. If your student is not in morning prayer, they will be marked tardy when they come in the school building.

Parents are invited to participate in Morning Prayer in Cargill Hall. If you would like to attend prayer, park your vehicle in the side parking lot (behind the church and Cargill Hall), and walk to Cargill Hall with your student. Do not park your car in the lot where car line is scheduled, it presents a safety hazard.

Each week a new class will lead prayer. It is the teacher's responsibility to practice the morning routine with their class. They will lead the prayer, pledges, school announcements and patriotic song.

3:15 P.M. Pick Up Diagram for all grades.

Dismissal begins at 3:15 P.M. You may not start lining up for afternoon car line until 2:30 P.M. If you arrive before 2:30 P.M. you may park until car line lineup start 2:30 P.M. This is based on a request from League City Police Department for emergency purposes. Numbered car tags will be issued to parents during school supply drop off. Families are issued three car tags at the beginning of the year. If you need to request another tag, the cost is $5.00 and will be charged to your FACTS Account.

Form a single file, line to pick up your children at the front of the school. Children will be assisted into the car or van by the teachers in an orderly fashion. Please pull up as far under the covered area as possible so that **five** cars can be loaded at a time. Pull slowly out into the parking lot and then stop to fasten seat belts.

Parents are not permitted to exit their vehicle while in the car line to assist a student or allow a student to enter a vehicle from the driver's side. Doing this endangers the safety of the children and slows the loading process. The car line must move quickly as there are many waiting. Do not use this time to conference with teachers. If you need to talk with a teacher, email the teacher and request a phone or face to face conference.

Students must be buckled into the appropriate car seats and seat spots. Please see: Seat Belts and Car Seats (txdot.gov) for the laws pertaining to car seats.

Students must be dismissed using the car line. Parents are prohibited from walking up to pick up their child. If you need to check out your student early; stop by the office, no later than 2:30P.M. to make arrangements. Once car line is started, parents and students are prohibited from crossing the car line. Parents that enter the school after car line has started will be asked to wait to leave until after car line is completed. No exceptions will be made. It is important to all of us to keep our children safe**.**

Seat Guidelines (https://www.txdot.gov/driver/kids-teens/safety-belts.html)

All clubs and tutoring will be dismissed at the back of the school using a car line. Teachers will not assist students in vehicles without the proper safety seats and or belts.

Walkers, Bike Riders

If a parent would like their student to ride their bike or walk to school. They must submit a request to the principal. Bike riders will park their bikes at the front of the school. Walkers must enter either at the side of the back entrance, the sidewalk or the area between Cargill Hall and the school, to ensure safety of all.

Suspected Child Abuse and/or Neglect

SMCS abides by the Child Abuse Prevention, Adoption and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect are reported to Child Protective Services. Staff members are trained on CPS Procedures at the beginning of the school year. Procedures are reviewed throughout the year.

Firearms and Weapons Policy

Weapons such as handguns, firearms, or other similar devices are strictly prohibited from the St. Mary Catholic campus. Any student with such an item found on his/her person or in his/her belongings will be subject to immediate expulsion from St. Mary Catholic School. In addition, information will be provided to Galveston County and/or the City of League City authorities who will determine if criminal charges will be pursued against the student and/or the parent or guardian.

Knives, razors, or any similar articles capable of inflicting serious bodily injury are also prohibited from being brought on campus. Doing so will result in immediate probation, suspension, or expulsion at the discretion of the principal and/or pastor.

No Smoking Policy

St. Mary Catholic School is a smoke-free environment. Smoking is not permitted anywhere on school property or at any school-related function off campus at any time. No Vaping.

Archdiocesan Policy Regarding Use of Controlled Substances

"The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution. This policy is in effect whether the student is on school property or attending a school sponsored or school-related activity on or off school property."

Emergency Procedures

Emergency School Closing

In case of severe inclement weather or other generalized emergencies that may necessitate closing schools, St. Mary will follow the decision of Clear Creek Independent School District. St. Mary Catholic School will close if CCISD announces that they will be closed due to some such emergency. However, if CCISD is delayed in making a decision, SMCS will broadcast the campus weather-related decision on local media outlets, including social media.

If there is a need for school closure while school is in session, parents will be contacted via text through the FACTS SIS Parent Alert System. The Parent Alert System sends routine, priority and emergency notifications from school officials to school contacts.

Please be certain that all e-mail addresses, work phone numbers, home phone numbers, and cell phone numbers are always up-to-date.

SMCS will not move to online learning during an emergency school closing for weather issues, ie., hurricane. Safety is a top priority for staff and families.

Emergency Drills: Crisis Management

Catholic Schools within the Archdiocese are required to have a written comprehensive Crisis Management Plan (CMP) on file. It is updated annually. Every faculty and staff member receives a copy of the CMP and should be familiar with it. Evacuation drills and lock-down procedures should be practiced at least twice per semester. Drills are recorded in the Emergency Logs located in the office.

When an emergency occurs, and the teacher/faculty member is the only adult present, he/she should call 9-1-1 as soon as possible. Health emergencies should be handled quickly and calmly. Should an emergency necessitate the closing of school, the school day will need to be "made up." Notification of this make-up day will be provided to staff and students prior to the day.

Release of students during disasters in the event of a major disaster, (chemical leak or hazardous material situation, SWAT team presence, weapons on campus, etc.) school will not be dismissed, and children will remain under the supervision of school authorities until the campus is deemed ready to release students. Students are to be released only according to a predetermined plan and only to people authorized by parents.

Teachers will work with students to practice safety drills on a regular basis.

The League City Police Department completed safety training for teachers before school started. LCPD has also reviewed SMCS Crisis Plan.

Emergency Drills: Fire/Disaster/Severe Weather

Emergency procedures are reviewed and updated each year.

Fire Drills - Fire drills are held in accordance with the League City Fire Department regulations. These drills are worked out with the faculty and the Fire Department to ensure safe and orderly evacuation and precautionary measures. We are required to conduct fire drills monthly. Each teacher must have posted in his/her room the planned evacuation route. In the case that the classroom exit is obstructed, classes must leave by an alternate exit. Students are instructed in the proper procedures for fire and all drills, including leaving in an orderly manner, silence, and speediness.

Lock Down Drills - We have periodic lock down drills or other crisis management drills to ensure safe and orderly procedures in case of a crisis.

Posted Emergency Routes - Every classroom and office area used by staff or students should have a visible floor plan indicating the exit route to be used for emergencies.

Severe/Inclement Weather – Drills for severe/inclement weather are also held periodically.

If a tornado warning is in effect in the locality of our school, students will be moved to a safe place, preferably away from exterior doors and windows. Students will be kept inside, away from windows/glass and in an interior hallway on the lowest floor.
Students will be directed to sit on the floor facing a wall, in a "duck and cover" position – head between raised knees, clasped hands covering the head and neck area.

Campus and Facilities

Campus and Facilities

Library

St. Mary Catholic School is fortunate to have an excellent library and media center. Our collection of books is steadily growing, and a large variety of magazines and journals are available to students. Classes have a designated library period. Parents are urged to encourage reading, research and proper care of borrowed materials. Students pay fines on overdue books and must reimburse the school for the cost of damaged or lost books. Parents on occasion are needed to volunteer in the library, and your help is always deeply appreciated. Please contact Mrs. Shipley, our library aide, if you would like to volunteer in the library, bshipley@stmarylc.org.

Instruction and Grading

Minutes Requirements

Minutes requirements include time for opening and closing exercises, recess, lunch, transition times, and other local factors. Opening and dismissal times for the school day are determined by the principal.
The library is central to the school's total educational mission. It is fully integrated into the curriculum in all content areas, serving the school's educational goals and objectives. The library's purpose is to provide instructional resources and services to students, and faculty/staff as needed in the instructional process. The library does not serve as a separate class nor as an opportunity to provide teacher planning time.
**Discretionary Minutes are Instructional and may be used to expand or enrich programs such as art, music, science experiments, STREAM projects or other content driven instructional activities. Discretionary minutes cannot be used to meet bell-to-bell minute requirements.

Curriculum

Curriculum at SMCS is an Archdiocesan curriculum (founded on Christian values and authentic Catholic doctrine) based on the Texas Education Agency (TEA) essential elements as part of the Texas Essential Knowledge and Skills (TEKS). Our campus curricula program is accredited by TCCB ED and Master teachers from the Archdiocese of Galveston-Houston Catholic schools develop, review TEKS and make recommendations as needed to utilize TEKS as the basis for our teaching coupled with Catholic doctrine and enhanced learning opportunities. It is our philosophy and belief that our curriculum demonstrates an excellence in academics, rather than merely the essentials of academics, since our curriculum is based on national standards. Our curriculum includes English/Language Arts (reading, grammar, phonics, spelling, creative expression, and writing), math, science, social studies (history and geography), fine arts, P.E., and religion. SMCS also offers technology and library for all classes.

Our curriculum in Religion is based on the framework from the United States Catholic Conference of Bishops (USCCB), and the core content areas (as well as the auxiliary subjects) are based on the Texas Essential Knowledge and Skills (TEKS), embedded with Catholic doctrine and Tradition as well as increased rigor and relevance.

Testing/Project or Demonstration of Understanding

Testing, written, oral or project based, will be done at the end of a section or unit of learning.

Teachers may occasionally need to retest a student or the class. Retesting a class may be done when it becomes obvious that the class has not mastered the skills needed to proceed. If the class average is below 70, then reteaching and retesting is required. Mastered skill requirements are considered mastered when 80% of the class scores an 80% or better. Ongoing assessments both formal and informal are utilized to ensure that students are progressing.

Retesting a student may be carried out on a limited basis and only when extreme circumstances call for it. If a student retests the highest grade they can earn is a 70%. Retests for work other than testing is up to the discretion of each teacher.

Tuesday Tutoring

Tuesday Tutoring is offered for students that need extra help on current lessons. It is not meant to be a substitute for intensive tutoring. Teachers will contact parents if they believe tutoring is needed. Parents will be contacted via email Monday afternoon to schedule Tuesday Tutoring. Drop-ins are not acceptable. Tuesday Tutoring is offered for students in kindergarten through eighth grade. It ends promptly at 4:15 P.M., unless your child's teacher requests that your child stay longer. Students must be picked up at the back of the school.

Evaluation and Reporting

The curriculum of St. Mary Catholic School complies with time allotment and subject requirements of the Texas Catholic Conference of Bishops Education Department (TCCB ED). Various education and athletic opportunities are available to our students as electives and extracurricular activities. The school year is divided into four nine-week quarters. Every grade a student earns both academic and conduct grades. Student performance grades will be the result of an honest, careful evaluation of all phases of the student's work and effort. Education at St. Mary Catholic School involves the emotional, social, intellectual and spiritual development of children. Evaluation procedures reflect the consideration of each of these aspects. Grades are based on discussions, participation, written work, quizzes, portfolios, projects and tests. The teacher determines the weight of each grade. Teachers will share the grade breakdown at the beginning of the year. The grading weights are also visible on FACTS SIS, the online grading system. If you forget your login information contact Mrs. Ellison, jellison@stmarylc.org and she will assist you with the system.

Progress Reports

Progress reports are found online using the FACTS/SIS System. Parents and students are responsible for accessing Progress Reports online using their FACTS SIS Account. Paper copies will no longer be issued for SMCS. If a parent would like to schedule a conference regarding the progress report, they may call the office or send the teacher an email to set up an appointment. Teachers may also contact parents to discuss issues regarding academic progress and/or conduct. Teachers will contact parents if their child's behavior or academic achievement has changed significantly since the previous reporting period.

Report Cards

Report cards are sent home after every nine-week quarter. Parents will be notified if their child's grade(s) drops a letter grade since the last reporting period. If a parent would like to schedule a conference regarding the report card, they may call the office or send the teacher an email to set up an appointment. Teachers may also contact parents to discuss issues regarding academic progress and/or conduct.

Report cards must be signed by the parent and returned to the student's homeroom teacher within a week of issuance. If you would like a printed copy of the report card, contact your child's teacher. 4th Quarter report cards will be issued on the last day of school and are not required to be returned to the school.

FACTS Student Information System (FACTS/SIS)

Parents and students can access grades, performance, attendance, conduct, teacher comments and up-coming assignments online. Grades are updated weekly. It is important that parents review grades with their children using the online system. Automatic Grade Monitoring sends parents automatic email alerts about their child's current progress.

If you forget your login information contact Mrs. Ellison, jellison@stmarylc.org and she will assist you with the system.

Conferences

Conferences are scheduled once per year. Parents may request additional conferences to discuss concerns with their child(ren)'s teacher(s). Teachers may also call to schedule a meeting to discuss progress. Parents wanting to speak with teachers concerning their children's progress may request an appointment by calling or emailing the teacher at school. Although the teacher may not be called from class for a telephone call, he/she will return your call at his/her earliest convenience. Parents are encouraged to communicate with teachers through e-mail. Teachers will return phone calls and
/or emails within 24 hours during the work week. Teachers will not return phone calls or emails during school breaks and weekends.

Tuesday Folder

Each Tuesday student work is sent home for review. It is a communication tool used to inform parents of their student's weekly progress. A note may be written in the agenda or weekly report indicating missing or incomplete assignments, behavior problems, detention, missing supplies, grades, averages, handouts or to see an attached note. Review all work in the folder and contact the teacher if you have any questions or concerns. Sign the assignment book or teacher-made sign-in sheet to acknowledge receiving all of the work sent home. Classroom teachers will inform parents if they require the assignment book or teacher created communications tool. Tuesday Folder reviews coupled with checking online grades are necessary to monitor progress.

Friday Letter

The principal emails a letter to parents every Friday. The letter informs parents of upcoming events and news from the school.

Assignment Books

Students, in grades 2-8, will use an assignment book, issued to him or her by the homeroom teacher at the beginning of the year to record his/her daily assignments, tests and long-term projects. The assignment book is an organizational tool. Many parents verify completion of homework by initialing the assignment book. Teachers may require you to sign the assignment book nightly as a means of daily communication. Classroom teachers will inform parents if they require the assignment to be initialed or signed daily.

Homework

Teachers will have students complete homework, grades 1-8, in class the first 1-2 weeks of school to gauge the time it takes students to complete homework.

If a student is unable to attend school due to illness, the parent/legal guardian is expected to notify the school office and request homework assignments in the morning. The office staff will work with you to determine a time that work may be picked up.

Department structure requires coordination of assignments to avoid excessive amounts of work. Assignments which may require specialized resources or in any way disrupt the home should be avoided. Teachers must let parents know that if homework is taking an excessive amount of time, then the teacher should be notified. Homework must be reviewed after it is due; so students see where they did well and where they need extra support.

As a rule, the homework assignments should be made Monday, Tuesday, Wednesday, and Thursday evening. Middle school students may have homework assignments over the weekend if necessary.

Homework should not be assigned on Friday (grades pk-5) or the last school day before a holiday or break (all grades). Homework cannot be assigned during special events, i.e.: Christmas Program Night, field trips, school wide celebrations (i.e., Halloween Carnival).

Projects are prohibited from being due the first day back from a long weekend or vacation. Parents must be notified of project and/or program dates in a timely fashion. Students (and parents) must be given expectations (i.e. rubrics) for projects (in and out of class projects). Parents and students must be notified regarding project date and expectation updates/changes as soon as possible (via email).

Under certain circumstances, assignments may be issued that require the assistance of parents. Confer with the principal prior to making assignments beyond the scope of your students' individual ability. Remember, students with accommodations may need accommodations on homework as well. If you are unsure, meet with the principal to discuss.

St. Mary Catholic School policy requires homework that includes both written assignments and review/study of material presented in class. There is no absolute minimum or maximum length of time per evening, as each student's needs and ability will dictate the amount of time needed to complete home assignments or study projects and maintain or master basic skills. All students are expected to have homework completed and turned in on time.

Classroom teachers will inform parents of upcoming tests and projects via the Friday Letter and/or emails. They will also update parents and students of project requirements and changes made to the project/test due date schedules when they are changed.

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

a) reinforcing concepts and skills that have been presented in class
b) developing the student's creativity and discipline through enrichment projects or research, and
c) providing opportunities for the student to work independently and to accept responsibility for completing a task
d) Homework is not busy work and must therefore have a reason for completing it (i.e., review, practice). It is not acceptable to assign unfinished classwork as homework.

Teachers will monitor homework times at the beginning of each quarter, by giving students the opportunity to complete homework in class to review time taken. If your child is taking more time to complete homework, contact the teacher.

Homework Time Guidelines (Total Time Needed)

Kindergarten - 15 minutes Grades 1-2 - 20 minutes
Grades 3-5 - 40-60 minutes
Grades 6-8 - 60-90 minutes

***The guidelines above are a general guideline and should represent the time it takes the average student to complete work. Homework supports classwork and is meant to be purposeful for student learning and skill acquisition. *Homework should not exceed 90 minutes, including reading time and study time. If your child(ren) is/are spending more time on homework than the guidelines, contact their teacher(s) to set up a meeting to discuss homework.**

Late Work

Elementary students that do not complete assigned homework will be required to complete it during recess or other breaks. Students may not be dismissed from ancillary classes to complete work (late or make up) unless it has been approved by the principal.

Junior high students that do not turn in homework will not receive credit for the assignment. A points system is in place that will be affected. Students may only have deducted points one instance per assignment. If a student is not completing homework consistently, a meeting between the student, teachers, and administration should be scheduled.

Frequent failure to complete homework assignments will seriously affect the student's ability to learn taught materials and a parent-teacher-student conference will be requested by the teacher. The student is responsible for completing and turning in his or her assignments. Completed work must arrive at school in the student's backpack. Work is considered late if it is not turned in at the directed teacher time. Assignments should be turned in on the date and time it is due. Any work brought in by parents or emailed by parents is considered late work. If it is turned in during class because the student forgot it or was working on it, then it is late. Please stress with your child their responsibility of putting completed homework in backpack the night before, so that it is not forgotten.

If your child has difficulty completing homework in a timely manner or they do not understand what the work entails, email the teacher. Junior high students will email their teachers with any questions pertaining to homework and projects before the project due date. It is important to inform teachers as soon as there is an issue with completion or understanding; so they can address the situation.

The *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools – Standard 8* calls for the use of a variety of curriculum-based assessments aligned with learning outcomes and instructional practices to assess student learning.

In addition, criteria used to evaluate student work, and the reporting mechanisms must be valid, consistent, transparent, and justly administered.

Schools in the Archdiocese adopt local grading practices that support the following guiding principles:

Formative Assessments – 60%	**Formative Assessments – 50%**
Summative Assessments – 40%	**Summative Assessments – 40%**
***Homework - 0**	***Homework - 10%**

*Schools have the option to grade or not grade homework. If graded, homework should not be weighted more than 10%.

Mid-term and/or Final exams are required in the middle school grades. It is recommended that the following semester exams be administered:

Grade Levels	Format	Scale	Required for…
1st-3rd	Numerical	A-F	Religion, Reading/Literature, English/Language Arts,
			Writing, Math
	Alpha	E-U	Science, Social Studies, Ancillary, Conduct
4th-5th	Numerical	E-U	Religion, Reading/Literature, English/Language Arts,
			Writing, Math, Science, Social Studies
	Alpha	E-U	Ancillary, Conduct
6th-8th	Numerical	A-F	Religion, Reading/Literature, English/Language Arts,
			Writing, Math, Science, Social Studies, Ancillary
	Alpha	E-U	Conduct

Formative and summative grades are paced out over the grading period. The number of grades required in ancillary/elective classes, such as P.E., fine arts, computer, and foreign language may be revised on the local level based on the number of class periods within a grading period.

A Final Average is calculated for each subject taught. The Final Average determines credits for promotion or retention. Calculation of the Final Average is as follows:

Elementary (1st-5th)	*Middle School (6th-8th)*
1st Semester – 50%	1st Semester – 50%
2nd Semester – 50%	2nd Semester – 50%

An explanation of grades supported by written evidence should be available to both parents and students.

Grading principles are the same for students on accommodations that are documented through a Catholic School Accommodation Plan. When the curriculum expectations are modified, the reporting of student progress may be transitioned to standards-based reporting (See Records Section). Teachers must utilize the Catholic Accommodation Plan in all subject areas, unless otherwise noted, for students with plans. If a teacher utilizes accommodation(s) that is not noted on the plan, set up a meeting with the principal and parents so the plan will be updated. CAPS may be updated at the request of parents, teachers, or administration.

Students participating in a CAP Program must have the notation on report cards.

Guidelines for Grading

Teacher evaluation of each student's progress is summarized in the grading and reporting system approved by the Archdiocese of Galveston-Houston. Progress is reported in PK-8th for every subject/content area. The exception is handwriting. The grading of handwriting is optional with the decision made on the school level. PK and K report cards are standards-based. Report cards for 1st- 8th reflect traditional grading with alpha and numerical grades.

Students utilizing their God-given gifts can do their schoolwork and reach their potential. Grading should contribute to the building of a student's self-esteem through the development of autonomy (independence or self-reliance), initiative (self-motivation or enterprise), and industry (follow through or perseverance).

Schools are encouraged to promote strategies including but not limited to re-teaching, re-testing, and the development of executive functioning skills promoting sustained student growth and success.

Grades are averaged and reported for each grading period. Grades of 70% and above are passing grades. Students whose average for the grading period is below 70% receive an F which is failing. The following should be incorporated:

- grades may be recorded in the grade book below 60%, however the immediate assignment of a grade of zero particularly for late, incomplete, or missing assignments should be replaced with the expectation that students will complete the work to demonstrate application of the skills they are supposed to learn,
- a report card grade of F should not be reported lower than 60% unless the school has a clear plan in place that allows students to complete work during the grading period and the student fails to do so. The plan must be communicated to students and parents. If needed, the report card may contain a notation that explains when the actual average is lower than 60%, and
- The highest report card grade recorded is 100.

Practices such as these allow a student the opportunity to bring his/her grade to a passing mark when the student applies sufficient effort in the current and subsequent grading periods.

When a student's progress is insufficient and indicates the possibility of failure/retention, the school should review the student's historical and current performance to identify factors that contribute to the student's lack of progress. The school should design an informal intervention plan based on consideration of holistic factors, including but not limited to, length of time that the student has had difficulty in the classroom regarding instruction and/or behavior, changes in the student's home life, developmental milestones such as executive functioning, etc.

Retention at the Elementary/Middle School Level

Retention of a student is to be considered a last resort for students who do not meet the academic criteria for promotion. Any decision concerning retention must be made after considering all factors including:

- age of student
- maturity of student
- degree of deficiency in the students learning, as per grade level requirements

- achievement and instructional data
- review of academic interventions and
- any other special circumstances that have hindered academic progress for the student.

Written documentation of compliance with the following procedures is to be retained.

1) There is consultation between the academic support team and Principal or designated academic administrator as early as possible in the first semester.
2) A conference is held with the parents no later than the beginning of second semester to advise them of the possibility of retention and to discuss possible remedial actions.
3) Follow-up conferences with the parents are held to evaluate the academic progress of the child.
4) Evaluations and reports to parents must indicate failure to achieve minimum objectives required at the particular grade level.
5) A final decision will be made by the end of the third grading period. Exceptions to this time frame may be made by the Principal.
6) A student shall be retained no more than one year at any given grade. Upon failing a 2nd time in grades 1-8, a student may not be re-enrolled in the school.

Credit Recovery

If a student fails a course, SMCS will allow a student to earn credit for a course based on credit by examination (CBE). CBEs will be administered by the school or a test provider of an assessment. Once credit is earned, the student's grade for the course should be reported as "CE" for credit earned by examination.

Graduation

Graduation from middle school is a promotion to the next grade. Promotion is governed by the same criteria as established for other grades.

- According to the standards of the TCCB ED, no school may schedule graduation ceremonies earlier than five days prior to the last instructional day of school. Any deviation from this standard requires written permission from the Superintendent of Catholic Schools.
- SMCS Graduation is scheduled for one of the last school Masses of the year, unless the D.C. Trip interferes, then it will be rescheduled in accordance with Fr.'s schedule. Dress code is full dress.

Graded Academic Areas: Grades 1-8

Principals have the option to name courses in the student information system to reflect the school's culture. As examples, social studies could be history and reading could be literature. Grades are recorded on the student report card for the grading period, as follows:

Grade Levels	Format	Scale	Required for…
1st-3rd	Numerical	A-F	Religion, Reading, English, Spelling, Writing, Mathematics
	Alpha or Numerical	E-U	Science, Social Studies, Ancillary, Conduct
4th-5th	Numerical	A-F	Religion, Reading, English, Writing, Mathematics, Science, Social Studies
	Alpha or Numerical	E-U	Ancillary, Conduct
6th-8th	Numerical	A-F	Religion, Reading, English, Writing, Mathematics, Science, Social Studies, Ancillary
	Alpha or Numerical	E-U	Conduct

Honor Roll Requirements

Grades 6-8 for each Nine Weeks

Superior Honor Roll: All A's

-All A's and/or E's in all subject areas
English, Reading, Spelling, Math, Science, Social Studies, Religion, Ancillary Classes
-Conduct grade of E

Outstanding Honor Roll:

-At least one A and all B's P's and E's in all subject areas: English, Reading, Spelling, Math, Science, Social Studies, Religion, Computer, Spanish, PE, and Music
-Conduct grade of E

Perfect Attendance

-No absences or tardies.

Elementary Grading Scale

Academic Grades:

Early Childhood Grading Scale (Grades PK3 thru PK4)

NY – Not Yet S – Sometimes C – Consistently NA – Not Assessed

Early Childhood Grading Scale (Kindergarten)

NY – Not Yet S – Sometimes C – Consistently

Kindergarten students will receive a report card every quarter. Prekindergarten students will receive report cards twice per year, January and May. If there is an academic concern for a prekindergarten student, parents must be notified during the October conference day.

Content Area Grading Scale (Grades 1-8)

A	93-100
B	85-92
C	77-84
D	70-76
E	69 or Below

ANCILLARY GRADING SCALES (Elementary)

E	Exceeds	93-100
P	Proficient	85-92
S	Satisfies	77-84
N	Needs Improvement	70-76
U	Unsatisfactory	69 or Below

ANCILLARY GRADING SCALE (Middle School)

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or Below

Conduct

The primary goal of St. Mary Catholic School is the on-going formation of the Christian person. It is the privilege of faculty and parents, as Christian educators, to help the student form behavioral patterns consistent with Christian social standards. We are reminded that the Christian social principle "treat others the way you would have them treat you" (Matthew 8:12) should be the basis of our behavioral code. "Love one another as I have loved you."

When a student disturbs the teaching/learning environment of the school and/or is disruptive to others, school personnel will take appropriate action in order to promote the individual student's positive development and self-discipline.
The primary consideration in all disciplinary decisions is the obligation of the school to maintain an acceptable learning environment and a safe place for students.

One of the most important responsibilities of the Catholic School is the task of integrating faith and life in order to educate students to appreciate and practice good citizenship. Respect for the rights of others, honesty, good sportsmanship, cooperativeness, kindness, Catholic virtues, and a ready acceptance of other persons as equals are representative characteristics of the Catholic Christian way of life and good citizenship.

School Discipline

The Archdiocesan Policy Manual says, "The true goal of any disciplinary measure in the school is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning and in action which is consistent with moral principles."

The primary goal of St. Mary Catholic School is the on-going formation of the Christian person. It is the privilege of faculty and parents, as Christian educators, to help the student form behavioral patterns consistent with Christian social standards. We are reminded that the Christian social principle "treat others the way you would have them treat you" (Matthew 8:12) should be the basis of our behavioral code. "Love one another as I have loved you."

When a student disturbs the teaching/learning environment of the school and/or is disruptive to others, school personnel will take appropriate action in order to promote the individual student's positive development and self-discipline.

The primary consideration in all disciplinary decisions is the obligation of the school to maintain an acceptable learning environment and a safe place for students.

The terms punishment and discipline are not synonymous, nor are they correctly used interchangeably. Whereas punishment attempts to control people by some kind of force or reprisal, discipline is an active teaching process which, at its best, helps students figure out how to cope with difficulties and make good choices. With punishment the teacher assumes responsibility for the students and imposes a make-up-for-it consequence. Discipline places the burden of responsibility on the student where it belongs and provides a supportive process. Discipline sets consistent, firm, and reasonable limits to behavior in line with student and group needs and with appropriate expectations of student and group behavior. It is the term used to describe the process of growing up and becoming productive members of society.

It is the role and the responsibility of parents, as the first and best educators of their children, as well as teachers, to facilitate this type of growth and development of children. One of the most important responsibilities of the Catholic School is the task of integrating faith and life in order to educate students to appreciate and practice good citizenship. Respect for the rights of others, honesty, good sportsmanship, cooperativeness, kindness, Catholic virtues, and a ready acceptance of other persons as equals are representative characteristics of the Catholic Christian way of life and good citizenship.

Our school will be using the Nurtured Heart Approach. In this approach, we will be focusing on the children's positive behavior and finding and bringing out each child's greatness. The Nurtured Heart Approach, created by Howard Glasser, is a "powerful approach that consistently produces extraordinary results ...an approach that helps all children to flourish in remarkable ways." (Howard Glasser). The Nurtured Heart Approach is the most Christ-like example of classroom management. Students will celebrate their accomplishments and work together to build a community that is centered on the whole child, spiritual, moral and intellectual growth and well-being in a Catholic environment.

Types of Disciplinary Actions

Action 1: Teacher Discipline

A. Oral correction/Redirection
B. Reset
C. Natural Consequences
D. Contact parent

Action 2: Teacher/Principal

A. Oral Correction/Redirection
B. Reset
C. Natural Consequences
D. Parent Contact
E. Other actions appropriate for the offense

Action 3: Teacher/Principal/Parent

A. Contact parent (principal contacts parent)
B. Parent/teacher/principal conference
C. Loss of privileges
D. Restitution or restoration (Natural Consequence)
E. In-school suspension
F. Other actions appropriate for the offense

Action 4: Parent/Principal

A. Parent/principal conference
B. Actions appropriate for the offense
C. Loss of extracurricular activities (i.e. sports, field trips, camps or trips)

Action 5: Automatic Dismissal as determined by the CSO and the Principal.

Discipline of any action not covered by the behavior policy is at the discretion of the principal and behavior team.

At St. Mary Catholic School, we follow a positive discipline management program throughout the school. School-wide goals and specific expectations for appropriate attitudes, values and behaviors will be posted in each classroom. In general, it is based on the following principles:

In order to be effective, teachers have the right to establish routines and procedures that are conducive to learning.

1. Teachers have the right to request and expect appropriate behavior from the students.
2. Teachers have the right to ask for help from parents, the principal, and others when they need assistance with a student.
3. Students will be made aware of what is expected appropriate behavior.
4. Students will be told clearly and firmly what the natural consequences are for choosing not to follow the appropriate behavior guidelines.
5. Students will be positively reinforced for following appropriate behavior guidelines.
6. Students will receive a correction, verbal or written for inappropriate behaviors.

CONDUCT (All Grade Levels)

E	Exceeds	93-100
P	Proficient	85-92
S	Satisfies	77-84
N	Needs	70-76
U	Unsatisfactory	69 or Below

Based on the behavioral traits exhibited by the student, a conduct grade will be determined as follows:

	*Behavioral Traits
E = Almost always… P = Proficient S = Most of the time… N = Some of the time… U = Usually does not…	•Exhibits Gospel values, practices virtues, and displays behavior consistent with that of a disciple of Christ • Demonstrates reverence during prayer and liturgy • Follows rules and expectations • Respects others, self, and property

***Executive Functioning Skills**
1. Works independently 2. Follows directions and procedures 3. Starts tasks and maintains focus on them 4. Transitions from one task to another 5. Completes tasks/assignments on time 6. Organizes work & personal items 7. Is prepared for class 8. Participates in class activities 9. Works well with others and in groups 10. Uses time and resources wisely 11. Has consistently strong homework habits 12. Responds positively to feedback as a tool to improve 13. Solves his/her own problems 14. Monitors and self-regulates actions

Types of Disciplinary Actions

Action 1: Teacher Discipline

A. Oral correction/Redirection

B. Reset/Cool Off/Take a Breath

C. Natural Consequences

D. Contact parent

Action 2: Teacher/Principal

A. Oral Correction/Redirection

B. Reset/Cool Off/Take a Breath

C. Natural Consequences

D. Parent Contact

E. Other actions appropriate for the offense

Action 3: Teacher/Principal/Parent

A. Contact parent (principal contacts parent)

B. Parent/teacher/principal conference

C. Loss of privileges

D. Restitution or restoration (Natural Consequence)

E. In-school suspension

F. Other actions appropriate for the offense

Action 4: Parent/Principal

A. Parent/principal conference

B. Actions appropriate for the offense

C. Loss of extracurricular activities or privilege (i.e., sports, field trips, camps or trips)

Action 5:
Suspension

A student may be placed on suspension for up to four days for conduct that, in the principal's judgment, warrants such action and merits suspension. Such action may take place on or off campus and may include, but is not limited to, serious violations of school rules and continued misconduct after a warning. The school is not required to suspend a student prior to more severe disciplinary action being taken, up to and including expulsion. A suspension lasting five or more days requires the approval of the Secretariat Director and

Superintendent of Catholic Schools.

Expulsion or Administrative Withdrawal

All student expulsions and administrative withdrawals must be approved by the Assistant Superintendent who serves as the school's Catholic Schools Office (CSO) liaison and the Episcopal Vicar for Clergy.

Procedures for Appeal and Review of Expulsion, Administrative Withdrawal, and Extended Suspensions

A parent(s) or guardian(s) may appeal directly to the Superintendent of Catholic Schools, who also serves as a Secretariat Director, when the issue is concerning an expulsion, administrative withdrawal, or a discipline issue involving suspension (in or out of school) of a student from classes lasting five (5) or more consecutive school days.

Conduct also is tracked. Students review classroom expectations and routines throughout the year with an emphasis during the beginning of each term. Grades are earned for conduct at every grade level. They are based on:

- School Expectations
- Class Expectations
- Is the student impeding the learning of another student
- Is the student's behavior negatively affecting another student negatively
- What is the impact of the behavior? Is it recurring? Has the student been asked to change this behavior before?

Conduct will be graded using the Demerit System for students in grades 4-8. Every student will start each term with 100%. 1-3 Points will deduct for consistent conduct issues.

- 1 Point-talking out, talking while the teacher is talking, making noises during work time
- 2 Point-continuous off task behavior, disturbing others during work time, (Office Referral)
- 3 Point-office referral-lunch detention (grades 6-8) class disruption, recess disruption, inappropriate language
- 3 Point- (4th and 5th) silent lunch

✝ **Faith Integration Tip**

Both approaches support Catholic values by:
- Honoring the dignity of each child
- Encouraging virtue-based behavior
- Promoting reflection, responsibility, and grace

Types of Disciplinary Actions

<u>STUDENT RIGHTS - SAFE ENVIRONMENT</u>

The Archdiocese of Galveston-Houston endeavors that all students enjoy a safe and healthy school environment. As a matter of both Archdiocesan school policy and religious moral teaching, students engaging in bullying, harassment, and other such behavior, seriously or in jest, whether verbal, written, or online, may be subject to disciplinary action up to and including suspension and/or expulsion.

TCCB ED requires that Catholic schools adopt a policy, approved by the Superintendent of Catholic Schools, that includes procedures concerning bullying, cyberbullying and harassment and prohibits the bullying of a student and retaliation against any person, including a victim, a witness, or other person, who in good faith, provides information concerning an incident of bullying. The policy will include a procedure for providing notice of an incident of bullying to a school administrator or faculty/staff member.

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

The Archdiocesan Guidance Program, Bullying Prevention Framework, as well as the Circle of Grace Program are required curriculum. These programs must be included within religion class and must be taught/reviewed once per week. Note the lesson and/or topic within weekly lesson plans. Nurse Michele attended Bullying Prevention Training. SMCS has supports along with the Bullying Framework established by the CSO that are available. Mrs. Halbardier and Nurse Michele attended Trauma Training and has supports for students and staff as well. Both training sessions were hosted by the Texas School Safety Center, TSSC. There are plans set forth for students in need, contact the principal asap if you have a student that needs assistance.

SMCS is committed to providing a safe, respectful, and nurturing learning environment where all students are treated with dignity and Christian compassion. The school maintains a no-tolerance approach to bullying, harassment, intimidation, and other behaviors that interfere with a student's right to learn and feel safe.

When conflicts arise between students, faculty and administration work collaboratively to resolve issues through appropriate communication, counseling, mediation, and restorative practices. The principal and/or other designated administrator will explore all complaints of bullying, harassment, or any other types of threatening behavior, whether verbal, written, or online. All allegations of bullying, harassment, and/or other threatening behavior shall be taken seriously and addressed in a timely manner. SMCS utilizes the Bullying Checklist as screen for bullying. If it is bullying the principal moves to Action 3 of the Conduct Protocol. Students are encouraged to report concerns promptly to a teacher, or administrator. All reported incidents are taken seriously and investigated in a timely and confidential manner.

If bullying is substantiated, the school implements appropriate interventions and disciplinary measures consistent with the Student Handbook. Parents or guardians are notified as appropriate, and support is provided to ensure the safety and well-being of all students involved. Documentation of incidents and actions taken is maintained according to school procedures. If an outside source is needed, the principal will call the CSO to ask if a school counselor from another Catholic School can support SMCS in the situation.

To promote lasting resolution, SMCS provides follow-up support through guidance lessons focused on conflict resolution, empathy, respectful communication, digital citizenship, and positive peer relationships. The principal and nurse may conduct individual follow ups as needed to reinforce expectations and build social-emotional skills. Teachers conduct periodic check-ins with involved students and communicate concerns to administration to ensure that issues have been resolved and do not recur. Follow-up meetings with students and families may also be scheduled to monitor progress and maintain a safe and positive learning environment for all. If the issue persists, the student's parents may be asked to seek outside support. The principal has access to resources to support mental health.

1. Bullying

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

conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or

- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

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

2. Harassment

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

3. Reports of Bullying, Harassment, or other Threatening Behavior

Reports of bullying, harassment, abuse, or other threatening behavior shall be made as soon as possible after the alleged act or knowledge of the alleged act occurs.

Failure to promptly report may impair the administrator's ability to explore and address the prohibited conduct. The following are best practices in dealing with this type of behavior:

- Every individual engaged in the school program should be mindful of the behavior between and among students and take corrective action, when necessary,

- Do not shrug allegations off as "just teasing",

- Enforce the school's discipline policies and procedures justly and consistently,

- Review discipline policies and procedures with school employees, and

- Students and parents agree that they understand the policies and procedures related to serious reports by their signature on the Parent/Student or Family Handbook Acknowledgement Form.

4. Sexual Harassment

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

- Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets,

- Written/Electronic Harassment: Suggestive or obscene letters, emails, blogs, posts, text messages, tweets, notes, or invitations. Includes computer-generated posts online,

- Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimating interference with normal study or movement, and

- Visual/Electronic Harassment: Leering, gesture, display of sexually suggestive objects or pictures, disseminating or posting pictures, cartoons, posters, or any other type of electronic messaging.

5. Search of Lockers and Search and Confiscation of Student Belongings

Lockers are school property and should be maintained by school authorities to protect the safety of all. A student assigned a locker might have exclusive use, but not proprietary rights versus the school. Schools shall publish a policy that governs the search of student lockers and the search of personal belongings, including cell phones and digital devices on school property or at school events. Personal belongings, including cell phones and digital devices on school property or at school events can be confiscated if they are deemed illegal, unsafe, material to an investigation, or disruptive to the operation of the school. School officials have the right to protect the health, welfare, and safety of students against alcohol and drugs, weapons, and other contraband materials.

The principal will consult with Legal Counsel for the Catholic Schools Office before a search is conducted or items confiscated.

Student Behavior Policy

Self-Harm and/or Harm to Others

SMCS follows the Steps and Procedures for situations where a student is threatening harm to themselves or others (see below). It is the responsibility of the school to ensure all students are safe. If a situation arises where threats to harm self and/or others is documented, the Catholic Schools Office requires the Steps and Procedures to be followed (see below).

STEPS AND PROCEDURES

Step 1: Contact the principal or counselor immediately. Keep child with adult at all times.

Step 2: Interview referred student to obtain fill details (principal or counselor may use Student Questionnaire, page 4) Keep child with adult at all times.

Step 3: Interview teacher to obtain student information (principal or counselor may use Teacher Questionnaire, Page 5) Include writing or pictures created b student if applicable.

Step 4: Contact CSO liaison that same day to review case and create individualized Parent Notification Letter, Page 6

Step 5: Contact parents to meet at school that day (principal or counselor). Keep child with adult at all times until parents arrive.

Step 6: Principal meet with parents

1. Student should be supervised by another adult during this meeting
2. Principal provide parents with Parent Notification Letter and review the requirements. (Principal and parents sign letter)
3. Provide parents with Referral Resources from Psychiatrists and Psychologists list, page 9.
4. Provide parents with Authorization to Release from school to speak to psychiatrist, psychologist or therapist page 8.
5. Provide parent with Safety Plan page 7 to have Psychologist, Psychiatrist or therapist complete.

6. A complete signed copy of Parent Notification letter is scanned and emailed to CSO liaison.

Step 7: Parents meet with school and provide required documents:

1. Student Psychological/Psychiatric evaluation and letter from the Psychological/Psychiatric
2. Parents provide school with complete Authorization to Release form to speak to Psychologist, Psychiatrist, and/or therapist.
3. Parents provide school with completed Safety Plan by Psychologist, Psychiatrist, and/or therapist.
4. Principal/counselor review the documents and student's educational program.

Step 8: Student is observed throughout the school year and parents will follow Psychologist/Psychiatrist orders from the evaluation.

Standardized Testing/Benchmarking Testing

Catholic Schools Office has moved to benchmarking data using the NWEA Map Tests. Students will be evaluated three times per year using the new tests in the areas of Math, Science and Reading. Data collected from the benchmarks will be used to challenge and support students in the classroom. This type of testing is student centered and its purpose is to individualize instruction to support student growth.

There are many parent resources for NWEA, including a Parent Toolkit. Click, https://www.nwea.org/family-toolkit/ for resources to support students. There are several interactive activities and videos for families. Below are links to the resources:
https://www.nwea.org/resource-center/resource/what-is-map-growth/ https://www.nwea.org/resource-center/resource/family-guide-to-map-growth/ https://www.nwea.org/the-map-suite/common-questions-families/Students have access to IXL, an online math supplement, that uses targeted and adaptive content to create an individualized learning environment for students. Teachers will review IXL and assign modules to challenge and support math skills. Students in kindergarten through eighth grade are enrolled in the program. It is used in the classroom and can be used at home to strengthen math skills.

Students in grades 2, 3,4,5, 6 & 8 will participate in ARK Testing each spring. The purpose of ARK Testing is to Evaluate the impact of faith formation and religious instruction requires educators to be attuned to the mission, goals, and strategies inherent in the delivery of sound catechesis. Catholic schools assess students on the mastery of religious knowledge. The testing window is determined by the Catholic Schools Office.

DECATS-Debusk Enrichment Center of Texas
DeBusk Enrichment Center of Texas

Since 1994, DECATS has been a special place for academically talented students to discover their potential, to make new friends, and to be themselves. Students are nominated by the principal based on standardized testing scores. SMCS uses NWEA Scores. Scores are reviewed. Students must rank in the 92nd percentile to be nominated. Nominations are sent in first semester for students in third-sixth grade. Parents are notified by DECATS if their students are invited to attend.

Child Find

The Individuals with Disabilities Education Act (IDEA) requires that local school districts (where the Catholic school is located) locate, identify, and evaluate all private school students suspected of having a disability. This "Child Find" process must be conducted in consultation with private school representatives to ensure equitable access for private school students. Catholic educators strive to recognize and address the needs of all those who

seek a Catholic education. Within our resources, we will offer services to children with special needs, when possible.

Students with Exceptionalities

Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did,* and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities,* the Archdiocese seeks to include students with specials needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, St. Mary Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

Introductory Statement

Consistent with the Church document, *To Teach as Jesus Did,* and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities,* the Archdiocese of Galveston-Houston seeks to include students with specials needs in our schools to the extent that the needs of such students can be met within the scope of the programs and available resources. The Catholic Schools Office is aware that it is unrealistic to serve all categories of students with special needs. However, St. Mary Catholic School and the other Catholic Schools understand that admission of students with special needs must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability. For St. Mary Catholic School, the local district is the Clear Creek Independent School District (CCISD). The "Child Find" process must be conducted in consultation with private schools' representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in any program receiving federal assistance. Catholic educators are committed to recognizing and addressing the needs of all those who seek a Catholic education. Within our resources, St. Mary Catholic School and other Catholic schools will offer services to eligible students with special needs, when possible. Private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

Records for Students with Exceptionalities

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to St. Mary Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the counselor, and any other appropriate staff members working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Exceptionalities

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its

ability to meet the need of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements.
- Record of student's ability to follow school rules and regulations; and
- Student's ability to meet the physical requirements of attendance.

St. Mary's Services for Exceptionalities

New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and grade level teacher(s) will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined, the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan.*

Currently Enrolled Students

If a student is identified by the teacher or parent as having difficulty with school tasks, academics, behaviors, and/or emotions he or she will discuss concerns with the parent and principal.

SMCS works with League City Elementary School to offer testing for our elementary students. We work with Clear Creek Intermediate to work with students in junior high. If you have a student in your class that is struggling and would benefit from testing, set up a meeting with the principal to discuss. SMCS has a process in place to support students in need of testing and/or using CAP Plans. If a parent would like to request testing, have them meet with the principal. Parents request testing through a link. The principal works with parents and the district to supply all necessary information to begin the testing process. CCISD will ask for information before requesting testing. Information requested may include MAP Testing Scores, teacher surveys, work samples as well as previous report card information. Once preliminary information is reviewed the principal, parents and teacher(s) is notified if testing is needed. CCISD determines if testing is needed. Then, it is scheduled. Testing takes place at League City Elementary, LCE, and staff from LCE will observe the student within the classroom setting. After testing is completed, parents, teachers and the principal will attend a meeting at LCE to review reports and accommodation or modification recommendations. SMCS generally does not offer modifications as part of our academic programming. A CAP is completed to reflect is put into place as soon as possible.

It is imperative that CAPs are followed in every classroom. Teachers will receive CAP information before school begins. Within the first 4 weeks of school a meeting will be held with the parents, teachers, principal and student (if applicable) to review the current plan and update as needed. CAPS may be updated as needed or requested by parents and/or staff.

Documentation for all referrals must be kept in the student's file.
The principal and the educational team will be responsible for gathering the following data and documentation:

- the student's current educational status including attendance records, grades, assessment data, and classroom observations,
- previous educational interventions and strategies provided for the student and results,
- documentation of recent vision and hearing screening,
- updated general health history inventory, and
- such other relevant information provided by the parents or teachers.

After all evaluations are completed by the local school district and/or private agency parents will be expected to disclose any pertinent information that may assist the Catholic School in determining the appropriate educational program for the child.

Student Success Expectations for Students with Exceptionalities

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Students with Exceptionalities

The purpose of an accommodation is to provide the appropriate instruction according to the individual student's special needs. Accommodations are changes that enable a
student to fully access the subject matter. An accommodation does not alter the content, expectations, or standards, but rather adjusts instructional methods. When using accommodations, students are expected to meet the grade level standards set for all students. Accommodations do not alter grading of student progress and work.

As a result of a psychological/diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his or her educational program. Any student diagnosed with a disability and has received a thorough psychological/diagnostic evaluation from the local school district and/or a private agency may be eligible for an accommodated educational program.

However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with exceptional learning needs. Catholic Schools are only required to make minor adjustments to accommodate the delivery of instruction for success in the classroom. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan. The Catholic School Accommodation Plan must be on file at the school and updated annually. The school will contact parents to schedule annual Catholic Accommodation Plan meetings.

The Catholic Schools Office reserves the right to access any student file as appropriate. Accommodations for a student may be noted on the progress report and report card but not on the permanent school record.

SMCS will adopt the SPARK Program to track Accommodations during the 2026-2027 school year.

Standardized Assessment for Students with Exceptionalities

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. The accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the principal. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

Guidance Program

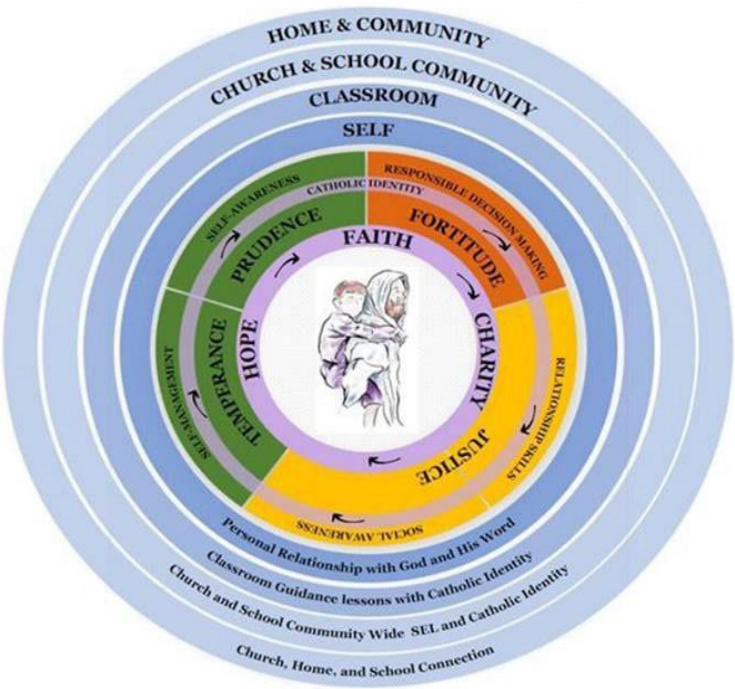
Catholic schools must have a systematic classroom guidance program throughout all grade levels. The program shall be formal and explicit in all schools. The Archdiocesan Comprehensive Developmental Guidance Program is a developmental and systemic approach supporting four service delivery components – guidance curriculum, individual planning, responsive services, and system support. Guidance may be taught as a separate subject or integrated into one or more subject areas. Guidance activities may address, but are not limited to, the social, emotional, physical, spiritual and educational development of the student.

Elementary schools are not required to have a certified or licensed guidance counselor; however, it is always preferred. It is recommended that a counselor be available for every 300 students or fraction thereof. SMCS does not employ a full time counselor. Homeroom teachers are responsible for weekly guidance lessons. Guidance lessons can be found in the Archdiocesan Comprehensive Guidance Program, Open Light Media, Openlight Media Plus is a membership-based program that extends full access to the video series, interactive tools, classroom materials, and so much more, developed by the Dominican Sisters of Mary, Mother of the Eucharist. SMCS also utilizes Hallow and Formed for Guidance materials.

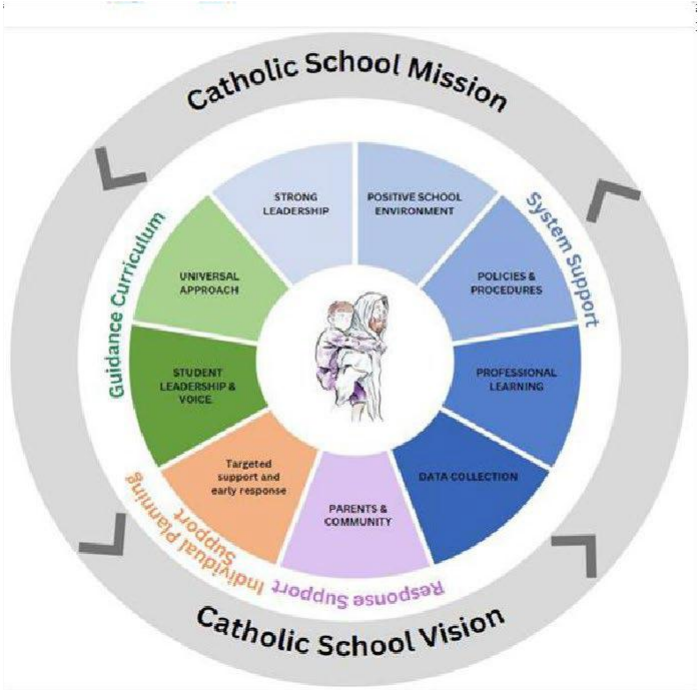
All counseling services provided to students at an Archdiocesan school must be for a limited period of time. In a limited number of circumstances, students may be counseled by a counselor who is not an Archdiocesan employee but whose services have been approved by the Catholic Schools Office. When this circumstance occurs, students and parents should sign the appropriate release forms required by the school and the approved third-party provider. On an emergency basis, Archdiocesan school counselors may aid a school during a crisis to support affected students, faculty, and/or staff. All remaining Archdiocesan policies and all applicable professional standards remain in full force and effect for crisis counseling services provided under this policy. Students needing extended counseling will be provided with referral resources.

There are policies in place when a student emergency occurs. Examples include a death in the family, self-harm, student says they will harm another student, as well as other negative behaviors. If there is a concern about a student, the Principal must be notified immediately so proper protocol will be followed.

- Separate student from situation
- Student must be with a staff member.
- The witnessing staff member must be the person that notifies the office (use confidentiality when notifying administration through word and action)
- Administration will direct the teacher with the appropriate next steps



NEW Bullying Prevention Framework



The Archdiocesan Guidance Program, Bullying Prevention Framework, as well as the Circle of Grace Program are required curriculum. These programs must be included within religion class and must be taught/reviewed once per week. Note the lesson and/or topic within weekly lesson plans. Nurse Michele attended Bullying Prevention Training. SMCS has supports along with the Bullying Framework established by the CSO that are available. Mrs. Halbardier and Nurse Michele attended Trauma Training and has supports for students and staff as well. Both training sessions were hosted by the Texas School Safety Center, TSSC. There are plans set forth for students in need, contact the principal asap if you have a student that needs assistance.

Education in Human Sexuality

All religious education programs within the Catholic schools will incorporate human sexuality education, wherein not only the biological realities but also the religious and moral dimension of human behavior is addressed at age-appropriate levels. The Archdiocesan curriculum for Human Sexuality, The Catholic Vision of Love Guidelines and Resources, must be followed in each school's human sexuality program. SMCS uses the Theology of the Body curriculum. In addition, each school must submit its program in human sexuality for approval to the Religion Consultant for Catholic schools.
SMCS uses Theology of the Body Program with Middle School Students.
The SMCS school library will include a section for parents with books and materials they can check out regarding education in human sexuality, as well as other academic and growth topics.

Sacramental Preparation

Students participate in religion class every day. During second grade, students prepare for the Sacraments of Reconciliation and First Communion. They are required to attend classes Thursday evenings with the parish CCE students to build community and faith for part of Sacramental Preparation.

Athletics/Extracurricular Activities

Participation in any **extra-curricular activity will be dependent on grades and conduct**

Athletics/Extracurricular Activities Policies and Procedures

Students who are participating in, or attending, extra-curricular activities must have faculty and/or parent chaperones. It is important that students be picked up promptly when the activities are over. We cannot accept responsibility for students not picked up promptly after an extra-curricular event. Students not picked up on time will be waiting in the After-School Care room and parents will be charged for this service, including a registration fee.

While at practices, games, pep rallies, or any other related activities, appropriate, respectful and above all, Christian behavior, is expected at all times towards coaches, sponsors, other students, adults, officials/referees and individuals from other schools. Disrespectful, unsportsmanlike conduct will not be tolerated. Such behavior includes but is not limited to: being late, demonstrating a negative attitude, rolling one's eyes, talking back, using a loud or inappropriate tone and taunting others. Such offenses will result in one or more of the following consequences as deemed appropriate by the coach/sponsor: a warning, not dressing out in free dress/uniform during the school day, not participating in some or all of the activity (i.e. game, practice) or another appropriate consequence as outlined in the code of conduct.

More severe offenses that are especially disrespectful or a continual violation of lesser offenses will warrant more severe consequences as deemed appropriate by the coach/sponsor, principal. Such behavior includes but is not limited to: any tampering and/or destruction of any physical property on school premises or other campuses, making gestures, using foul language, making racial/sexual slurs, spitting, pushing, kicking, hitting, tripping, throwing or kicking dirt into eyes/face, and pulling pants down. These behaviors will result in one or more of the following consequences: no participation in the activity(ies) for an extended period of time, removal from the team, suspension from school, and/or another appropriate consequence.

Academics/Behavior

Students must maintain a minimum grade of a "C" average (78 or above) in all classes and a behavior of "S" or better in all classes during both progress reports and report card. The athletic director will be notified if either a grade or conduct drops below the requirements.

- A student who receives a grade of N or U in conduct and effort shall be deemed ineligible.
- A student who receives a grade below 78 in any one subject shall be deemed ineligible.
- Should a student become ineligible, he/she will be placed on a 10 school day probationary period. The probationary period shall begin on the day immediately following the reporting period. During this period, an ineligible student will not be allowed to participate in any practices, games, meets, or other school-sponsored athletic activities. It is expected that the student uses the two weeks to improve the grade(s) that resulted in the ineligibility.
- For those students who are deemed ineligible, a review of the subject area grades and/or conduct grades shall be made two weeks after the reporting period. If the grade(s) meets the requirements stated above, the student shall be deemed eligible to return to full participation in extra-curricular activities. Eligibility shall be resumed on the day immediately following the grade check.
- Any student suspended or expelled for behavior will not be allowed to participate in the current sport and the next season's sport.

- All school athletes will receive the Athletics Handbook. Students will be eligible to participate in sports once they have submitted all required paperwork. Contact the Athletic Director, James Fulmer, jfulmer@stmarylc.org with questions and/or concerns.

SMCS Distance Learning Plan

The St. Mary Catholic School Distance Learning Plan (SMCS DLP) is intended to describe the actions and approach SMCS will take in the event of an extended school closure. If the SMCS campus is closed and this SMCS DLP is activated, the principal will send email communication to parents and faculty/staff making this announcement and delineating a timeframe for its implementation.

If the SMCS Distance Learning Plan in implemented, parents will receive the school schedule and expectations for distance learning. **SMCS would combine updates from the committee to strengthen our current SMCS Distance Learning Plan. A structured approach to online classes will allow you to better plan for student lesson access, for your own workload, and will also provide links to the live instruction that you may access at a more convenient time for your household. This structured approach will most likely include:**

- A daily schedule for your child, including live teacher lessons, direct teaching, guided practice, access to recorded lessons and online resources
- Weekly Tutorials (added tutorials will be based on student need)
- Differentiated Learning Opportunities that will offer support and enrichment for students
- Access to weekly lesson plans via FACTS/SIS
- Daily office hours scheduled by the teacher

Core Subjects

Grades 1 – 3	Religion, English, Spelling, Reading and Mathematics
Grades 4 – 5	Religion, English/Spelling, Reading, Mathematics, Science and Social Studies
Grades 6 – 8	Religion, Reading/Literature, English, Mathematics, Science and Social Studies

Outstanding	Above Average	Average	Below Average	Failing		Letter Grades (Conduct)
A+ 98-100	B+ 91-92	C+ 83-84	D+ 75-76	F 69 and Below		E 100-93 Exceeds Expectations
A 95-97	B 88-90	C 80-82	D 72-74			P 92-85 Proficient
A- 93-94	B- 85-87	C- 77-79	D- 70-71			S 84-77 Satisfies Expectations
						N 76-70 Needs Improvement
						U 69 & below Unsatisfactory

Conduct (All Grades)

E	Exceeds Expectations
P	Proficient
S	Satisfies Expectations
N	Needs Improvement
U	Unsatisfactory

Textbooks/School Materials

Proper care is expected of all textbooks and school materials (including technology). Lost or damaged textbooks or school materials are to be paid in full. Students are responsible for the books, textbooks and school materials issued to them or being used by them. All school materials must be treated respectfully, appropriate fines/consequences will be issued.

Parents may request a second set of books for home use. They will be issued if they are available. Contact your student's homeroom teacher to arrange for a second set of textbooks.

Animals in the Classroom as Teaching Tools

Animals have been part of the learning experience for students for many years. The use of animals in the classroom proves to be effective at teaching the positive benefits of bonding and caring. Animals may be incorporated into the classroom environment with the goal of enhancing a variety of learning experiences. Prior to bringing an animal or animals into the classroom, the following must occur:

- Development of a long-range curriculum plan to ensure the animals are responsibly cared for.
- Approval from the principal for animal incorporation into the classroom.
- Inquiries of the parents of students involved regarding allergies, etc.
- Parent notification of animals being housed in the classroom.

Purpose

The purpose of this process is to provide parents of students enrolled in a parish or regional school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere.

Scope

The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by Legal Counsel during any phase of the process. This process replaces all previous processes and statements regarding the institution and processing of complaints at both the local and Archdiocesan levels.

Exclusions

A parent who has withdrawn their student from the school may not avail themselves of this grievance process. A

parent whose student(s) are not invited to re-enroll may not avail themselves of the grievance process.

During any investigation by local, state, or federal officials, a student is placed on Student Extended Leave. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. A parent may not avail themselves of the grievance process when a student is placed on Student Extended Leave.

Procedural Issue
While the grievance process is designed to accommodate all parent disputes that may arise within the Archdiocese, it is understood that some situations require flexibility. Any issues regarding the use of Level One or Two of the grievance process as listed below, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan Superintendent of Catholic Schools.

Level One-Informal Resolution/Conciliation (Campus)

It is the intent of this policy to resolve parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere through subsidiarity. This process is not intended to be adversarial in nature. Prior to using the steps set forth below, the parent or guardian shall meet with the person with whom he/she is having a dispute. If the concern is not resolved, he/she should move to the person's direct supervisor in an effort to find resolution.

If the matter is not satisfactorily resolved with the person's direct supervisor, the parent should request a meeting with the principal within five working (5) days. If the matter is not satisfactorily resolved with the principal, the parent should request a meeting with the Pastor within five working (5) days. If the Pastor agrees with the principal's decision, Pastor may decline to meet, and parent may then proceed directly to Level Two. If the Pastor agrees to meet, but the matter is not then settled satisfactorily, the parent may appeal the decision within seven (7) working days to the Level Two Grievance Committee.

Level Two – Grievance Committee (Catholic Schools Office)

The Catholic Schools Office for the Archdiocese of Galveston-Houston has established a Grievance Committee for the purpose of hearing complaint appeals from Level One of the Parent Grievance Process. The committee reviewing the complaint will consist of an Assistant Superintendent from the Catholic Schools Office and two Archdiocesan Principals selected by the Superintendent of Catholic Schools or their designee. The following procedure shall then be utilized:

1) The parent shall contact the Catholic Schools Office at 713-741-8704 to request the Level Two Appeal/Grievance Form within seven (7) working days of the Level One decision.
2) The written appeal shall be submitted to the Level Two Grievance Committee within seven (7) working days following the parent's receipt of the Level Two Appeal/Grievance Form. The grievance is submitted in writing (using the form provided) to the Catholic Schools Office via email addressed to csogeneral@archgh.org along with any additional materials or documentation the parent would like reviewed by the committee.
3) The principal and Pastor will receive a copy of the Level Two Appeal/Grievance Form and other attachments filed with the Catholic Schools Office. The Principal and Pastor will forward their response to the Level Two Grievance Committee within seven (7) working days of their receipt of the Level Two Appeal/Grievance form submitted by the parent

4) The record for the Level Two Grievance Committee's consideration shall consist of all materials submitted by the parent and the written response provided by the Pastor and Principal. The committee has the discretion to accept or deny an appeal based on the evidence presented. If the appeal is denied, the decision rendered at Level One of the Parent Grievance Process will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

5) If the appeal is accepted for review, the Level Two Grievance Committee shall then schedule a conference with the parent and/or school administration, if necessary, within fifteen (15) working days from the date the written appeal is received. The committee will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the committee shall hear the appeal and review the materials presented, as well as any other information the committee deems relevant.

6) In an Archdiocesan parish school, the Level Two Grievance Committee shall make a recommendation for decision to the Pastor within seven (7) working days after the scheduled conference has been held and a copy of the recommendation will be sent to the Archdiocesan Superintendent. The Pastor may accept, reject, or modify the Level Two Grievance Committee's recommendation. The Pastor's decision will be communicated to the Principal, parent, and Superintendent of Catholic Schools within seven (7) working days upon receiving the Level Two Grievance Committee's recommendation.

7) If the Pastor does not issue a written decision within the seven (7) working day limit, that will be deemed as an acceptance of the committee's recommendation who will then communicate the decision to the parent, Principal, Pastor, and Superintendent of Catholic Schools.

8) In an Archdiocesan regional school, the Level Two Grievance Committee shall make a recommendation to the Archdiocesan Superintendent. The Archdiocesan Superintendent may accept, reject, or modify the committee's recommendation. The Archdiocesan Superintendent's decision will be communicated to the Principal and parent within seven (7) working days upon receiving the Level Two Grievance Committee's recommendation. If the Archdiocesan Superintendent does not issue a written decision within the seven (7) working days limit, that will be deemed an acceptance of the committee's recommendation. The Level Two Grievance Committee will then communicate the decision to parent and Principal.

9) Decisions at Level Two reached by the Pastor (parish schools) and Superintendent of Catholic Schools (regional schools) are final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

TERMINATION OF ENROLLMENT TERMINATION FOR ACADEMIC REASONS

When it becomes necessary to withdraw a student due to academic reasons, written documentation of compliance with the following procedures is to be retained in the student's confidential file:

a) There is consultation between the academic support team and Principal as early as possible in the first semester.
b) Conferences are held with the parents to advise them concerning the possibility of withdrawal for academic reasons and to discuss possible remedial actions and educational alternatives.
c) Follow-up conferences are held with the parents to evaluate the progress of the student.
d) The final decision is made by the principal, in consultation with the CSO Liaison.

5184 Administrative Withdrawal of Student For Parent, Other Family Members, Or Guest's Behavior

Misconduct committed by a member of the school community other than a student (including parents, other family members, and guests) can significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents, other family members, or guests) may result in the expulsion or an administrative withdrawal of the student from the school.

All members of the school community, including parents, family members or guests, are expected to comply with all school rules and policies while on campus and in communications with the school. All community members should be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. The failure of a student's parents, other family members, or guests to comply with these expectations, separate and apart from the student's conduct, may result in restricted access to the campus or administrative withdrawal of the student. Except in cases of severe misconduct which may jeopardize the safety or security of another member of the school community, the principal should communicate the expectations of parental and guest behavior prior to restricting their access.

and Review of Expulsions and Extended Suspensions (Archdiocesan Superintendent of Catholic Schools)

A parent/guardian may appeal directly to the Archdiocesan Superintendent when the issue is concerning an expulsion or a discipline issue involving suspension (in or out of school) of a student from classes lasting five (5) or more consecutive school days. In such cases, the following procedure shall be utilized:

a. A written appeal shall be submitted to the Archdiocesan Superintendent within five (5) working days following the parent/guardian's notification of expulsion or suspension lasting five (5) or more consecutive school days.
b. The record for the appeal to the Archdiocesan Superintendent shall consist of a written statement setting forth with specificity the reason(s) for the parent/guardian's dissatisfaction with the decision to expel or suspend the student lasting five (5) or more consecutive days. It will also consist of information provided by the principal including, but not limited to the student's probationary status, disciplinary record, and/or behavior plan.
c. In consultation with the Chancellor and Moderator of the Curia for the Archdiocese of Galveston-Houston, the

Archdiocesan Superintendent has the discretion to accept or deny any appeal based on the evidence presented. If the appeal is denied, the decision rendered by the principal and pastor will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

d. If the Archdiocesan Superintendent accepts the appeal for review, he/she shall then schedule a conference with the parent/guardian within ten (10) working days from the date the written appeal is received. The Superintendent will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the Superintendent will hear the appeal and review the materials presented provided as a matter of record.

e. The Archdiocesan Superintendent shall make a recommendation for decision to the Chancellor and Moderator of the Curia within five (5) working days after the scheduled conference has been held, and a copy of the recommendation shall be forwarded to the parent/guardian.

f. The Chancellor and Moderator of the Curia, in consultation with the Archbishop, may accept, reject, or modify the Archdiocesan Superintendent's recommendation, or take any other action he deems appropriate. The Chancellor and Moderator of the Curia's decision will be communicated in writing to the parent/guardian within fifteen (15) working days of receipt of the Archdiocesan Superintendent's recommendation and shall be final for all purposes.

g. No provision of this process shall be understood to limit the ecclesial authority of the Chancellor and Moderator of the Curia and/or Archbishop. The Chancellor and Moderator of the Curia and/or Archbishop may, in their discretion, choose to intervene in this process at any stage if they deem it necessary.

Procedural Issues

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Two, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan Superintendent of Catholic Schools.

Computation of Time

The time limits of the complaint process shall be based on working days, i.e., Monday through Friday. If any of the timeline falls on school holidays or breaks; the timeline shall be extended to add the corresponding number of working days to the timeline. Time limits may require flexibility and, if necessary, may be modified at the discretion of the Catholic Schools Office.

Visitors, Guests and Field Trips

Visiting Procedures

Chaperones of field trips, school volunteers, and others who have regular contact, which includes eating lunch with the students or visiting the classroom, are required to participate in the SAFE HAVEN/SAFE ENVIRONMENT program. More information about this program and registration for it can be found online at https://galvestonhouston.cmgconnect.org/. SAFE HAVEN/SAFE ENVIRONMENT is considered active for five years from the date of the class and then a refresher course must be taken to renew for another five years.

For the protection of every student in attendance at St. Mary Catholic School, no one is allowed on the school premises without first receiving clearance from the school office.

All visitors must go to the office and sign in. They will be required to provide their license to enter into the Raptor System which will print a visitor badge for the person to wear while they remain on school grounds. If the Raptor System rejects the license information, the visitor will not be allowed visitation on any part of the school premises and will be asked to leave the school grounds. Visitors are required to check out in the office before leaving campus.

Student visitors to St. Mary Catholic School, such as family members and graduates, are expected to make arrangements in advance with the principal. These visits are ordinarily limited to the lunch period. Our expectations are that all visitors will remain well-mannered and be well-dressed while on campus. All visitors are expected to check in and out of the school office. Volunteers are asked to sign in and designate where they are assisting. This will enable the office staff to locate them if they receive an emergency call at school or need to be reached.

SAFE HAVEN/SAFE ENVIRONMENT (Required for all Volunteers)

General SAFE ENVIRONMENT/SAFE HAVEN Information

All prospective school volunteers (frequent, ongoing, recurring contact expected) must attend the ***Safe Haven Training - Mandatory for all employees and volunteers*** module posted under the Required Trainings area of your dashboard. You will have the option to complete the training in English, Spanish, or French. Applicants must register for SAFE ENVIRONMENT/SAFE HAVEN training on-line by going to https://galvestonhouston.cmgconnect.org/ The campus SAFE ENVIRONMENT/SAFE HAVEN Coordinator and Safe Environment Coordinator (SEC) is Janet Ellison, jellison@stmarylc.org.

ALL VOLUNTEERS MUST BE SAFE ENVIRONMENT/SAFE HAVEN CERTIFIED PRIOR TO WORKING, ATTENDING ACTIVITES (IE: FIELD DAY, LUNCH VISITS) AND/OR VOLUNTEERING ON CAMPUS – NO EXCEPTIONS!

If the prospective school volunteer has attended PGC training previously, the SAFE ENVIRONMENT/SAFE HAVEN Coordinator will verify the "active" status of the volunteer. If it has been 5 or more years since the volunteer has taken the initial training, the volunteer must register for the ongoing training ***Five Year Renewal - Protecting Vulnerable Adults Training*** module posted under the Required Trainings area of your dashboard. You will have the option to complete the training in English or Spanish.

If it has been less than 5 years since the prospective volunteer has taken the first training, the SAFE ENVIRONMENT/SAFE HAVEN Coordinator will alert the volunteer as to when their initial volunteer approval will expire.

If a SAFE ENVIRONMENT/SAFE HAVEN trained volunteer has lost or forgotten his/her user name and/or password for the SAFE ENVIRONMENT/SAFE HAVEN site, please email the SEC, Janet Ellison, jellison@stmarylc.org.
As part of the SAFE ENVIRONMENT/SAFE HAVEN training process, volunteers must sign an Ethics Code of Conduct and submit an authorization form for a background check. All parts of the process must be completed in order to be fully certified by SAFE ENVIRONMENT/SAFE HAVEN.

Go to https://galvestonhouston.cmgconnect.org/.to register for a SAFE HAVEN/SAFE ENVIRONMENT class.

Volunteer Dress Code

Volunteers should dress appropriately for a Catholic school campus. Overly casual attire, exercise clothing, sports attire, crop tops, sports bras, leggings or shorts/skirts of an inappropriate length should not be worn.

Volunteer Responsibilities:

As a volunteer, you are responsible for:

- Arriving on time and staying for the agreed upon time.
- Notifying the appropriate persons if you are going to be absent or tardy.
- Performing your tasks to the best of your ability.
- Understanding that the administrator values your service but may not always be able to honor your preferences for days, times and places of service.
- Supporting the authority of staff and administrators.
- Upholding parish and program rules.
- Keeping confidential information that you have gained during your volunteer service that is private to young people and/or their families.
- Promptly making known the confidences of young persons that involve issues of health, life and/or safety.
- Keeping young people under your supervision safe and appropriately occupied.
- Notifying your supervisor or the administration about unsafe conditions or issues causing you concern.
- Supporting the teachings of the Catholic Church and living in accordance with those teachings.
- Enjoying being part of our ministry team.
- Praying for our community and the youth we serve.

Volunteers in Catholic Education by Mary Angela Shaughnessy, SCN (NCEA, 2007)

Lunch Visitation Policy

Parents are encouraged to have lunch with their students during their student's lunch period, so long as the visits are not disruptive to the educational process. Please only bring food for your child. Parents will have a designated area to have lunch with their students. Other students will remain with their classmates. Food/Ice cream may not be purchased for other students.

All lunch rules and school regulations will be adhered to even though a parent is present. Parents must sign in and out at the reception desk and obtain a visitors' badge before entering the lunch area. This badge must be worn until you sign out. All lunch visitors must check into the office, must be SAFE ENVIRONMENT/SAFE HAVEN trained, and wear their visitor badge.

Guest Speakers

Advance permission of the Principal and Pastor is required before any outside speaker may be brought into the school to address any class or group of students. The principal may wish to contact the Catholic Schools Office for additional direction and consultation.

The principal should refer all contractual agreements to the Legal Counsel for the Catholic Schools Office, and the principal should refer to the requirements applicable to all outside parties who speak or present at a school. Speakers who have not been cleared by the Office of Child and Youth Protection should be escorted at all times by a Safe Environment-cleared employee of the school.

Care must be taken to ensure the guest speakers have not taken public positions against the moral and social teachings of the Roman Catholic Church.

Field Trips

Field trips of spiritual, educational, or cultural value shall be authorized in advance by the principal/designee. A field trip or any other school sanctioned event that occurs off campus (including retreats and 8th grade high school visits) must be planned and carried out as an extension of, or supplement to, the educational program.

The educational value of the trip must justify the time, distance and expense involved. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.

The principal/designee shall establish and supervise local procedures for school field trips in accordance with Archdiocesan regulations.

The trip must have direct relevance to the educational program and:

a) The instructor must provide preparation and follow-up activities in the classroom.
b) All expenses must be reasonable and within budget-approved expense limits as set by the principal.
c) Safe and proper transportation must be provided.
d) The school will provide adequate adult supervision. (see .3 below)
e) Parents and all affected staff members must be provided advance notification.
f) The length of time for the field trip must be specified.

The field trip shall be approved by the school's administration prior to publicity or collection of money or parent permission slips.

The principal or designee is responsible for providing active and adequate supervision of students during the entire time they are on school premises or engaged in school-sponsored activities; this includes time on school sponsored transportation vehicles.

All school staff share this responsibility with the administration.

a) A parent or legally responsible adult must consent to transportation of a student to or from school-sponsored events using a form approved the Catholic Schools Office.
b) All adults, school personnel as well as other adult chaperones must have completed the Archdiocesan Safe Environment Program, which includes a criminal background check clearance.
c) Students on field trips must be adequately and effectively supervised. A member of the faculty must be present on every field trip. The ratio of adult chaperones to students shall be:

- For PK – 3rd grades- 1:5
- For 4th – 8th grades- 1:8

d) All chaperones should devote their full attention to the supervision of the students. Therefore, chaperones may not bring other children or babies on field trips or school activities.
e) Small groups of children may be supervised by an adult aide or school volunteer to nearby community or public resources (e.g., public library) as part of an extended lesson.

Educational field trips may be appropriate at each grade level and taken after proper planning, which include: assessment of their educational value, correlation with the subject, assurance that the objectives are appropriate for the grade level of the students, pre-trip teaching and preparation and appropriate follow-up activities. Please be aware that field trips are not family outings. Please follow all guidelines presented by the teacher for each individual field trip.

Student Safety:

a) Teachers carry first aid kits, medication and permission slips when taking students on field trips.
b) When students travel on foot, they should be instructed and supervised regarding the crossing of streets, use of trails, bicycle paths, etc.
c) The field trip plan shall include arrangements for entering and leaving vehicles to ensure student safety and to avoid disruption of traffic. When students travel on a bus, there must be at least one adult supervisor, excluding the driver, on each bus.
d) If during any field trip students shall be given the opportunity to engage in an activity that presents special hazards, appropriately certified or trained adults must be available for supervision.
e) 15-SEAT passenger vans are expressly prohibited for use.

According to state law, students are not to take part in field trips without **written** permission from parent/guardian. No phone permission is allowed.

Students must return the specific required form completely filled out; no other form will be accepted.

Permission slips include a statement of liability: I/we have given the instructions required above, and I/we release and save harmless the school and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip, and waive any claims against them that must be signed off on in order to attend the trip.

No siblings or other children may attend field trips. If a parent is chaperoning, they may not bring siblings or other children along. Chaperones must adhere to the schedule of the field trip. They may not make extra stops or purchase items for the students that are assigned to them. Only chaperones are invited to attend field trips. Please do not stop by the field trip venues, including park lunches, in order to maintain organization and safety for all students.

Teachers will inform parents of the number of chaperones that are required for the field trip. Chaperones are responsible for paying the entrance fee for the field trip. It is the teacher's responsibility to organize carpool procedures for field trips before the trip.

Teachers/Staff are prohibited from driving students on field trips or to other school events.

Deliveries

Only school personnel go directly to the classrooms. Lunches or any other items must be left with office personnel to deliver to students. Lunches will be delivered to students as soon as possible by office staff. Students with lunches delivered after the lunch period may be subject to a lunch fee if a Lunchable was given. All main doors will be locked during the school day. Visitors must come to the front office.

Food deliveries from services such as Grubhub and DoorDash are prohibited.

All visitors must go to the office and sign in. A pass will be provided to remain on school grounds. Visitors are requested to sign out in the office upon completion of visitation.

Service Animals

Service animals are permitted as required by the Americans with Disabilities Act. Therapy animals are not permitted.

Classroom Parties

St. Mary Catholic School class parties are scheduled for the following holidays, Christmas, Easter and Valentine's Day (Steps for Students Celebration). Room Parents should work with classroom parents and consult with the teacher(s) involved. Parties should be kept simple and at a minimum. Teachers must be involved in the planning of the parties and approve the party activities. This year for class parties, room moms will send out a Sign-Up Genius with specific food requests and supplies needed for the event. The only acceptable food items are those that have a complete list of ingredients.

Homemade items are prohibited.

Teachers are not allowed to have birthday parties for students during instruction.

Parties are time to celebrate and enjoy fun and fellowship. Classroom teachers will work with parents to plan classroom parties.

Invitations to parties outside of school are to be given to **all** students in the class if they are handed out on school grounds. Permission to hand out invitations is to be given by homeroom teachers. Staff members are prohibited from giving out contact information to parents for invitations. No extravagant parties/treats or visitors are allowed on campus for birthdays. Parties are scheduled for the last hour of the day.

Birthday Snacks

You may send in a birthday treat of their choice for your child only. If you would like, you may send non-edible birthday party favors for other students in their class/grade to celebrate your child's special day.

Parents are welcome to eat lunch with their student for their birthday. Parents will have a designated area to have lunch with their student. Other students will remain with their classmates. Food/Ice cream may not be purchased for other students.

Ice cream may not be purchased from the cafeteria for the class. This applies to all classrooms for all students and all class events.

Party Invitations

Invitations to parties outside of school are to be given to **all** students in the class if they are handed out on school

grounds. Permission to hand out invitations is to be given by homeroom teachers. Staff members are prohibited from giving out contact information to parents for invitations. No extravagant parties/treats or visitors are allowed on campus for birthdays.

Uniform Policy

Uniforms

School uniforms are representative of St. Mary Catholic School and its mission and brand. Students should take pride in their personal appearance at all times and wear the uniform as proud representatives of SMCS. Students attending any school function where uniforms are not required should remain cognizant of the mission of the school as well as the modesty to which all Christians are called.

At St. Mary Catholic School, students wear a uniform to help promote discipline and to foster pride in being a student of St. Mary Catholic School. Risse Brothers is the official uniform company that SMCS utilizes. Uniforms can be ordered in three ways. They can be ordered online at Risse Brothers School Uniforms, purchased at their Houston store or purchased at the Risse Brothers Pop Up Store scheduled each summer.

Students must be in complete uniform at all times in all grades - Pre-K through 8th grade. Students may wear the optional uniform daily except for full dress days. Students must wear full dress on Mass Days, Holy Days of Obligation and other special days. Parents will be notified about full dress days. Parents will be notified via email by their son/daughter's homeroom teacher, if their son/daughter is out of dress code.

Dress Code & Uniforms

Girls

Jumpers

All Pre-K3 – 4th grade girls must wear the red plaid jumpers with the white middy blouse from the official SMCS vendor, Risse Brothers, as their full-dress uniform. The jumper must be no shorter than 4 inches from the floor when kneeling.
Solid navy-blue privacy shorts that do not extend below the hemline must be worn. All Pre-K3 - 4th grade girls must wear red plaid jumpers on Mass days and any Holy Day we attend Mass. In the winter months when it is cold, girls may wear navy blue tights under their jumpers.

Skirts

All 5th grade girls must wear the red plaid skirt and the white middy blouse from the official SMCS vendor, Risse Brothers, as their full-dress uniform. The skirt must be no shorter than 4 inches from the floor when kneeling. Solid navy-blue privacy shorts that do not extend below the hemline must be worn. All 5th grade girls must wear the red plaid skirt on Mass days and any Holy Day we attend Mass. In the winter months when it is cold, girls may wear navy blue tights under their jumpers.

5th

All 7th -8th grade girls must wear the red plaid skirt and the navy-blue oxford ¾ sleeve blouse from the official SMCS vendor, Risse Brothers, as their full-dress uniform. The skirt must be no shorter than 4 inches from the floor when kneeling. Solid navy-blue privacy shorts that do not extend below the hemline must be worn. All 7th – 8th grade girls must wear the red plaid skirt on Mass days and any Holy Day we attend Mass. In the winter months when it is cold, girls may wear navy blue tights under their jumpers.

7th-8th

Skorts

All Pre-K3 – 4tn grade girls may wear the navy blue skort (skirt-short combo) from the official SMCS vendor, Risse Brothers. The skort must be no shorter than 4 inches from the floor when kneeling.

Shorts

All Pre-K3 – 8th grade girls may wear navy blue or plaid shorts from the official SMCS vendor, Risse Brothers. The shorts must be no shorter than a 4 – 7 inch inseam and be loose fitting. A black or brown belt must be worn with any shorts that have belt loops. Pre-K3 – Kinder girls may wear shorts with an elastic waistband.

Pants

All Pre-K3 – 8th grade girls may wear navy blue pants from the official SMCS vendor, Risse Brothers. The pants must be no shorter than the ankle and be loose fitting. A black or brown belt must be worn with any pants that have belt loops.

Pre-K3 – Kinder girls may wear pants with an elastic waistband.

Shirts

All Pre-K3 – 8th grade girls may wear red or white, pique or dry-fit performance, long or short sleeve polo shirts from the official SMCS vendor, Risse Brothers, and must have the required school crest on the left side of the chest over the heart. All shirts must be always tucked in except during P.E. or Recess. Students must tuck in their shirts before returning to class.

Sweaters, Sweatshirts and Jackets

SMCS girls may wear sweaters (red or navy blue), jackets (fleece) or sweatshirts from the official SMCS vendor, Risse Brothers, in the classroom. During cold weather, SMCS girls may wear heavier jackets while outside. These non uniforms jackets must be removed once back inside the classroom.

Jewelry and Accessories

Earrings – Post earrings only. Dangling and hoop earrings are not allowed. Only one earring in each ear may be worn.

Body Piercings – Body piercings are not allowed.

Tattoos – Permanent tattoos are not allowed.

Necklaces – One necklace with a religious medal, cross, or single stone may be worn. Choker style necklaces may not be worn.

Rings – (5th – 8th) - One ring per hand may be worn. Rings must be simple in design and may have a small stone.

Bracelets – One small bracelet or band can be worn on each wrist that doesn't cause noise or a distraction.

Watches – (5th – 8th) - Smart watches including, but not limited to Apple watches, Fitbit Versa, Samsung Galaxy, must receive approval from the principal before they can be worn. Misuse of smart watches on campus falls under the same guidelines as cell phones and the privilege may be revoked for the remainder of the school year.

Hair Accessories – Bows, barrettes, headbands, and ribbons should be in school colors of red, white, navy blue or our red plaid or any combination thereof. Hair wraps, jeweled hair accessories, bulky or large headbands, headbands with ears, unicorn horns, top hats, and/or feathered hair accessories, bandanas and kerchiefs are not permitted.

Belts – Black or brown belts must be worn with shorts or pants that have belt loops.

Tie – A navy blue tie is required for PreK-3-5th grade girls with the White Midi blouse as part of their full-dress uniform.

Makeup - 6th-8th grade only

The use of make-up in grades 6th – 8th is a parental decision. Girls may wear minimal powder or tinted moisturizer to cover blemishes, light black or brown mascara and clear or light pink lip gloss and light blush. Girls are not permitted to wear eyeshadow, eye liner, bronzer, lipstick, or dark colored lip gloss. Students in PreK-3 – 5th are not permitted to wear makeup.

Nail Polish

Neutral color polish is allowed. This includes clear, soft pink and nude. Students are not allowed to wear colors that are not considered neutral. Long manicured nails are not allowed. Nails should be short or sport length. Girls in 6th – 8th grade may wear acrylic, shellac or powder dipped nails in clear, soft pink, French tip, and nude.

Grooming

Hair should be kept clean, well groomed, and out of the eyes. None of the extreme or exaggerated haircuts, hairdos, fake hairpieces, or unnatural hair colors will be allowed. Students are not allowed to wear undercuts where there is carving/shaving into the hairline. “Fad” haircuts and styles are not allowed.

Footwear

Regular Dress – Athletic shoes in black, white, navy blue, gray or any combination thereof may be worn. Small amounts of other colors are allowed. No designs such as plaid, animal print, polka dot, etc. are allowed. Shoes are to be worn as manufactured. Parent/student made modifications/adornments are not allowed. Crocs and other backless shoes, open toed shoes, or sandals cannot be worn due to safety concerns. No Heelys or shoes with lights or that light up when you walk.

Socks – PreK-3 – 5th – white crew or bobby socks must be worn and must be visible above the ankle.

6th – 8th – white crew socks or bobby socks or ankle socks must be worn.

Full Dress – Girls may wear black or brown MaryJane/dress shoes, black or brown, flat ankle boot or solid white or solid black tennis shoes. No heels.

Socks – Knee high red or navy-blue cable knit socks. Navy blue tights (not leggings) may be worm during the colder months.

<u>Students must always have socks on with their shoes.</u>

Boys

Pants

Boys in all grade levels may wear the navy-blue pants from the official SMCS vendor, Risse Brothers. Boys in 6th – 8th grade must wear the khaki pants from the official SMCS vendor, Risse Brothers, as part of their full-dress uniform. The pants must be no shorter than the ankle and be loose fitting. A black or brown belt must be worn with any pants that have belt loops. Pre-K3 – Kinder boys may wear pants with an elastic waistband. All pants should be free of stains and tears and must be sized to fit the natural waistline with no sagging on the hips.

<u>Pants Must be worn by all boys on Mass days – NO SHORTS</u>

PreK-3 – 5th

Full dress pants

6th – 8th

Full dress pants

Shorts

Boys in all grade levels may wear the navy-blue shorts from the official SMCS vendor, Risse Brothers. The shorts should be no shorter than a 4 – 7 inch inseam and should be loose fitting. A black or brown belt must be worn with any shorts that have belt loops. Pre-K3 – Kinder boys may wear shorts with an elastic waistband. All shorts should be free of stains and tears and must be sized to fit the natural waistline with no sagging on the hips. NO khaki shorts.

Shirts

Polo Shirts - All Pre-K3 – 8th grade boys may wear red or white, pique or dri-fit performance, long or short sleeve polo shirts from the official SMCS vendor, Risse Brothers, and must have the required school crest on the left side of the chest over the heart. All shirts must be tucked in at all times except during P.E. or Recess. Students must tuck in their shirts before returning to class.

Oxford Shirts (Full Dress) - All Pre-K3 – 8th grade boys must wear white, button up, long, or short sleeve Oxford shirts from the official SMCS vendor, Risse Brothers, and must have the required school crest on the left side of the chest over the heart. All shirts must be tucked in at all times except during P.E. or Recess. Students must tuck in their shirts before returning to class.

Sweaters, Sweatshirts and Jackets

SMCS boys may wear sweaters (red or navy blue), jackets (fleece) or sweatshirts from the official SMCS vendor, Risse Brothers, in the classroom. During cold weather, SMCS boys may wear heavier jackets while outside. These non uniforms jackets must be removed once back inside the classroom.

Sweater Vest

SMCS boys in 6th – 8th grade are required to wear a navy-blue sweater vest from the official SMCS vendor, Risse Brothers, as part of the full-dress uniform.

Grooming

Hair should be kept clean, and cut above the eyebrows, ears, and shirt collar. None of the extreme, trendy, or exaggerated haircuts (including lines, designs sculpting or shaving of the head), or unnatural hair colors will be allowed. Boys should always be clean-shaven.

Jewelry and Accessories

Earrings – Earrings may not be worn at school or at any school related function.

Body Piercings – Body piercings are not allowed.

Tattoos – Permanent tattoos are not allowed.

Necklaces – One necklace with a religious medal, cross on a silver, gold, or leather chain.

Rings – No rings may be worn.

Bracelets – One small bracelet or band can be worn on each wrist that doesn't cause noise or a distraction.

Watches – (5th – 8th) - Smart watches including, but not limited to Apple watches, Fitbit Versa, Samsung Galaxy, must receive approval from the principal before they can be worn. Misuse of smart watches on campus falls under the same guidelines as cell phones and the privilege may be revoked for the remainder of the school year.

Hair Accessories – Boys are not allowed to wear hair accessories such as bandanas.

Belts – Black or brown belts must be worn with shorts or pants that have belt loops.

Tie – All boys must wear the red plaid tie from the official SMCS vendor, Risse Brothers, as part of their full-dress uniform.

Footwear

Regular Dress – Athletic shoes in black, white, navy blue, gray or any combination thereof may be worn. Small amounts of other colors are allowed. No designs such as plaid, animal print, polka dot, etc. are allowed. Shoes are to be worn as manufactured. Parent/student made modifications/adornments are not allowed. Crocs and other backless shoes, open toed shoes, or sandals cannot be worn due to safety concerns. No Heelys or shoes with lights or that light up when vou walk.

Socks – PreK-3 – 5th – white crew socks must be worn and must be visible above the ankle.

6th – 8th – white crew socks or ankle socks must be worn.

Full Dress – Boys may wear black or brown dress shoes or loafers.

Socks – Boys may wear black, brown, tan, gray or blue dress socks or white crew socks.

<u>Students must always have socks on with their shoes.</u>

Spirit Days

There will be days throughout the school year that are designated as Spirit Days. Students may purchase Spirit T-shirts through the school website (https://www.smlc-necessitees.com/) to wear on these days with school pants, shorts, or skirts. Students may wear Spirit Dress every Wednesday, unless otherwise specified.

Students may wear Spirit Shirts and uniform bottoms on Wednesdays. The only uniform change on Spirit Dress Days is the shirt.

Free Dress

There are days when students are allowed or have earned free dress. Those days may be because of the Birthday Bear program, a contest at school, or for a fundraiser.

- Jeans
- No skinny jeans, jeggings, or other tight-fitting jeans.
- No jeans with tears, rips or cuts, or frayed ends (no underneath patches to "cover" holes)
- Sweatpants or Athletic pants
- Cannot be made of tight or clingy material, must be full length and cannot be too long.
- Must be true sweatpants or athletic pants and not pajama bottoms.
- Shorts – Boys and Girls
- May be no shorter than fingertip length (approximately 4-7 inch inseam)
- Gym shorts may be worn but can be no shorter than fingertip length and cannot be made of tight or clingy material.
- Skirts or Dresses
- Hemlines should be no higher than 4 inches above the floor when kneeling.
- Leggings and tights can ONLY be worn under dresses and skirts; otherwise, no leggings or tights.
- Shirts
- Short or long sleeves only
- NO sleeveless shirt, torn clothes, spandex, pajamas (unless on a designated pajama day), midriff/crop tops, tight fitting, or clingy fabrics.

Clothing students may never wear to school.

There are certain items of clothing that students may not wear to school for safety or modesty reasons. Please see the list below.

- Masks
- Sleeveless shirts / tank tops
- T-shirts with distasteful slogans/pictures
- See-through tops

- Spaghetti strap shirts or dresses
- Yoga pants
- Leggings (unless under a dress, not a long shirt) (If you cannot wear the top without the leggings you cannot wear it with leggings)
- Halter tops
- Torn clothing, including jeans
- Spandex
- Skorts or athletic skirts with built in shorts
- Mini skirts
- Midriff/Crop Tops
- Tigh fitting or clingy clothes
- Crocs
- Sandals
- Platform shoes
- Shoes with heels
- Open toed shoes
- Backless shoes
- Heelys or light up shoes
- Flip Flops
- “No-show” socks

Full Dress Examples

Girls' Pre-k - 4th Grade Full Dress

Boys' Pre-k - 5th Grade Full Dress

Girls' 5th Grade Full Dress

Girls' & Boys' Junior High Full Dress

SMCS
Girls PreK-3 - 8th Grade
Regular Uniform Pieces
Shirts
Belt
Shorts / Skorts / Pants
PreK-3 - 4th only
Socks
6th - 8th grade only
Shoes
Regular Dress – Athletic shoes in black, white, navy blue, gray or any combination thereof may be worn. Small amounts of other colors are allowed. No designs such as plaid, animal print, polka dot, etc. are allowed. Shoes are to be worn as manufactured. Parent/student made modifications/adornments are not allowed. Crocs and other backless shoes, open toed shoes, or sandals cannot be worn due to safety concerns. No Heelys or shoes with light or that light up when you walk.
5th - 8th grade only
skirt w/polo shirt

SMCS
Girls 6th - 8th Grade
Full Dress Uniform Pieces
Blouse
Skirt
Privacy Shorts
Socks
Shoes
Full Dress – Girls may wear black or brown MaryJane/dress shoes, black or brown, flat ankle boot or solid white or solid black tennis shoes. No heals

SMCS
Girls 5th Grade
Full Dress Uniform Pieces
Blouse
Skirt
Privacy Shorts
Tie
Socks
Shoes
Full Dress – Girls may wear black or brown MaryJane/dress shoes, black or brown, flat ankle boot or solid white or solid black tennis shoes. No heals

SMCS
Girls PreK-3 - 4th Grade
Full Dress Uniform Pieces
Blouse
Jumper
Privacy Shorts
Tie
Socks
Shoes
Full Dress – Girls may wear black or brown MaryJane/dress shoes, black or brown, flat ankle boot or solid white or solid black tennis shoes. No heals

SMCS
Boys PreK-3 - 8th Grade
Regular Uniform Pieces
Shirts
Belt
Shorts / Pants
Socks
6th - 8th grade only
Shoes
Regular Dress – Athletic shoes in black, white, navy blue, gray or any combination thereof may be worn. Small amounts of other colors are allowed. No designs such as plaid, animal print, polka dot, etc. are allowed. Shoes are to be worn as manufactured. Parent/student made modifications/adornments are not allowed. Crocs and other backless shoes, open toed shoes, or sandals cannot be worn due to safety concerns. No Heelys or shoes with light or that light up when you walk.

SMCS
Boys PreK-3 - 5th Grade
Full Dress Uniform Pieces
Shirts
Belt
Pants
Tie
PK-3 - Kinder students are not required to wear a belt
Socks
Socks – Boys may wear black, brown, tan, grey or blue dress socks or white crew socks.
Shoes
Full Dress - Boys may wear black or brown dress shoes, loafers or solid black tennis shoes.

SMCS
Boys 6th - 8th Grade
Full Dress Uniform Pieces
Shirts
Belt
Vest
Pants
Tie
Socks
Socks – Boys may wear black, brown, tan, grey or blue dress socks or white crew socks.
Shoes
Full Dress - Boys may wear black or brown dress shoes, loafers or solid black tennis shoes.

Water Bottles

Students may bring one sealed water bottle, max 40oz. Water bottles with easy to remove lids or straws (even with straw covers) will not be allowed. Please see examples of allowed and prohibited bottles below.

Allowed:

Not Allowed:

Prohibited: NO GLASS BOTTLES!

Health Policy

Clinic and Health Issues

As Christian parents, we are responsible for the health and welfare of our children. Please assist us in keeping a healthy environment by not sending children to school with any symptoms of illness.

Health Screenings

Vision, hearing and spinal screenings are conducted each year on students per the State of Texas Health Department requirements. Students who do not pass the screenings are referred to their family doctor or specialist.

Illness/Contagious Disease

Students should not come to school if they have had fever within 24 hours. They cannot attend school even if you have given fever reduction medication within 24 hours. Parents will be notified if their child(ren) has fever. They must be picked up as soon as possible to reduce the spread of illness.

Guidelines for Excluding Students from School	
Exclusion Guidelines	**Return to School Guidelines**
Oral temperature of 100 degrees or above	Fever free for 24 hours
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Wound, skin and soft tissue infections	Exclude until drainage is contained and covered with a clean dry bandage
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice and nit free
Other symptoms suggestive of acute illness	Written physician release

Parents will be notified when their child is too sick to attend class. Please pick up your child as soon as possible so they can rest and recover. It is paramount that you give us current telephone numbers as well as emergency contact names and telephone numbers. If the parents cannot be reached, then the emergency contacts will be called to pick up your child.
Any child with a temperature of 100 or above or vomiting is sent home. A student should be fever free without the aid of medication for 24 hours before returning to school following an illness. Students are to be kept home when they have a cold, sore throat, temperature, eye infection, skin eruptions, swollen glands, nausea, vomiting, or diarrhea. Any child exhibiting such symptoms is sent home. Students should not have vomited within 24 hours to return to school. Parents are required to notify the office if a student is ill. Please notify the school if your child has a communicable disease. When a child returns to school after having a communicable disease, he/she must present himself/herself to the office with a written note from a doctor saying he/she can be readmitted to class. Please see the guidelines below for keeping students home from school due to illness:

Immunizations

Every child entering SMCS must have been administered the basic series of immunizations against:

- Whooping cough
- Diphtheria
- Typhoid
- Polio
- Measles
- Mumps
- And all other diseases are required by state law and Archdiocesan policy

The state requires that all students entering public or non-public schools have at least 5 doses of DPT, DT and or TD vaccine, provided that at least one dose of DPT/OPV has been received on or after their fourth birthday. For the health and safety of the entire student body, the required documentation of immunizations, including the doctor's signature must be on file for a student's registration to be complete. All new students entering the Archdiocese of Galveston-Houston school district are required to present written evidence of TB testing and results. Students with incomplete immunization records are not admitted to class until their record is current. It is the parent's responsibility to keep their child's immunization record current.

Lice

Any child sent home with lice may not return until all signs of lice and nits are gone. The Archdiocese of Galveston-Houston follows the nit-free policy of many local, county health departments. The school nurse aide must check the student before he/she is allowed to return to class. A student sent home with lice may not return to school until all signs of lice are gone, approximately 48 hours.

CHRONIC ILLNESSES

Treatments for diabetes, asthma, seizures, life threatening allergies, or other chronic medical conditions require an Individualized Healthcare Plan signed by the physician indicating details on how to perform the treatment and all the medication information indicated above for prescribed medications. If students are to carry and/or self-administer medications or treatments, physician's orders are required on the Individualized Healthcare Plan. Pursuant to the TCCB ED Health Manual, the following requirements for the specified chronic illnesses are outlined below:

1. Diabetes

After a student is diagnosed with diabetes, and prior to the student returning to school, there must be a school meeting to review and discuss the student's Individualized Healthcare Plan. The plan must include how to respond to a diabetic crisis during the school day.

Before a student returns to school the parent will:

1. Notify the appropriate school personnel of the student's diabetes diagnosis.
2. Educate and review diabetes treatment with the student.
3. Provide the school with all completed forms prior to the student starting the first day of school including:
a) Individualized Healthcare Plan for Diabetes
b) Self-carry and Self-administer Diabetes Medication Agreement if authorized by physician in student's Individual Healthcare Plan
4. Provide, to the school, all prescribed medication with proper pharmacy label prior to student's first day of school. Replace the medication after use or upon expiring.

Before a student returns to school the student will:

1. Need to know his/her diabetes signs, symptoms, care they need, restriction(s), and treatment.
2. If ordered by the physician, may carry his/her own diabetes medication/supplies. It must be labeled appropriately, including the expiration date. It must be stated in the Self-Carry and Self-Administer Diabetes Medication Agreement where the student will carry the diabetes medication/supplies and the school location for back up.
3. If authorized by physician in the student's Individualized Healthcare Plan, the parent and student will sign the Self-Carry and Self-Administer Diabetes Medication Agreement.
4. Notify an adult immediately if he/she is having difficulty with his/her diabetes. Before the

student returns to school the school will:

1. Setup a meeting with the parent and appropriate school personnel to review the student's Individualized Healthcare Plan.
2. Notify school personnel of the following:
a) Student(s) who have diabetes, any signs and symptoms, instruction of care, and proper treatment.
b) The location of medication, if carried by the student, and the location of the backup medication within the school.

Diabetes Health and Safety Code

Chapter 168 of the Health and Safety Code pertains only to public schools and does not apply to private schools. Catholic Schools are considered to be in the private sector and if someone who is not licensed performs diabetic services (not a licensed nurse), they would be subject to violations of various laws. Catholic Schools are not covered by Civil Immunity under the law as public schools/employees are, except those schools with a licensed nurse (See TCCB ED Health Manual). https://capitol.texas.gov/tlodocs/79R/billtext/html/HB00984F.HTM https://statutes.capitol.texas.gov/Docs/HS/htm/HS.168.htm

1. Seizures

After a student is diagnosed with seizures and before the student returns to school, there must be a school meeting to review and discuss the student's Individualized Healthcare Plan including responding to a seizure during the school day.
Before a student returns to school the parent will:

1. Notify the appropriate school personnel of the student's seizures, warning signs and trigger(s).
2. Educate and review the seizure warning signs, trigger(s), restrictions, and treatment with the student.
3. Provide a written Individualized Healthcare Plan form, signed by the physician, prior to returning to school, that includes the student's seizure severity, signs and symptoms, instruction for care, medication administration and when to call EMS.
4. Sign the school liability and consent to treat form.
5. Provide the school with all prescribed medication with proper pharmacy label prior to the student's first day of school. Replace the medication after use or upon expiring. Please note seizure emergency medications (example: Diastat, Diazepam, etc.) can only be administered by a licensed nurse. If a licensed nurse is not on staff, then 911 should be contacted.

Before a student returns to school the student will:

1. Need to know his/her seizure warning signs, trigger(s), how to avoid the seizure trigger(s), the reaction they have, care they need, restriction, and treatment.
2. The student is to notify an adult immediately if he/she is having any difficulty. Before the

student returns to school the school will:

1. Schedule a meeting with the parent and appropriate school personnel to review the student's Individualized Healthcare Plan.
2. Take all steps necessary to support the student to avoid seizure trigger(s).
3. Notify school personnel of the following:

a) Student(s) who have seizures, any signs and symptoms of a reaction, instruction of care, and proper treatment, and
b) Personnel need to know the specific seizure trigger(s), the warning signs, where medication is located, and emergency treatment. If a licensed nurse is not on staff and a student's symptoms worsen, 911 may be contacted.

2. Asthma

After a student is diagnosed with asthma and before the student returns to school, there must be a school meeting to review and discuss the student's individualized healthcare plan including responding to an asthmatic episode, during the school day.

Before a student returns to school the parent/ guardian will:

1. Notify the appropriate school personnel of student asthma and avoidance of asthma trigger(s).
2. Educate and review asthma treatment and trigger(s) with student.
3. Provide a written Individualized Healthcare Plan form, signed by the physician, prior to returning to school that includes the student's asthma severity, signs and symptoms, instruction for care, medication administration, self-carry/self- administration consent (if applicable), and when to call EMS.
4. Complete a Self-Carry and Self-Administer Medication Agreement if authorized by physician in student's Individualized Healthcare Plan.
5. Sign the school liability and consent to treat form.
6. Provide the school with all prescribed medication with proper pharmacy label prior to starting school. Replace the medication after use or upon expiring.

Before a student returns to school the student will:

1. Need to know his/her asthma trigger(s), how to avoid asthma trigger(s), the reaction they have, care they need, restriction(s), and treatment(s).
2. If ordered by the physician, the student may carry his/her own emergency asthma inhaler that is labeled appropriately and includes the expiration date. Additionally, the Self-Care Agreement should detail where the student will carry the emergency asthma inhaler and note the back-up medication is located within the school.
3. If authorized by physician in the student's Individualized Healthcare Plan, the parent and student will sign the Self-Carry and Self-Administer Agreement.
4. The student will notify an adult immediately if he/she has come in contact with an asthma trigger(s) or is having any difficulty.

Before the student returns to school the school will:

1. Setup a meeting with the parent and appropriate school personnel to review the student's Individualized Healthcare Plan.
2. Take all steps necessary to support a student with asthma to avoid the trigger(s).
3. Notify school personnel of the following:

a) Student(s) who have serious asthma reactions, signs and symptoms of a reaction, instruction of care, and proper treatment, and
b) Personnel need to know the specific asthma trigger(s), warning signs, where emergency medication is located, and emergency treatment. If a student's symptoms worsen 911 may be contacted.

3. Nebulizers

The use of nebulizer treatments in schools, for the treatment of asthma should be done with extreme caution. Non-medical personnel should not be responsible for the administration of the nebulizer treatment without careful training. The parent is ultimately responsible for the care of their asthmatic child.

4. Life-Threatening Allergies

After a student is diagnosed with life-threatening allergies and before the student returns to school there must be a school meeting to review and discuss the student's individualized healthcare plan including responding to allergic reactions, during the school day.

Before a student returns to school the parent/ guardian will:

1. Notify the appropriate school personnel of student allergies and detail the avoidance of allergen(s).
2. Educate and review allergies, allergen(s), warning signs, restrictions, and treatment with student.
3. Provide a written Individualized Healthcare Plan form, signed by the physician, prior to returning to school. The Individualized Healthcare Plans should include the student's allergy(ies), signs and symptoms, instruction for care, medication administration, self-carry/self-administration consent (if applicable), and when to call EMS.
4. Complete a Self-Carry and Self-Administer Medication Agreement if authorized by physician in student's Individualized Healthcare Plan
5. Sign the school liability and consent to treat form.
6. Provide the school with all prescribed medication with proper pharmacy label prior to starting school. Replace the medication after use or upon expiring.

Before a student returns to school the student will:

1. Need to know his/her allergy trigger(s), how to avoid allergen trigger(s), the reaction they have, care they need, restriction(s), and treatment(s).
2. If ordered by the physician, may carry his/her own emergency Epinephrine auto- injector device. It must be labeled appropriately, including the expiration date. It must be stated in the Self-Carry and Self-Administer Agreement where the student will carry the emergency Epinephrine auto-injector and the school location for back up.
3. If authorized by physician in the student's Individualized Healthcare Plan the parent and student will sign the Self-Carry and Self-Administer Agreement.
4. The student will notify an adult immediately if he/she has come in contact with an allergen. Before the student

returns to school the school will:

1. Setup a meeting with the parent and appropriate school personnel to review the student's Individualized Healthcare Plan.
2. Take all steps necessary to support a student with asthma to avoid the trigger(s).
3. Notify school personnel of the following:

a) Student(s) who have life-threatening allergies and reactions, signs and symptoms of a reaction, instruction of care, and proper treatment, and

b) Personnel need to know the specific life-threatening allergy, warning signs, where emergency medication is located, and emergency treatment. Any time an Epinephrine auto-injector is used 911 is called and Advanced Life Support will be requested.

5. **Epinephrine Auto-Injectors**

If the student has any noted allergies requiring the use of an epinephrine auto- injector, the parent will:

1. Provide written prescription from the physician for the student.
2. Furnish the school with **two** epinephrine auto-injectors for the student in case of an emergency.
3. Any expired epinephrine auto-injector pens are to be immediately replaced by the parent.
4. The school must have at least one staff member who is authorized and trained to administer an epinephrine auto-injector during all hours the campus is open.
5. Each child is recommended to wear a MedicAlert® bracelet that states his or her allergy/allergies.
6. Children who are no longer allergic or no longer require an epinephrine auto- injector must present a letter of explanation within 10 school days from their allergist/physician (MD or DO), and
7. Epinephrine auto-injectors for the allergic child must be brought on field trips.

EMERGENCY CARE AND FIRST AID

Every school shall have a written plan for emergencies. Provisions shall be made to implement the procedures, to fully inform parents, and to inform and prepare all staff members.

In cases of accident or sudden sickness, the Principal or designee is responsible for coordinating notification of parents, sending students home, and guiding parents to sources of treatment, when necessary or requested.

School staff should render first aid when it is safe and practical to do so but should only provide a level of care for which they have received competent training. In case of emergency, school staff should call 911, comply with instructions given by emergency personnel and should take reasonable steps to safely prevent the situation from becoming worse when possible.

1. **Emergency Information**

The Principal or designee shall have a readily accessible file containing emergency care information for each student.

2. 911 Calls on Campus for Students

a. If a student is in need, call 911.
b. Contact parent or guardian to inform them of the emergency.
c. If parent is not physically present and does not want transport via ambulance, allow EMS to speak with parent and follow their protocols.

Document the medical event on the appropriate Accident and Incident Form and submit to the Catholic Schools Office Medication Policy

IMMUNIZATION REQUIREMENTS

Every student enrolled in a Catholic school in the Archdiocese of Galveston-Houston shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health, commonly known as the *Minimum State Vaccine Requirements for Texas School Entrance/Attendance* (See Appendix # for the chart of the current immunization requirements or visit https://www.dshs.texas.gov/immunize/school/school-requirements.aspx). Each year, every student must present evidence of the required immunizations from a physician or health care provider authorized to administer immunizations to the school before the first day of school. The immunizations must be current. A student who fails to present the required evidence shall not be accepted for enrollment.

1. Exceptions

There are no exceptions to the foregoing requirement unless the student presents a written statement signed by the student's physician (M.D. or D.O.) who is authorized to practice in the State of Texas. Please see the School Health Manual published by TCCB ED for details regarding immunization exemptions.

2. Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered. A Principal is not authorized to grant any exemptions for any reason without consultation with the Catholic Schools Office.

3. No Conscientious Objections

Archdiocesan schools do not accept students even if the school has received a parental choice or religious exemption from the immunizations required by Texas state law.

5156 SPECIAL CONCERNS AND REGULATIONS

Drugs

Faculty, staff, school volunteers, or providers that are contracted or used by the school to perform services with

students shall refer all suspected or known cases of alcohol/drug distribution, use or abuse involving a student to the principal. The school shall immediately report any known cases to the Catholic Schools Office so that a response can be made that considers the interests of the student and compliance with applicable law.

Catholic Schools of the Galveston-Houston Archdiocese adhere to Texas Education Code 21.914 on the administering of medications by school employees.

Medications

If possible, all medication should be given outside of school hours. "Three times a day" medications should be given before school, after school, and at bedtime by parents. Only medication which is necessary for the child to remain in school will be given during school hours. Stock medications are not kept in the clinic. The parents are responsible for bringing all medications for their child to the clinic and for picking up unused medicines or they will be destroyed. If you have any health-related or medication questions, please contact the nurse, Michele Whitney,mwhitney@stmarylc.org

The parent of any student on a continuing regimen for a non-episodic condition shall inform the designated school official and name the supervising physician. If necessary, with parental consent and a signed Authorization for Release of Confidential Information Form, the official or school nurse may communicate with the physician regarding possible effects on the student's behavior at school and special emergency procedures.

School personnel shall only administer medication that is prescribed for use by the student and contained in its original packaging. All medication, prescribed and non- prescribed, will require a Medication Permission form signed by the parents and the student's physician. All student medication must be given to designated school office personnel or the school nurse by the parent. Students may not carry or deliver medication to school personnel.
Medication should be clearly labeled with the student's name and kept in a locked, safe place.

The school must adhere to the instructions printed on the prescription label containerand the Medication Permission form. All school administered medication should be documented on a Medication Administration log kept by the designated school personnel or the school nurse. Tracy Field manages all clinic issues, medications and illnesses.

Prescription Medications

Law prohibits the school faculty from administering any kind of medication to the students without authorization. The student will need a Request for Medication Administration form signed by the physician and parent. Please obtain this form from the school office. The medication is to be brought to the school clinic in the original container. Prescription medication must be properly identified with the prescription label from a pharmacy. The school will not be held responsible for any medication that is taken by the child. The use of nebulizer treatments in schools for the treatment of asthma should be done with extreme caution. Non-medical personnel should not be responsible for the administration of the nebulizer treatment. The parent is ultimately responsible for the care of their asthmatic child.

Non-Prescription Medications

All fever reducers or over-the-counter pain relievers, cough drops, ointment, vitamins, and other over the counter medications are considered medications and may not be given to your child unless a permission slip that has been signed by your physician and a note giving parental consent is on file. A parent's signature alone is not sufficient for the school to administer over-the-counter medications. Non-prescription medications must be labeled with the child's name.

Before and After School Care

St. Mary Catholic School Before & After School Program

St. Mary School Before/After School Program follows the guidelines of the Archdiocesan School Office. The Before/After School Program serves students until 5:30 P.M. Monday-Friday. Services are provided for students attending St. Mary in grades pre-kindergarten through eighth grade. The Before/After School Program is open only when school is in full day session. Parents must register students and pay a fee to utilize the program. Students participating in the St. Mary Catholic School before school program must be dropped off in the library. Parents must drop students off at the front door of the hall and sign their child in for the program. Students are picked up at the extended day room in the afternoons. Parents must ring the doorbell located at the back door of the school to pick up their child(ren).

Snacks are provided for students in the afternoon after care program. However, no food is provided for early morning care, and no food is allowed to be brought in for morning care. Students should eat breakfast prior to entering the building for morning care.

Extended Day hours are as follows: - Monday through Friday 6:30 A.M. - 7:25 A.M. and 3:40 P.M. - 5:30 P.M. The Before and After School Discipline Management Plan is based on our Nurtured Heart Program grade level (listed in this handbook under Discipline). The Before/After Care staff has the authority to exact consequences in accordance with the Discipline Management Plan. Many disciplinary consequences enacted in before/after will be served during the regular school day following the infraction.

Students will have a snack and complete homework in aftercare. Once all students are finished with homework; students can play in center activities, on the computer or outside. All students report to the library at 4:30P.M. where they are picked up by parents.

Expectations

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the environment. They must never leave the building or grounds without explicit permission from the Before/After School Program Staff. Such permission will only be granted by order of the parent or guardian. If a child is to go to the After-School Program, he/she is to report to the assigned area at 3:15 PM. Students visiting in the halls or walking about the property will not be tolerated. Children may not leave the campus and return to check in to the After-School Program, unless a reason and note are sent by the parent or guardian. Children will not be allowed to return to classrooms, for any reason, after 3:30 P.M.

Emergencies & Safety

With the children's safety and well-being in mind, it is extremely important that each parent fill out a registration form and adhere to the instructions given. One of the most important regulations concerns the child's leaving of the premises of the Before/After School Program.

- Parents or guardians should not take children from the school grounds without notifying the Before/After School staff and signing the child out.
- Parents or guardians should not send people whose names are not on the registration form to ask for the release of children. For the child's safety, the release will not be granted. In certain situations, a note may be sent requesting that a child be released to persons not already listed on the registration form. Phone calls asking for this release will not be accepted. In all situations a valid ID must be presented, such as a driver's license.
- If there are any court orders in place, concerning your child, you must send a copy for the Before/After School Program to keep on file.
- In order for a child to attend a sporting event at St. Mary after school, a note must be sent detailing who will be picking the child up and who will sign him/her out of the After-School Program. Under no circumstances will a

child be sent to an event without adult supervision. Each child must be picked up and signed out of the program.

Illness & Accident

Cases which seem to be minor will be treated on the premises. Medication will not be administered unless a written statement from the physician and parent is on file in the Before/After School office. Forms for Physician's Request for Administration of Medication by School Personnel are available at the school clinic.

In cases which seem to be serious, the Before/After School Program Director, or Teacher on Duty, will make every effort to carry out the instructions as given on the registration form. Parents who do not wish to have their child treated in any way should indicate such on the registration form and should give directions to be followed in the space "Special Instructions". If it is determined that your child needs to be picked up, you will be contacted. Please make every effort to pick your child up in a timely manner, as we do not have accommodations for the care of sick children.

If the parent/guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Before/After School Program Staff will act according to their best judgment for the welfare of the child.

Homework

Each day a homework period is scheduled. This is a quiet work time. It is the responsibility of the child to acknowledge the time given and make proper use of his/her time. The Before/After School Program employees assist the children during homework time. They are not required to re-teach the material to the children. There may be times when all of your child's homework is not completed during the After-School Program. Please realize that there is only a certain amount of time allotted for homework.

Toys from Home

It is requested that children not bring toys from home. Often these items are very personal and important, so the child feels the items must be defended and protected. This is not consistent with the sharing atmosphere that we encourage. If a toy is brought to the Before/After School Program, it will be confiscated until the child is picked up to go home. If a personal toy goes undetected by the Before/After School Program staff and is missing or broken, the program and staff will not be held liable.

Communication

It is very important that you label all notes "Before/After School Program". They will then be forwarded to the program director. If it is necessary to call during the school day, please call (281) 332-4014 and leave your message for the program director. If you will be calling between 3:15 P.M. and 5:30 pm, then please understand the school office is closed, and your call will go directly to the Before and After School Program.

Bills for the Before and After School Program will be added to your FACTS account. Parents may use the program and pay a daily fee of $25 not to exceed the monthly tuition rate. If a bill is outstanding for more than two months your child may not be allowed to participate in the Before/After School Program until the account is paid in full.

Drop-off to Before School Care

Morning Care is available from 6:30 A.M. until 7:25 A.M. in the library. Any child left on the premises before 7:25 A.M. will be escorted to before school care. It will be the responsibility of the parent to pay for any charges incurred.

Pick-Up from After School Care

Before 4:30P.M. Students will be in one of three areas for after care:

- Prekindergarten and 2nd students will be in Room 14
- 3rd -8th Graders will be in the Library

All students will be in the library at 4:30P.M. Parents will ring the doorbell at the front of the school and will be let in the building. Parents or authorized persons must show their pickup scan card and the staff member on duty will call for their student and sign out their child(ren) using the FACTS SIS software. Children may not leave the program without being signed out by an approved, licensed driver.

The BASP closes at 5:30P.M. Parents will be charged a $50.00/late pickup. This fee will start on the 3rd late pickup. If you are going to be late picking up your child; please call the office and let the BASP staff know.