



St. Mary's Catholic School

Parent/Student Handbook 2021-2022

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FOREWORD TO PARENTS AND STUDENTS St. Mary's School extends a true Christian welcome to all new and returning students. This handbook offers some helpful guidelines for a school life that maximizes your academic achievement and personal growth. A true spirit of unity, loyalty, achievement, and contentment can be accomplished only if you, as a student, contribute your part to it.

St. Mary's has and will continue to have a tradition of excellence. The school exists for the sake of its students. Let us always have the spirit to do the things that will make it outstanding.

Be proud of your school; take good care of it. Feel free to make suggestions for improving it. As a school citizen you will be expected to be a responsible student and to conduct yourself as a young Christian both in and out of school.

HISTORY OF ST. MARY'S SCHOOL

St. Mary's School was opened on August 26, 1856. Franz Stein, a newly arrived German immigrant, taught seven students in the unoccupied priest's home. During the first year the enrollment grew to 47 students and the school was moved to a larger log structure. Christian Kraus and William Kelly succeeded Mr. Stein as teachers of the new school.

Franz Stein returned as the teacher in 1863, and he remained the teacher until the fall of 1870. In September of 1870, the first Sisters arrived in Fredericksburg. The Sisters of Divine Providence took charge of the school, and their association with St. Mary's was to continue for the next 109 years. Under the sisters' leadership and inspiration the school grew rapidly. A new building was purchased in 1873, and in 1906 the overflow of students filled the school building and the Marienkirche (the old St. Mary's Church).

In 1923 the parish opened a new school building, now called the High School Building, and the first two high school graduates received diplomas in 1925. Eventually 1,110 students would graduate in the 50 years of the high school's existence. The High School was officially closed with summer graduation on July 13, 1975.

The present Elementary School Building was completed in 1959. The High School Building was renovated in 1988. Both structures continue to serve the parish and the school. The Murchison-Pahl Gymnasium was completed in 2005.

St. Mary's provides a preschool through 8th grade program. The qualified staff and the well-equipped classrooms ensure a high quality of education. The school is affiliated with the National Catholic Education Association, and is **accredited by the Texas Catholic Conference Education Department and the Texas Education Agency**. All programs are geared to develop the skills and attitudes necessary for each student to live a productive, Christian life.

ARCHDIOCESAN ORGANIZATION

Archbishop

As chief representative of the Church's teaching authority, the Archbishop is the head of the school system. His is the ultimate responsibility for educational policies. He delegates the administration of the school system to the Archdiocesan School Board and the staff of the Archdiocesan School Office.

Texas Catholic Conference

The Texas Catholic Conference is a federation of all Roman Catholic dioceses with See cities located in the state of Texas. The Superintendent's Department of the Division of education of the T.C.C. is directly concerned with the schools. The superintendents meet periodically to discuss common problems and make recommendations to the Bishops. They are assisted by the education director of the T.C.C. who is also the official representative of the diocese in their relations with the Texas Education Agency.

The school maintains accreditation with the Texas Catholic Conference Education Department. This accreditation is recognized by the Texas Education Agency.

Archdiocesan School Council

The mission of the Catholic School Council of the Archdiocese of San Antonio is to promote a Catholic School System with an excellent academic program founded on Christian virtues, directing students towards a conscious choice of living a responsible Catholic life.

Superintendent

The Superintendent of Catholic Schools, appointed by the Archbishop, shall be the executive officer of the council. He or she shall be responsible directly to the Archbishop and the council for the implementation of its policies in the Archdiocese. The school office shall be under the direction of the superintendent who shall have immediate charge and control of the general administration and supervision of the Archdiocesan schools.

LOCAL ORGANIZATION

Parish School Council

Each parish shall have a school council which is the policy making body for that school, and which will be consultative to the pastor and principal of the school. These local councils implement the policies of the Archdiocesan School Council and establish additional policies to meet local needs.

The local school council shall meet regularly; school council minutes shall be approved by the members and signed by the president and secretary. A signed copy of the minutes shall be kept on file.

The public is informed of the dates of regular meetings that they may attend. Meetings devoted to personnel issues, real estate transactions or other sensitive issues are not open to the public (executive session).

The right of non-members or visitors to address the council shall be limited to those whose petition has been presented in writing at least seven (7) days in advance of the regular meeting date and been approved for the agenda. The council will provide guidelines for the format of the address. The council may not reach a decision in the presence of the visiting party.

The school council does not deal with complaints or grievances. The school council instead sets a procedure to hear grievances from individuals, parents, and organizations. See grievance procedure in the guidelines section.

Catholic Parent Teacher Club (CPTC)

The purpose of the Catholic Parent Teacher Club is to foster partnership between the home and school which shall aid the Principal in providing programs and financial resources for the improvement of the educational programs of the schools. All teachers should attend the meetings and be available to the parents for consultation.

Pastor

The pastor is the spiritual leader of the parish community and of the Catholic Educational Community within the parish, the Catholic School.

Principal

The principal is the educational leader of the Catholic Educational Community. As the council and faculty look to the pastor for spiritual leadership, they look to the principal for educational leadership.

The Classroom Teacher

The teacher is accountable to the principal and the parents for providing suitable learning experiences that are in line with the philosophy of the school. The responsibilities of the teachers include the religious and academic instruction of the students, the evaluation and grading of scholastic achievement, the maintenance and promotion of discipline, and the administration of requirements of the school policies.

MISSION STATEMENT OF ST. MARY'S SCHOOL

To inspire a lifelong love of God and service to neighbor.

PHILOSOPHY

We recognize that God has placed the primary responsibility of the education of the child in the hands of the parents. St. Mary's Catholic School was instituted by the parents of this community as an aid for this awesome responsibility. The parents have vested this institution with their authority to pass on our Catholic Christian beliefs, the accumulated knowledge of mankind, and our culture, traditions, and values, from this generation to the next.

We dedicate ourselves to and place ourselves under the protection of Mary, the Mother of God. We hold her to be the prime example of mankind's response to God's call. Her total acceptance and cooperation with God's will is an inspiration, challenge, and goal to all people. We place ourselves under the direction and guidance of the Catholic Church, which community to share in the mission of service to all people.

St. Mary's Catholic School strives, in partnership with the parents and the community, to cultivate within each student, a sense of purpose in life, the ability to reason clearly, to judge accurately what is right and wrong, and the desire to be an asset to mankind and to God's plans for it. We wish this education not only to develop the mind, but the heart as well, so as to inspire the student to integrate our Christian beliefs into all facets of life, now and in the future.

GOALS

1. Christian truths, beliefs, traditions, and values will be integrated and incorporated within all areas of instruction and activities.
2. A variety of educational programs will be offered in English, mathematics, science, reading, foreign languages, the arts, and physical education so as to achieve the maximum potential for each student. Different teaching methods will be used to reach all students to complement the different learning styles of the students.
3. Students will learn about our religious and cultural heritage, and the role it has played in the development of our community and ourselves as individuals.
4. Students will be given opportunities to work cooperatively to achieve social goals, which include social justice, respect and cooperation with peers and all forms of legitimate authority, and a concern for the well-being of others.
5. Students will learn about and respect the differences and variety of cultures, languages, and religions in our world, both near and far.
6. Students will develop healthy physical and mental habits that will protect their body, which is the great temple of God.
7. Students will learn about important issues in government, economics, and world affairs, and will view these issues in light of our Christian values.
8. Students will develop good study habits, methods of peaceful problem solving, and critical thinking skills, and also a desire for learning not only now, but for a lifetime.

9. Students will be taught attitudes of tolerance, honesty, responsibility, fairness, respect and consideration of others, and will be expected to model these attitudes at school and at all school activities.
10. Students will be guided to develop personal relationships with each other, the staff, parents, and members of our community, that are based on Christian love and care.

GUIDELINES

The following guidelines for St. Mary's School will be implemented through the authority of the School Council of the Archdiocese of San Antonio, the St. Mary's School Council, and the Administration of St. Mary's School.

St. Mary's School reserves the right to amend the following guidelines during the school year. School families will be advised in advance of any amendments to these guidelines.

ABSENCE AND TARDY

If a student is absent or late to school, the parent is asked to contact the school office. If contact is not made, the school will attempt to contact the parent by phone. If contact is not made, the parent must send a note of excuse when the student returns.

The school asks to receive 24 hour notice if a student must miss part of the day due to an appointment. This will allow the teacher to plan for the absence.

Students should be fever free for 24 hours before returning to school. Students should be free of symptoms of vomiting or diarrhea for 24 hours before returning.

ACCIDENTS AND ILLNESS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the principal's office. Proper medical referrals will be made when necessary.

If a child becomes ill at school, parent(s) will be notified and will be responsible for having the child picked up.

Parents should not send students to school if they are ill.

ACCREDITATION

St. Mary's Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department. All Catholic schools PK-12 are accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED), an accrediting agency established by the Bishops of Texas which has been formally recognized by the Texas Education Agency (TEA).

ADMISSION

A Catholic School exists primarily for the Catholic student. In schools where room and facilities permit, students of other faiths or traditions may be admitted. St. Mary's School admits students without regard to race or ethnic background, but preference must be given to students of the Catholic faith.

To be eligible for Kindergarten a child must be 5 years old on or before September 1 of the current school year. To be eligible for first grade a child must be 6 on or before September 1st.

To be eligible for 3K a child must be 3 years old on or before September 1 of the current school year. To be eligible for 4K a child must be 4 years old on or before September 1 of the current school year.

The policy of the Archdiocese is that schools will, if able, provide students with special needs with an opportunity for an education. However, if students with special needs apply to a school that is not capable of offering the necessary programs, services, and facilities, they will be referred to other schools and programs that have the ability to effectively serve their needs.

In the process of admitting students to Kindergarten, preference will be given to families who are parishioners, regardless of whether or not their children attended the school's 4K program. Participation in a school's 4K program does not ensure acceptance into Kindergarten.

If students enroll from another school within the Archdiocese, St. Mary's will consult with the sending school about conduct, academic performance, and finances.

Students transferring from a home school or a non-accredited school will begin given a placement test to assure they will be in a grade level for academic success.

ASBESTOS FREE

St. Mary's School does not have asbestos products in any of the campus buildings; the asbestos-free certificate is maintained in the office.

ATHLETICS AND ACTIVITIES

The school extra-curricular program provides opportunities for students to engage in a variety of activities. The programs are under the general direction of the principal. Students must maintain passing grades in all subjects to be eligible for extra-curricular activities. Grades will be checked at mid-nine weeks and at the nine weeks.

Students may be ineligible to participate in school-sponsored competitions and school-sponsored performances if the family tuition payments are not current.

ATTENDANCE POLICY

Students are to attend school unless there are valid reasons for absence. Ordinarily, a student may not receive credit for a class unless the student is in attendance at least 90 percent of the days the class is offered.

Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are considered unlawful detention by the parents, and are unexcused. In all cases, students are responsible for all work missed, and are subject to the consequences enforced by the principal and teacher. An excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent.

TARDIES Students who are tardy interrupt the classroom activities for all students. Students are expected to be on time for all classes. Students who are tardy for any class more than twice within a 9 week period will be subject to age-appropriate consequences.

BUILDING STRONG FOUNDATIONS

St. Mary's has a multi-tiered system of support (MTSS), termed Building Strong Foundations by the DCS, as a systematic data driven process of identifying and supporting students with academic, social-emotional, or behavioral needs. The goal of Building Strong Foundations is to identify students who are at risk for not meeting grade-level standards and to intervene early.

Students in need of Building Strong Foundations may be recommended by the teacher or parent as being at-risk. The student may be tested through FISS or the student may be deemed at risk simply by classroom observations and/or NWEA test results. Parents, teacher(s) and administrator will then meet to identify appropriate interventions/accommodations to meet the needs of the student. The student will then be monitored and evaluated for progress in response to interventions on a quarterly basis. The process for intervention (i.e., Building Strong Foundations) shall be reevaluated each year and adjusted as necessary.

BULLY/HARASSMENT FREE ENVIRONMENT

St. Mary's Catholic School does not condone harassment of any kind including bullying in any of its forms. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited and will be immediately addressed. This prohibition against all acts of harassment applies to all people engaged in all school related activities: all students; all school administrators and teachers, regular or temporary, part-time employees; volunteers, itinerant instructors, and consultants.

St. Mary's Catholic School defines harassment and bullying as follows:

Repeated intentional negative gestures and/or actions, either verbal, written, physical or by electronic and/or cyber means, on the part of one individual or a group of individuals towards another individual. This type of behavior includes but is not limited to unwelcomed, unwarranted, unsolicited, inappropriate, unkind, harmful and/or hurtful statements, either verbal or written, by physical touching or by any electronic or cyber means.

Student Code of Conduct

1. Personal Dignity
 - a. I pledge to protect the dignity of my mind, body and spirit by refusing to drink alcohol, take illegal drugs, smoke, use inappropriate language or engage in unacceptable acts that are against school/church policy and the law.
 - b. I will report to my teacher and parents anyone who attempts to touch me inappropriately or have me touch them inappropriately.
2. Dignity of Classmates
 - a. I pledge to demonstrate on a daily basis my respect for fellow classmates.
 - b. I will not bully, threaten or physically harm other students.
 - c. I will honor and celebrate diversity of race and creed among my peers.
 - d. I will be helpful to my friends when they are in school.
3. Dignity of Family and Elders
 - a. I pledge to maintain family values that promote kindness, honesty and sharing.
 - b. I promise to respect and uphold the positive and inspiring values of my elders.
 - c. I will work diligently to reach my fullest potential, so I may continue to be an honorable and productive member of society.
4. Dignity of Law and Community
 - a. I pledge to contribute to the general good of my community.
 - b. I will respect my school, church and community's rules and lawmakers.
 - c. I vow never to carry or use weapons in my school or church.
 - d. I will report any students who carry or use weapons to my principal.
5. Dignity of Institutions, Cultures and Religion
 - a. I pledge thoughtful tolerance and the habit of understanding so we may all live in a gentle and peaceful world.

Parent Rights and Responsibilities

- To be given a copy of the Harassment Policy.
- To contact teachers or administration with questions regarding the policy.
- To expect that their child will be taught in a safe and respectful classroom.
- To be contacted when their child is receiving discipline under this policy.

Parents Responsibilities

- Review St. Mary’s Rules and Student Code of Conduct with their child on a regular basis.
- Inform administration of events that affect their child’s wellbeing.
- Teach child socially acceptable standards of behavior.
- Teach child to be responsible for their actions.
- Teach child to express their concerns that affect their wellbeing to appropriate school personnel.
- To support the school in sustaining a welcoming, caring and safe environment.

Teacher Right and Responsibilities

Teacher Rights

- To be treated with respect by parents and students.
- To be able to teach without disruption from students.

Teacher Responsibilities

- Communicate classroom expectations/consequences to parents and students.
- Demonstrate respect and care for students.
- Contact parents when students fail to meet expectations with regards to any school policy.
- Follow St. Mary’s harassment discipline policy.

Harassment can be experienced in many forms (This is intended as a sample of areas of potential harassment and is not all inclusive.)

Type	Direct	Indirect
Physical	<ul style="list-style-type: none"> ● Hitting ● Kicking ● Pushing ● Spitting, biting ● Pinching, scratching ● Throwing things at people 	<ul style="list-style-type: none"> ● Getting another person to harm someone
Verbal	<ul style="list-style-type: none"> ● Mean and hurtful name calling ● Hurtful teasing ● Demanding money or possessions ● Obscene language 	<ul style="list-style-type: none"> ● Spreading nasty rumors ● Trying to get other students to dislike another student
Social Intimidation	<ul style="list-style-type: none"> ● Threatening gestures ● Obscene gestures ● Racist or sexist remarks 	<ul style="list-style-type: none"> ● Deliberate exclusion from a group or activity ● Removing, hiding and/or damaging another’s property
Cyber (email, texting, phone, internet messaging, electronic media and other internet mediums i.e. YouTube and Facebook)	<ul style="list-style-type: none"> ● Mean, belittling and hurtful name calling ● Threatening and/or obscene language ● Offensive images ● Repeated unwanted messages 	<ul style="list-style-type: none"> ● Spreading nasty rumors ● Trying to get other students to dislike another student ● Using another student’s password or phone to communicate obscene language

Consequences for Bullying or other acts of Harassment

St. Mary’s Catholic School staff and administrators shall implement the school’s Discipline Policy when administering disciplinary action for reported bullying and harassment behavior or actions. The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred.

A RUBRIC FOR POSSIBLE CONSEQUENCES OF BULLYING BEHAVIORS

The administration retains absolute discretion to punish students on a case-by-case basis in conformity with the nature and degree of particularized conduct.

BULLY BEHAVIOR CODE	BEHAVIOR	BEHAVIOR FIRST INCIDENT	BEHAVIOR SECOND INCIDENT	BEHAVIOR THIRD INCIDENT
A RIDICULE	Called names, made fun of, spread rumors about, told lies or teased about looks or clothes	-conference with student -bullying contract discussion -loss of privileges -parent contact -conference with counselor -DN (Disciplinary Notice) sent home -LD (lunch detention)/ASD (after school detention)	-Conference with student -bullying contract issued -Parent/Guardian contacted -Multiple LD/ASD -Conference with Counselor	-Student/Parent Conference -Multiple ASDs -ISS/OSS -Behavior Contract Issued -Counselor meeting required -Meeting with a member of St. Mary's clergy
B EXCLUSION	Shunning, gave dirty looks, spread rumors about a student	-conference with student -bullying contract discussion -loss of privileges -parent contact -conference with counselor -DN sent home -LD/ASD	-Conference with student -bullying contract issued -Parent/Guardian contacted -Multiple LD/ASD -Conference with Counselor	-Student/Parent Conference -Multiple ASDs -ISS/OSS -Behavior Contract Issued -Counselor meeting required -Meeting with a member of St. Mary's clergy
C PHYSICAL CONTACT	Offensive physical contact (hit, kicked, pushed, shoved around, spit at)	-conference with student -bullying contract discussion -loss of privileges -parent contact -conference with counselor -multiple LDs or ASDs -ISS/OSS	-Conference with student -bullying contract issued -Parent/Guardian contacted -Multiple LD/ASD -Conference with Counselor -ISS and/or OSS	-Student/Parent Conference -Multiple ASDs -ISS/OSS -Behavior Contract Issued -Counselor meeting required -Meeting with a member of St. Mary's clergy
D OFFENSES AGAINST PROPERTY	Stole another student's money, damaged or destroyed personal property	-conference with student -bullying contract discussion -loss of privileges -parent contact -conference with counselor -Restitution for the loss -LD or ASD -ISS/OSS	-Conference with student -bullying contract issued -Parent/Guardian contacted -Multiple LD/ASD -Conference with Counselor -ISS and/or OSS -Restitution for the loss	-Student/Parent Conference -Multiple ASDs -ISS/OSS -Behavior Contract Issued -Counselor meeting required -Meeting with a member of St. Mary's clergy -Restitution for loss
E THREATS	Forced another student to do something he/she did not want to do or threatening the person to maintain silence.	-conference with student -bullying contract discussion -loss of privileges -parent contact -conference with counselor -LD or ASD -ISS/OSS	-Conference with student -bullying contract issued -Parent/Guardian contacted -Detention -Conference with Counselor -ISS and/or OSS	-Student/Parent Conference -Multiple ASDs -ISS/OSS -Behavior Contract Issued -Counselor meeting required -Meeting with a member of St. Mary's clergy
F DISCRIMINATION OR BIAS	Called names, harassed or made comments about (or actions) toward another student because of their race, religion, ethnicity, disability, sexual orientation or family.	-conference with student -bullying contract discussion -loss of privileges -parent contact -conference with counselor -LD and/or ASD -ISS and/or OSS	-Conference with student -bullying contract issued -Parent/Guardian contacted -Detention -Conference with Counselor -ISS and/or OSS	-Student/Parent Conference -Multiple ASDs -ISS/OSS -Behavior Contract Issued -Counselor meeting required -Meeting with a member of St. Mary's clergy
G HUMILIATION	Humiliated publicly through words or actions, Internet, cell phone or electronic communication, or posting slander in public places.	-conference with student -bullying contract discussion -loss of privileges -parent contact -conference with counselor -LD and/or ASD -ISS and/or OSS	-Conference with student -bullying contract issued -Parent/Guardian contacted -Detention -Conference with Counselor -ISS and/or OSS	-Student/Parent Conference -Multiple ASDs -ISS/OSS -Behavior Contract Issued -Counselor meeting required -Meeting with a member of St. Mary's clergy

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students will be discouraged from wasting food served to them.

Lunch may be purchased through the school office. Students may bring lunch from home.

The following decorum is expected in the cafeteria:

1. Noise should be kept to a minimum. Shouting is not permitted.
2. There is to be no running or "cutting" in line.
3. Students should not reserve seats for others or tell others where to sit.
4. Students should not share food with others.

5. Food and drink may not be taken out of the cafeteria.

6. Each table will be left clean and in order.

The school cafeteria tries to serve well-balanced and nutritious meals. The program in our school provides reduced-price meals for families which meet the federal low income guidelines, which are adjusted for family size.

CATECHESIS IN HUMAN SEXUALITY AND MORALITY

Each school in the Archdiocese must develop a program in family living, human sexuality, AIDS education, and sexual morality appropriate to the age and maturity of the students.

The program at St. Mary's will be taught by the classroom catechists, and the source of the information will be approved textbooks and materials.

CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

CHILD ABUSE LAWS

St. Mary's Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time.

The school Administration will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardians 10 days after the student serves detention.**

Cell Phones: If a student needs a cell phone for after school use he/she may keep it out of sight and it must remain in off-position during the school day. A student's phone will be confiscated if it is seen or heard during the school day.

COOPERATION AND COMMUNICATION

Each teacher has an assigned planning time during the school day. Teachers will expect to receive phone calls and/or visits from parents during this assigned time. Phone calls to teachers in the evenings should only be for emergency situations. Each teacher has a school email account.

A parent's cooperation with administration and faculty is necessary for a successful school experience. A family may be asked to leave the school if the family repeatedly exhibits a lack of cooperation with school authorities.

The school follows the principle of subsidiarity – issues should be resolved at the level of occurrence. Parents should not contact the administration about an issue unless they have first discussed the issue with the child's teacher.

Faculty and administration must maintain confidentiality in discussions with others who do not have professional responsibility for a student. Teachers may only share information about a parent's child – they may not discuss other students in the classroom.

COPYRIGHT

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements, and
4. other types of permission

Employees, volunteers and students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

COUNSELOR

A certified counselor serves the needs of students and parents through class and individual consultation. Teachers and/or parents may refer a student to see the counselor. The counselor will assist the teacher in helping to manage student behavior in the classroom. The counselor will assist parents and teachers in helping the child to have academic success in the classroom.

CRISIS RESPONSE PLAN

The crisis response plan shall be used as guidance for administration and staff in the event of an emergency. The school's crisis response plan is updated before the start of each school year.

Annual training for staff on the procedures outlined within the school's crisis response plan takes place during the week of in-service before the start of the school year. All employees shall be trained and familiar with the crisis response plan.

STANDARD RESPONSE PROTOCOLS

Employees will be trained on the Standard Response Protocols and other school safety procedures to a crisis. Details can be located within the crisis response plan.

BUILDING SAFETY

It is the administration's duty to be diligent in conducting the appropriate drills such as lockout, lockdown evacuate, shelter and hold, as well as fire drills, tornado drills, and any other disaster drills. Evacuation routes are posted throughout campus and in each room.

Employees who notice or become aware of a potential building safety issue are to immediately report circumstances to the principal and pastor/authorized agent. Examples include but are not limited to a broken exterior door or window.

BOMB THREAT

In the event of a bomb threat, the school will observe the following procedures:

1. Evacuate the school in the manner as for a fire drill.
2. Inform the police immediately. Once the police arrive, accept their decision as to the course of action to be taken.
3. Inform the Pastor/authorized agent and Superintendent immediately.

FIRE DRILL

St. Mary's Catholic School complies with the state Fire Marshal by conducting mandatory school fire exit drills at least once each month that has ten (10) or more instructional days. This includes summer school programs.

School personnel will be trained in the use of fire extinguishers and fire safety equipment.

Details regarding the school's evacuation and response plan to a fire can be located within the crisis response plan.

LOCKDOWN DRILLS

The school will conduct drills of the Lockdown standard response protocol. It will be announced that the Lockdown drill is a drill. Drills are a critical component of the school's crisis response plan because they provide participants with the "muscle memory" should an actual Lockdown occur. Drills also reveal deficiencies to the administration that may exist in either the school's procedure or school personnel.

TORNADO WARNING

If a warning is in effect in the locality of a school, students should be taken to a safe place. Students should be kept inside, away from windows/glass and preferably in an interior hallway on the lowest floor. Students should be directed to assume the accepted protective position:

- Sit on the floor
- Head between raised knees
- Hands clasped covering the head and neck.

CURRICULUM

Instruction in St. Mary's School is structured; there is a sequential development of skills throughout all grade levels. The instruction is guided by the Curriculum of the Archdiocese of San Antonio and by the TEKS – Texas Essential Knowledge and Skills.

CUSTODY ISSUES

The school will abide 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, a school will provide the non-custodial parent with access to the academic

records and 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. Divorced parents should provide the school a copy of the custody section of the divorce decree.

DISCIPLINE

All students are expected to adhere to the basic rules of orderly conduct. All adults performing official duties in or for the school - faculty, aides, secretaries, cafeteria personnel, and custodians are school officials and the invested authority exercised by any one of them is essentially an extension of the parents' authority in the home. It is logical and mandatory, therefore, that parents fully support and uphold the authority of the school officials. Parents are asked to unite with the teachers in their effort to make St. Mary's School a center of Christian social living.

METHODS

In order to instill positive student behavior, the school is responsible for providing a sound structure that allows each student to control his/her behavior. To do this the following program is required, established, and reinforced.

1. The Classroom Teacher

Good discipline begins in the classroom. When a student has difficulty in abiding with the rules of the classroom, the teacher is encouraged to discipline the child. When oral reprimands, private counseling, and notification of parents have not had the desired effect, the teacher will administer punishment or refer the child to the principal. Any teacher has the authority to correct any student at any time while on the school campus. No form of corporal punishment will be allowed; the teacher shall not touch the child in an angry or threatening manner. Sarcasm and ridicule of students is not permitted.

2. Detention/Time Out - If a student's behavior is disruptive outside of the classroom and/or the teacher's efforts in the classroom have met with little success, a student may be placed in detention/time out.

3. In-school Suspension - The in-school suspension program is provided to correct inappropriate behavior and help the student keep up with his school work. With this suspension the student continues his/her school work outside of his normal classroom setting.

When a student is assigned ISS for the first time during a school year, the student will attend ISS on the first available day of school that does not affect the student's extracurricular activities. For any subsequent ISS received the student will attend ISS the next available school day and will miss the next extracurricular activity no matter when the activity is. However, this policy does not limit the instructors for extracurricular activities ability to enforce punishment to the students for ISS as they see fit in relation to participation in extracurricular activities.

4. A student whose immediate conduct or ongoing attitude indicates a serious disregard for the policies, property, people or reputation of St. Mary's is liable to suspension. It may be of any length of time up to three days of school per suspension. It is intended to give both the school and the student's family a chance to consider whether or not St. Mary's philosophy of education is one which meets the individual's needs. At the end of the suspension, the student must be accompanied back to school by one of the parents. If they request that the student continue in school, the student is automatically on probation for the remainder of the year.

5. Expulsion is a penalty reserved for the Pastor and the Principal.

A student may be suspended or expelled for any of the following reasons:

- a. committing acts of vandalism
- b. physical assault of any person on school grounds
- c. continual harassment or bullying
- d. leaving school without permission
- e. manifesting misconduct outside of school time which is seriously detrimental to the name of St. Mary's School
- f. possessing obscene books, magazines, or pictures
- g. possessing or being under the influence of alcohol or other drugs
- h. smoking, chewing tobacco, possessing and/or using tobacco products either at school or at school sponsored events
- i. being insubordinate - insubordinate being defined as refusal to obey a school rule or order of a teacher; or continual misconduct and/or disruption of classes.
- j. inappropriate or offensive language.

The following items are not allowed on campus:

- a. chewing gum
- b. pocket knives or any type of weapon
- c. hardball baseballs
- d. tobacco, alcohol, any controlled substance

The following activities are not allowed on campus:

- a. tackling, or rough play, on the playground

- b. running in any campus building
- c. inappropriate or offensive language
- d. violence, the threat of violence, or acted violence.

DRUG/ALCOHOL ABUSE

No student shall possess, use or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

Students who violate this policy shall be subject to disciplinary action including expulsion.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through prescription specifically for the student's use shall not be considered to have violated this policy. Any prescribed medication must be administered by an authorized school personnel.

The transmittal, sale, or attempted sale of what is represented to be any of the above -listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

ELECTRONIC COMMUNICATION

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or depictions through email, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources, or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community.

EMERGENCY INFORMATION CARD

Schools must keep an emergency information card for each student enrolled in the school. These cards must contain pertinent information in case of accident or illness.

The school must arrange for parents to update emergency information each year. In the event that a student must be transported for emergency medical care and parent/guardian cannot be contacted, a copy of the parent/guardian's original release to obtain medical care and a school staff member must accompany the student. The staff member shall stay with the student until a parent is present.

EXTENDED CARE

The school day is from 8:00 a.m. - 3:20 p.m. Students needing to arrive earlier or stay later than regular school hours may do so beginning at 7:30 a.m., dropped off at the gymnasium. Students may stay late until 5:30 p.m. at the latest. Any student not picked up by 3:30 will be sent to extended day care. Extended day care is for pre-k through 5th grade. There is no extra cost for Early Bird or Extended Day Care. However, any student picked up after 5:30 p.m. will be charged a late pick-up fee.

FUND RAISING ACTIVITIES

Any organization or group proposing to conduct any fund raising activity for the school and using the school name shall receive the approval of the Principal. Any funds raised from these activities shall be spent at the sole discretion of the Principal and Pastor, in consultation with the organization who raised the funds. All revenues collected must be remitted to the school or its representative. All fundraising activities must adhere to local, state, and federal regulations, where applicable.

GRIEVANCE PROCEDURE

St. Mary's School wishes to provide an opportunity for individuals to be heard. The administration of this school shall establish and maintain procedures through which the individuals, parents of students, or parent organizations may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group.

Any complaint or hardship must first be presented to the staff member directly responsible for that situation. If there is not a satisfactory resolution of the complaint, the aggrieved party must meet with the principal within three (3) days of the initial meeting with the staff member. The principal will render a decision within one (1) of that meeting.

If the aggrieved party is not satisfied with the principal's decision, the party may appeal to the pastor within three (3) days of the principal's decision. The pastor will give a decision within one(1) day.

All complaints that do not result in expulsion will be resolved at the local school level. Neither the local grievance council nor the Archdiocesan Grievance Council will hear these matters.

GRIEVANCE PROCEDURE FOR EXPULSION

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal ("conference") for resolution of the situation. If there is not a satisfactory resolution of the complaint, the

following are steps in the formal grievance procedure:

1. A written statement of the complaint to initiate grievance, including a brief summary of all pertinent conferences, must be prepared and filed with the school council secretary within three(3) school days of the conference, or decision resulting therefrom, whichever is later. The date and time of filing will be recorded on the original written statement of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council ("LGC"), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the pastor within three (3) school days of the decision of the Grievance Council. The Pastor will review all documentation of the grievance procedure and set a date for hearing the grievance procedure and set a date for hearing with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the Pastor's receipt of such an appeal. The Pastor will then render his decision within five (5) school days.
4. If the aggrieved party remains unsatisfied, with the decision of the Pastor, the avenue of further appeal would be the Archdiocesan Grievance Council. Such an appeal must be sent in writing within five (5) school days of the Pastor's decision.
5. Pending the outcome of the formal grievance, only the principal or pastor may, with or without condition, abate the expulsion.

Local Grievance Council - Composition

1. The Local Grievance Council shall be composed of three to five members appointed by the local School Council.
2. Individuals appointed to the Council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.
4. The appointment to the local Grievance Council is for one year and is renewable.

Local Grievance Council - Duties and Process

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The Council will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the Principal.
2. If the decision of the council is to uphold the Principal's decision, the process moves to Number 8.
3. If the decision of the council is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as observer/advisor. This individual is not to directly address the Grievance Council.
5. Both parties will appear before the Grievance Council together and make an oral presentation of the written statements presented to the council. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the council will enter into closed session to consider the oral and written presentations.
7. The Council may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The Grievance Council will render its decision in writing according to both parties involved.

GRADUATION

Ceremonies marking the completion of any grade level shall be kept simple. Suggested activities include a Mass for the closing of the school year, and the distribution of certificates or diplomas.

HARASSMENT-FREE ENVIRONMENT

St. Mary's does not condone harassment of any kind. All students are to be treated with dignity and respect. Harassment in any form is prohibited.

Sexual harassment may be defined as unwelcome sexual advances or other verbal or physical conduct of a sexual nature.

Verbal harassment includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to each other.

Physical harassment includes unwarranted physical touching, contact, assault, deliberate blocking or impeding movements, or any intimidating interference with normal school work or movement.

If a student feels that he/she is being harassed, it is the responsibility of the student to tell the offending person to stop. If the behavior does not stop immediately, the student should report the incident to a teacher or the principal.

Bullying behavior will be considered harassment, and will result in age appropriate consequences. A student may be suspended or expelled for chronic bullying behavior. (See Bullying Attachment at the End)

HEALTH FILE/SCHOOL WELLNESS

A health file must be maintained on each student which will include a record of immunization, vision and health screenings, pertinent medical information and doctor's name. Health records are confidential; they are available to the

principal, nurse, and professional staff. We rely on parents to communicate any pertinent information about their child to the school office.

We commit ourselves to equip the students under our care with the awareness, knowledge, skills and attitudes necessary to make lifelong healthy choices. St. Mary's strives to create an environment that promotes healthy eating choices and more focused physical activity. Our cafeteria, classrooms, and all school related activities will provide clear and consistent messages that encourage respect and care for our bodies as God's gifts to us.

HOMEWORK

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

HOMEWORK POLICY FOR ILLNESS OR VACATION

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

In all cases, students are responsible for all work missed and are subject to the discretionary authority of the principal for determination of whether absences are excessive and to determine what consequences will be enforced.

HUMAN SEXUALITY

REASONS FOR A POLICY ON HUMAN SEXUALITY

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission: Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).

Catholic schools are committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person. These truths extend into every facet of our lives, including—and perhaps especially—our sexuality. Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (Catechism of the Catholic Church ("CCC"), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.).

All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359). Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). Pope Francis stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (Amoris Laetitia ("AL"), #285). As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

BULLYING/HARASSMENT/VIOLENCE AND HUMAN SEXUALITY All persons have inherent human dignity and are thus deserving of innate respect as a person. Bullying, harassment, or threats or acts of violence against any student based on that student's perceived sex, sexual orientation, or gender identity, will not be tolerated.

CHASTITY All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are generally not permitted at school.

SEXUAL ORIENTATION AND SAME-SEX ATTRACTION Students may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality or homosexual inclinations, the use of the term "same-sex attraction" is preferred, as it is a more appropriate description in accordance with the truths of Catholic faith and morals.

GENDER DYSPHORIA (TRANSGENDERISM) All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms (with rare exceptions only on a limited, case-by-case basis, to be determined by the principal of the school); titles, names, and pronouns; and official school documents. If a student's expression of gender, sexual identity, or sexuality should cause confusion or disruption at the school, or if it should mislead others, cause scandal, or have the potential for causing scandal, then the matter will first be discussed with the student and his/her parents. If the issue is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

OFFICIAL SCHOOL DOCUMENTS

Diplomas, transcripts, school records, and any other official documents of the school ("Official School Documents") shall be issued in conformity with the student's biological sex as based upon physical differences at birth and at the time of the student's enrollment. Official School Documents are historical documents and, as such, must accurately reflect the name and identity of the alumnus/alumna during the time in which he/she was enrolled at and graduated from the school. If after graduation an alumnus/alumna legally changes his/her name, for whatever reason, and requests new versions of his/her official school documents, the Official School Documents may be issued in the following format: "Original Name, n.k.a., New Legal Name."

IMMUNIZATIONS

A record of required immunizations must be on file in the school office. Required immunizations are:

CHILDREN 3 TO 14 YEARS

Polio: At least 3 doses of oral vaccine, provided one or more doses have been received since the 4th birthday.

DPT: Four doses DTP/DTP vaccine including one received on or after the fourth birthday.

Mumps: 1 dose of vaccine on or after their first birthday or physician-validated history of mumps illness.

Measles: Vaccine on or after 1st birthday. Two doses of measles vaccine are required for all students aged 5 years and older who are born after September 2, 1991.

Hepatitis A and Pneumococcal Vaccine: Three and four year students must receive two doses of each of these vaccines.

Hepatitis B: Children born on or after September 2, 1992 must have three doses of hepatitis B vaccine.

MEDICAL EXEMPTION FROM IMMUNIZATION

Every student enrolled in a Catholic school in the State of Texas 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 Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

INTERNET

Each student and the student's parent must read, understand and sign the acceptable use policy before being allowed to access the internet on school premises. The signed consent/understanding form will be on file as long as the student is enrolled.

St. Mary's Catholic School has a duty to report to the Department of Child Protective Services (CPS) or local or state law enforcement any suspected cases of electronic transmission of a sexual image involving a minor (sexting).

SOCIAL MEDIA/ELECTRONIC COMMUNICATIONS

Prohibited electronic communications are: (1) of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; (3) any action that violates the school's existing behavioral standards covered by the school's parent student handbook; or (4) any action that causes harm to the school community, regardless of where the electronic communication occurs or originates from.

Whether the communication occurs within or outside of school property, during or after school hours, when a

student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion. Violations of each school's electronic communication policy shall be addressed in conformance with each school's existing disciplinary policy.

A school reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

Users of the school's equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files.

LIBRARY

The library is the learning center of the school. The library has a collection of more than 9,000 books and audio-visual resources for students. Each class will have one library period per week to allow students to browse the materials and select books to read. Books are checked out for a one-week period, and they may be re-checked one time. Students are responsible for the books checked out in their name. They will be asked to replace a book if it is lost. The library will be open during school hours.

LOCKERS

Lockers are available for students to use in grades 6 to 8. Lockers remain the property of the school and will be subject to inspection by school authorities.

Students are encouraged to lock their lockers to safeguard their possessions. Students are allowed to only use locks provided by the school to secure their lockers. Students will pay a deposit at the beginning of the year to obtain a lock. The deposit will be returned at the end of the year when the lock is returned to the office.

LOST AND FOUND

Lost articles may be claimed from the school office before or after school. Students who find lost articles are asked to take them to this area where they can be claimed by the owner. The school can accept no liability for lost or stolen property.

MEDIA

Members of the media will not be allowed on school property unless authorized by school administration after presenting appropriate valid identification. School Administration shall notify the Superintendent if members of the media come onto school property.

The school administration shall approve communication with the media prior to any information being released.

MEDICATION POLICY

1. All medication must be in its original container.
2. The time of administration is specified on the container (phrases such as twice a day will not be sufficient).
3. The name of the student must be on the container.
4. The physician/dentist name must be on the container.
5. The date of the prescription, the dosage, the directions for administration, and duration must be on the container.
6. A signed medication permission form is on file.

"Over the counter" medication (acetaminophen, ointments, cold tablets, cough syrup, lotions, sprays, or drops) will not be given unless prescribed by a licensed pharmacist with proper directions and a signature of the physician. Parents and doctor must sign a medicine administration form before medication is administered. Medications are stored in the school office.

Parents of course may come and administer medication to their children, but under no circumstances can any school personnel administer the medication without the above information.

PARENT-TEACHER CONFERENCES

Teachers will be available for parent conferences at their scheduled planning times. Please call the school office to make an appointment.

Parents should not "drop in" during the day to see the teacher; class time belongs to the students.

PARENT & COMMUNITY RELATIONS

Visitors and volunteers must report to the school office immediately upon arrival. They must provide identification to be processed in order to gain admission to the designated area for their visit.

Visitors interacting with the student body must submit to a Criminal Background Check as well as complete VIRTUS Safe Environment Training. All visitors and volunteers must adhere to the Archdiocesan Sexual Misconduct Policy. Volunteers and employees in Catholic schools must be 18 years of age or older if they are in any position where there may be regular contact with children or young people.

Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by policies and procedures of the school

and the Archdiocese of San Antonio Department of Catholic Schools.

PARENT RESPONSIBILITIES

The parents are the primary educators of their children; the school works as a partner with the parents to secure the education and formation of the children. The parent will have the responsibility to work in cooperation with the school to secure a successful experience for the child.

The parent will:

1. send the child to school everyday, on time, in proper uniform, and prepared for learning.
2. provide a quiet place for study every night; the parent will make sure each child receives proper rest, nutrition, and hygiene.
3. assist and encourage each child to complete all scholastic and homework assignments to the best of the child's ability.
4. attend parent-teacher conferences, and will participate in the meetings of the Parent Teacher Club.
5. become familiar with and support the guidelines of the Parent-Student Handbook.
6. support the Pastor, Principal, and Staff by carrying out the philosophy and all regulations stated in the handbook.
7. pray for the students, families, teachers, principal, and pastor.
8. practice his/her faith by attending worship weekly and by praying with the child in the home.
9. treat teachers with respect and courtesy in discussing student problems.

PEDICULOSIS (HEAD LICE)

Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school.

Students found to have lice are to be treated with lice shampoo and returned to school with proof of treatment. A parent/guardian shall accompany the student. The student may remain at school only if they are found to be lice and nit free.

PERMANENT RECORD

A permanent record must be maintained for each student; the student's official file should only contain these items: academic transcripts, academic testing, health records, and emergency information.

PERSONAL PROPERTY

Students should not bring expensive personal belongings to school. If a student finds it necessary to bring a large amount of money to school he/she should check it at the school office until the end of the school day. The school can assume no liability for money or personal belongings unless checked at the school office.

Students may not bring electronic equipment(music devices, cameras, cell phones), or toys to school unless they have specific written permission from the teacher to do so. Unauthorized items may be confiscated by school personnel. All student personal belongings should be labeled with a name. (Jackets, sweaters, uniforms, lunch box).

In order to ensure a disciplined and safe environment, the Principal and/or designee may search students desks, lockers, and belongings included but not limited to handbags, briefcases, backpacks, jackets, and other items in a student's possession.

PROMOTION POLICY

There are no social promotions. Students are promoted to the next grade level based on their academic achievement. The following are the specific regulations for promotion for various grade levels:

5K - 1 A student must have at least a "G" final average in reading and mathematics in order to advance to the next grade level.

2 - 5 A student must have at least a "70" in Religion, Language Arts (including a "70" in Reading), and Mathematics, and an overall "70" average.

6 - 8 A student must have a "70" in all major subjects - Religion, English, and/or Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 major subjects is not promoted. For each major subject below "70" a student must make up work in summer school or, if summer school is not available, work will be assigned and the student will be tested prior to advancement to the next grade level.

PROPERTY OF THE SCHOOL

Students are responsible for the proper care of all books, supplies, and furniture. Any breakage or damage to school property must be reported to the school office by the individual responsible. Students who disfigure property, break windows, or otherwise damage school property will be required to pay for the damage done.

If the damage is due to intentional vandalism or extreme carelessness, disciplinary action will accompany the restitution.

PROPERTY USE

The use of school property is ordinarily reserved to official functions of St. Mary's School and Parish. Other activities may be approved if the activities are consistent with the values of St. Mary's Church, if the scheduling of those activities would not interfere with school/parish activities, and if adequate liability insurance coverage is provided. The

application to use the facilities should be presented to the school administration, and must be approved by the school council and the pastor.

PUBLICATION OF ADDRESSES

The school will not publish the addresses or phone numbers of any parents/guardians, students, or employees without their written consent.

PUBLICATIONS OF THE SCHOOL

All publications produced by students and/or faculty must be approved and reviewed by the school administration.

REFUND OF REGISTRATION AND FEES

Payment of registration deposit reserves a place in the classroom for the school year. Numbers from registration forms and deposits are used to order materials, secure student insurance, and to assign personnel for the school year. The registration deposits are not refundable.

If a child registers for school after the year has begun, the child will be assessed tuition on a prorated schedule.

REGISTRATION

Registration of new students and re-registration of those students currently enrolled will take place in the spring. Parents will be informed of the exact date of registration. These registrations are confirmed in August. At the time of enrollment for the ensuing school year a registration deposit must be paid for each child.

New students must present a certificate of Birth and/or Baptism, Social Security Card, and a complete record of immunizations at the time of registration.

Parents will sign a contract in the registration form that indicates compliance with the school's tuition policy and policies of the school related to a student's enrollment.

RELEASE OF RECORDS

All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, and to the legal guardian, and the parents. The parents are to be made aware that they have the right to this information.

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students (over 18) the right of access to records and the right to request that statements be changed or deleted.

The parent or student who wishes to have access to student records should notify the principal in writing. The school will grant access within 24 hours of the request.

In the absence of a court order to the contrary, a 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 no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It will be the responsibility of the custodial parent to provide the school with the custody section of the divorce decree regarding the non-custodial parent's access to the student.

RELEASE DURING SCHOOL HOURS

A student may not be released from school during school hours into the custody of any person other than those listed on the emergency information card for the student.

RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER

Schools and their officials shall not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the assistant principal or administrator on duty.

Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances: (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent, or their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

RENWEB

St. Mary's utilizes the RenWeb information system. Families have access to a confidential portal with access to school information and student records. Parents have access to calendars, student schedules, newsletters, family directory, academic records, behavioral records, medical records, attendance records and cafeteria menus through the portal

REPORT CARDS/GRADING

Student progress cards are issued at the end of each quarter or nine weeks. Numerical grades are used to report pupil progress in grades 2 through 8. Letter grades are used to report progress in grades K and 1.

For grades 2 through 8, the following evaluation key is used.

94 - 100 = Exceptionally high achievement

85 - 93 = High Achievement

75 - 84 = Average Achievement

70 - 74 = Low Achievement

0 - 69 = Failure to Master Material

For grades K and 1, the following evaluation key is used.

E = Excellent Progress

V = Very Good Progress

G = Good Progress

L = Limited Progress

The Academic Honor Roll is open to students in grades 4 to 8. To obtain High Honors, a student's average of the five core subjects (Religion, Language Arts, Math, Science, Social Studies) must be 94 or higher with no grade below 70.

To obtain Honors, a student's average of the five core subjects must be 85 to 93 with no grade below 70. To be eligible for either honor roll a student must have a satisfactory conduct rating from the teacher.

RETREATS

Students in grades 6, 7, 8 will be given a retreat experience during the school year. The students will have the opportunity to reflect on their spiritual growth; generally, the students will go away from campus for the retreat and will be excused from all class assignments for that day.

SCHOOL CALENDAR

The school calendar is updated the spring/summer before the new school year. Once it is approved by the School Council and the Archdiocese it is posted on the school website..

SCHOOL HOURS

The school day begins at 7:55 a.m. and ends at 3:15 p.m. Students may not leave school grounds during school hours.

School does not provide supervision of the children before 7:00 a.m. nor after 3:30 p.m. unless the children are registered in the after school program.

Students who remain on campus after 3:30 p.m. will be registered for Extended Day.

Class schedules are planned according to the time allotments specified by TCCED. A copy of the daily schedule is posted in each classroom, regular and mass schedules are posted on the school website.

SCHOOL WEBSITE

Schools shall maintain a website that promotes the school and provides information to enrolled families, prospective parents and the wider community. The school website is under the authority of the school and the school Principal. The Principal shall designate a webmaster who is responsible for the content on the school website. Schools shall have written authorization from the parent/guardian before posting photos and videos on the school's or any Archdiocesan website. Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed.

SCHOOL SPONSORED SOCIAL MEDIA

Schools may maintain official school social media accounts to promote the school and provide information to enrolled families, prospective parents and the wider community. The school social media accounts are under the authority of the school and the school Principal. The Principal must designate a person who is responsible for monitoring and updating the school's social media accounts. Schools shall have written authorization from the parent/guardian before posting photos or videos of students.

SERVICE OPPORTUNITIES

Students in most grade levels will participate in programs that will allow them to provide service to individuals or organizations in need of support. Homeroom teachers will help students plan opportunities.

SNOW DAYS

On snowy or icy days, St. Mary's School will follow the decision of the Fredericksburg Independent School District concerning the opening or closing of school. School status information will be texted, emailed, and posted on the school website.

STUDENT PHOTOGRAPHS/INTERVIEWS

Students' photographs and interviews may not be taken or used without written parental and administrative permission. Schools are to apprise parents of their procedures in the school's registration packet and/or handbook

STUDENT INSURANCE

Students are provided low cost accident insurance as a school service. The school acts only as the medium in making insurance available, and assumes no liability for the injury or the subsequent dealings with the company.

STUDENT PREGNANCY, ABORTION, MARRIAGE

St. Mary's School follows the Archdiocesan policy in cases of Pregnancy, Abortion, Marriage, and Co-habitation; the full text of the policy may be obtained in the school office.

TELEPHONE

The office telephone is for school business only. Necessary student calls must be brief. Students may be assessed a consequence for making non-essential calls during the school day.

TESTING PROGRAM

All students in grades K to 8 will be required to take a battery of achievement tests each year. The school will follow guidelines established by the Catholic Schools office of the Archdiocese.

TEXTBOOKS/SCHOOL EQUIPMENT

All hard-back textbooks are the property of the school. Students are allowed to use number-assigned books during the school year. Students are responsible for the general care of the books, and students will keep book covers on the books at all times.

Some students are issued laptop computers or other electronic devices during the year. Students are responsible to repair or replace devices that are damaged by negligence.

TITLE IX

St. Mary's School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

TRAFFIC SAFETY

To ensure the safety of our students, we ask that you observe normal traffic regulations when dropping off or picking up your child. Children should only cross the street only at the crosswalk. Parents should not double park when picking up a child. Parents should come to a complete stop and check the intersection for pedestrians before moving through the crosswalk stripes. Children and parents will be cooperative with the crossing guards

TRANSFER OF RECORDS

Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly by mail to the sending school.

TRANSFERS INTO THE 8TH GRADE

New students who request enrollment in the 8th grade must be interviewed by the principal. The principal will also contact the administration of the sending school and interview the parents/guardians of the student. The principal will allow or deny enrollment based upon the information gathered. Students will be allowed to transfer automatically in the 8th grade if they are moving from another area.

TRANSPORTATION PROVIDED BY SCHOOL

Students will be transported to and from activities in the school bus or in vehicles owned or rented by St. Mary's School/Church. Drivers will have the appropriate license for the vehicle, and will have authorization to operate the vehicle from the Archdiocesan insurance carrier.

Students may travel to and from these activities with their own parent(s) if they have permission from the activity sponsor. Students may not "catch rides" with other families attending the activity.

TRIPS/ACTIVITIES PLANNED FOR STUDENTS

Classes will be permitted to go on one field trip that requires extensive travel. Qualified drivers will be used for the trips, and all students will travel in the school bus.

The trips will be related to the curriculum, and all classroom and school behavioral guidelines will be enforced on the field trips.

Parents will be informed of the trip's itinerary, and parents must sign a permission slip before a student is permitted to go. The permission slip must be the form issued by the teacher.

Any school-sponsored student trip must be approved by the principal. Approval of such trips will be based on these

considerations:

1. relationship of the nature and purpose of the trip to the mission, philosophy and goals of the school.
2. appropriateness of the trip for the age and maturity level of the students.
3. ability of the parents to pay for the trip while meeting all other school financial obligations.
4. ability of the school to provide adequate supervision.

Unless the school specifically approves a trip or activity, the school will not be held liable, nor may the school's name be used. Non-school sponsored trips or activities that involve students will not be discussed or organized within the school.

TUITION AND FEES

Tuition rates are presented at the time of registration. The first month's tuition is paid on or before the date specified. Financial assistance is available for those in need; contact the school office for eligibility information. Families that qualify for reduced cafeteria lunches will generally qualify for financial assistance for tuition.

Families will register with FACTS Tuition Management to complete registration. If families do not stay up to date with tuition payments they may be assessed a late penalty. Chronic or severe delay in payments may result in the student being removed from the school.

A fee of \$30.00 will be applied to all returned checks.

Students may be ineligible to participate in school-sponsored competitions and school-sponsored performances if the family tuition payments are not current.

TUITION ASSISTANCE

Scholarship funds are available from two sources. St. Mary's Parish offers the Adopt-a-Student fund for registered students. The fund is made possible through the generosity of parish members and organizations. The scholarships are based on financial need, and families must provide federal tax forms (1040s and W2s) with their application.

The Archdiocese provides the Hope for the Future Scholarship Fund – it is also need-based, and families must submit financial records when applying.

UNIFORM POLICY/DRESS CODE

The St. Mary's Catholic School Uniform Policy for 2021-22

All school sponsored apparel, including athletics, must have prior approval by the Uniform Committee. St. Mary's School colors are navy blue and white. Royal blue and white are the colors for Athletics and therefore are reserved for students in 6th-8th grade only. The word "solid" when used in reference to outerwear in this policy equates to outerwear that has minimal branding or accent color. On Mass days, the Mass Day Uniform is to be enforced the entire day.

Parents have the responsibility to send their children to school neatly groomed and correctly dressed. Uniforms should look sharp. Torn or frayed clothes are not allowed. Uniforms need to fit properly. Clothes that are too big, too small, or too short should not be worn to school. The principal will set dress guidelines for any school-sponsored function. The principal will address certain trends in fashion as they arise.

3K, 4K, & Kindergarten BOYS & GIRLS

- Khaki permanent press pants or shorts, no denim. Elastic waist bands are suggested for ease of use. If shirt is worn tucked (not required), a solid black, brown, khaki, or navy belt is required if the pants or shorts have belt loops.
- A solid navy or white collared shirt or white button down collared dress shirt or blouse, all with embroidered St. Mary's logo, is worn with pants or shorts.
- 3K & 4K Girls: Navy polo dress with current St. Mary's logo and black or navy shorts under dress.
- Kinder Girls: Plaid jumper with current St. Mary's logo with solid white collared shirt or white button down collared blouse. Black or navy shorts must be worn under jumper.
- MASS DAY 3K-4K boys may wear either a white button down collared dress shirt or a white collared shirt with embroidered St. Mary's logo and khaki pants. If shirt is worn tucked (not required), a solid black, brown, khaki, or navy belt is required if the pants have belt loops.
- MASS DAY 3K-4K girls will wear the Navy polo dress with the current St. Mary's logo.
- MASS DAY Kindergarten boys will wear a white button down collared dress shirt with embroidered St. Mary's logo and khaki pants. A solid black, brown, khaki, or navy belt is required if the pants have belt loops.
- MASS DAY Kindergarten Girls will wear the plaid jumper with current St. Mary's logo with solid white button down collared blouse with a pointed collar.

1st-8th BOYS

- Khaki permanent press pants, no denim.
- Khaki walking shorts, no denim; must extend passed fingertips with arms outstretched and placed at their sides.
- A solid navy or white collared shirt or white button down collared dress shirt, tucked, and embroidered St. Mary's logo is worn with pants or shorts. A solid black, brown, khaki, or navy belt is required.
- MASS DAY A solid white button down collared dress shirt, tucked, and embroidered with St. Mary's logo is worn with pants and a solid black, brown, khaki, or navy belt.

1st-8th GIRLS

- Khaki permanent press pants, no denim.
- Khaki walking shorts, no denim; must extend passed fingertips with arms outstretched and placed at their sides.
- A solid navy or white collared shirt or white button down collared blouse, tucked, and embroidered St. Mary's logo is worn with pants or shorts. Undergarments worn under white shirts should be neutral and modest in color.
- A solid black, brown, khaki, or navy belt is required with pants or shorts.
- Plaid jumpers (1-4) with current St. Mary's logo are worn with a solid white shirt or a button down, collared blouse. Navy shirts are not worn under the jumper. Jumper must extend past fingertips with arms outstretched and placed at their sides and no more than 1" below the bottom of the knee. Black or navy shorts must be worn under the jumper.
- Plaid skirt or skort (5-8) is worn with a solid white shirt or a button down, collared blouse, tucked. The shirt or blouse must have the embroidered St. Mary's logo. Navy shirts are not worn with the skirt or skort. Skirts and skorts must extend passed fingertips with arms outstretched and placed at their sides and no more than 1" below the bottom of the knee. Black or navy shorts must be worn under the skirt.
- MASS DAY 1-4 girls will wear the plaid jumper with current St. Mary's logo and a solid white button-down blouse with a pointed collar.
- MASS DAY 5-8 girls will wear the plaid skirts or skort with a solid white button-down blouse with a pointed collar. The shirt or blouse must have the embroidered St. Mary's logo.

STUDENT BODY

- Socks will be solid navy or solid white. **ABSOLUTELY NO LOGOS**; Rolling socks over logos is not acceptable.
- Pants/shorts may not be cargo style, have outside pockets or other accessories. Pocket flaps are acceptable.
- Except on Mass Days, a long sleeve **WHITE ONLY** undershirt may be worn under a navy or white uniform shirt.
- Athletic shoes or sneakers with laces or Velcro straps are the uniform shoe. Primary colors of navy, black, white or gray shoes with up to two (2) accent colors are permitted. 6th-8th grade students can wear shoes that are closed toed with a back and rubber soled and may also wear boots with a modest heel, but athletic shoes must be packed for P.E./Athletics. Boots may only be worn with pants. Pants may not be tucked inside boots.

COLD WEATHER The only outerwear that will be allowed inside the classrooms are school sponsored jackets, solid navy or white light jackets, solid navy blazers, navy or white cardigans, solid navy or white knit sweaters, or navy or white sweatshirts (solid or school sponsored). Any name-brand articles should have minimal, subtle logo placement in order to be allowed in the classroom. Hoods are acceptable as outerwear but may not be worn in the church on Mass days. There will be no outerwear with hoods permitted inside the church on Mass Day. It is optional for outerwear to bear the current St. Mary's logo (patch or embroidered logo). Royal blue outerwear is reserved for 6th-8th grade students. There are no restrictions regarding outerwear worn while outside on any day.

- MASS DAY Outerwear is optional. The only outerwear that will be allowed inside the church on Mass Days are school sponsored navy jackets, solid navy blazers, solid navy cardigans, sweaters, or sweatshirts (solid or school sponsored). In addition, the outerwear worn inside the church on Mass Days shall not have hoods. No long-sleeve undershirts should be worn on Mass Days (Except for Pre-K students who may wear a white long-sleeve shirt under their Mass day polo). It is optional for outerwear to bear the current St. Mary's logo (patch or embroidered logo). There are no restrictions regarding winter coats being worn while outside on any day.
- Girls may wear full-length solid navy or solid white footed tights or full-length footless leggings on cold days. Three-quarter or capri-style leggings are not allowed. If socks are worn with tights the socks must be the same color as the tights. Socks worn with footless leggings should be tucked under leggings. Shorts must be worn over any tights or leggings under skirt/skort or jumper.

SPIRIT DRESS DAYS On pep-rally or school spirit days (that are not Mass Days), students may wear khaki or traditional blue jean pants ("jeggings"-style pants are not allowed) or shorts with a school sponsored spirit shirt. Pants/shorts may not have holes, frays, tatters, or patterned print (including bedazzled pockets). Spirit shirts from the current school year are encouraged, however prior spirit shirts are allowed. If shirt is worn tucked (not required), a solid black, brown, khaki, or navy belt is required if the pants/shorts have belt loops. Students may wear boots or shoes that are **close-toed**, with a back and with rubber soles, but must pack tennis shoes for P.E./Athletics. **Flip-flop sandals and other open-toed shoes are not allowed.**

CASUAL DRESS ("FREE DRESS") DAYS Students may wear walking length shorts, pants, jeans, skirts or dresses. Shorts, skirts and dresses should be modest in length, extending past the finger-tips when arms are extended down the side. Leggings, "jeggings," and tights may not be worn as sole outerwear. **Shirts MUST HAVE SLEEVES** which remain upon the shoulders

while worn; no scooped necklines, no “crop top” shirts, and no shirts with alcohol/tobacco or other objectionable themes. Modest nail polish is permitted. Any close-toed shoes with a back and rubber soles are acceptable; **ALL STUDENTS MUST HAVE ATHLETIC SHOES FOR P.E. Flip-flop sandals and other open-toed shoes are not allowed.**

HAIR/JEWELRY & MORE Startling, unusual, or immodest attire of any sort shall not be permitted. This includes fads in hairdos (stripes, patterns, etc. are not allowed) or coloring of hair, clothing, footwear, or anything designed to attract attention or to distract the classroom or campus. Boys’ hair should remain kept and trimmed above the collar line. All hair accessories should complement the school uniform. Any hair accessories shall be limited to school plaid, navy blue, royal blue, black, or white. Accent colors can be silver or khaki. Boys are not allowed to wear earrings, and girls may wear one pair of modest (size and color) post earrings. Boys and girls may only wear a cross or religious emblem on a light jewelry chain or cord as a single-strand necklace or single-strand bracelet. Friendship bracelets, etc. are not allowed. Make-up, including fingernail polish, is not allowed. *Modest nail polish allowed ONLY on casual or free dress days.

PLACEMENT OF ST. MARY’S EMBLEM- EMBROIDERED LOGO

The St. Mary’s logo **must** be affixed to the following uniform items:

- All shirts for boys and girls (logo; a shirt worn under a jumper is not required to have the logo)
- Jumpers and Navy Polo Dresses

The St. Mary’s logo **may** be affixed to the following uniform items:

- Sweatshirts, light jackets, coats
- Navy cardigans, front zip or button down sweaters, pullover sweater-vests

The St. Mary’s logo should be located on the left side of the article of clothing. In an effort to maintain the integrity and uniformity of the logo, only approved vendors may be used. Land’s End is the primary vendor for all uniform items.

ACKNOWLEDGEMENT

I, _____, acknowledge receiving, reviewing and accepting this parent/student handbook, which outlines the policies of St. Mary's Catholic School and my responsibilities as a student/parent of St. Mary's .

I understand that I am held responsible for knowing the information and I am obligated to operate within the policies and practices outlined within this parent/student handbook.

I understand that the information in this handbook is subject to change, and any changes may modify, supersede, or eliminate the policies contained in the current handbook. The St. Mary's community will be notified of any policy changes through written communication.

Parent Signature

Date

Student Signature

Date

Bullying, Harassment or Intimidation Reporting Form

St. Mary's Catholic School

202 S. Orange St. * Fredericksburg, TX 78624

Telephone: (830) 997-3914 Fax: (830) 997-2382

St. Mary's Catholic School does not condone harassment of any kind including bullying and intimidation in any of its forms. All students are to be treated with dignity and respect. Harassment in any form is prohibited and will be immediately addressed. This form is to be used to file a report of alleged bullying, harassment or intimidation that occurred on school property; at a school-sponsored activity or event or through electronic communication. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the school administration.

Today's date _____ / _____ / _____

Person reporting the incident: Name _____

Telephone # _____ - _____ - _____ Email _____

Check the appropriate description of the person completing the report:

____ Student ____ Student (Witness/Bystander) ____ Parent/Guardian

____ Adult Relative ____ School Staff Member

• Name of victim _____

• Homeroom _____

• Name of alleged offender(s) (if known) (Please Print) Grade Homeroom

• On what date(s) did the incident happen? _____ / _____ / _____

_____ / _____ / _____ _____ / _____ / _____

• Where did the incident happen? (check all that apply)

____ On school property ____ at a school-sponsored activity or

event (off school property)

____ Through electronic communication ____ during the school day

• Check off the statement(s) that best describes what happened. Choose all that apply.

____ Any bullying, harassment or intimidation that involves physical aggression

____ Getting another person to hit or harm the student

____ Teasing, name-calling, making critical remarks, or threatening, in person or by other means

____ Demeaning and making the victim of jokes

____ Excluding or rejecting the student

____ Spreading harmful rumors or gossip

____ Electronic communication (specify) _____

____ Making rude and/or threatening gestures

____ Intimidating, extorting or exploiting

____ Other (specify) _____

- Name(s) of student or adult witnesses

Adult Student

Additional names may be listed under #11 below

(Place an X in the appropriate space)

- What did the alleged offender(s) say or do?

Attach a separate sheet if necessary

- Why did the bullying, harassment or intimidation occur?

- Did a physical injury result from the incident?

No Yes, but it did not require medical attention Yes, and it required medical attention

- Was the student victim absent from school as a result of the incident? No Yes

- Is there any additional information you would like to provide?
