

St. Mary's Central Catholic School



2020 - 2021

Handbook of Policies and Regulations

1703 N Adams
Odessa, TX
(432) 337-6052
www.smccsodessa.org

Welcome! We are honored you have chosen St. Mary's Central Catholic School to educate, guide, and form your child. St. Mary's Central Catholic School is made possible because of the vision, dedication, generosity, and hard work of many people in the Odessa community. Holy Redeemer, St. Anthony's, St. Elizabeth's, St. Joseph's and St. Mary's parishes and their parishioners support our school community. Without them, we would not be here today!

This handbook contains information, rules, and regulations for our parents and students to know in order to be successful at St. Mary's Central Catholic School. Teachers and staff will be glad to help parents and students with any questions or concerns. Have a fabulous year!

St. Mary's Central Catholic School does not discriminate on the basis of sex, race, or national origin in the enrollment and participation of students or the employment of personnel. St. Mary's Central Catholic School reserves the right to amend this handbook. Parents and students will be notified of any changes.

St. Mary's Central Catholic School Chain of Command

1. Teacher

2. Principal – Patricia Salcido

3. Pastor – Rev. Bernadito (Bernard) Getigan

4. Superintendent of School – Joan Wilmes

5. Diocesan Safe Environment Coordinator – Mike Wyse

6. Bishop Michael J. Sis

MISSION STATEMENT

To Teach as Jesus Teaches

Students at St. Mary's Central Catholic School will achieve a quality education with a strong academic program in a positive Catholic environment.

Vision Statement of Curriculum

We, the educators of St. Mary's Central Catholic School, hold forth this vision of a curriculum of excellence for all of our students. We have a vision of curriculum that is as follows:

1. **Meaningful:** The curriculum emphasizes the active construction of meaning so that all students find purpose.
2. **Technological:** The curriculum uses technology as one delivery system, examines the influence of technology on students' lives, and gives students the skills they need to use technology to accomplish their academic goals.
3. **Socially Responsible:** The curriculum develops in students a sense of social responsibility so they become aware of their obligations and duties, not only as Catholics in the Catholic community, but also as citizens in a democracy who are especially sensitive to the needs of the poor, the aged, and the environment.
4. **Multicultural:** The curriculum reflects and is responsible to the cultural diversity of this community, state, and nation so that students may develop a sense of pride in their own heritage and a respect for others.
5. **Reflective:** The curriculum fosters skills and attitudes of reflection so they are able to think critically, creatively, and affirmatively.
6. **Holistic:** The curriculum gives appropriate emphasis to significant aspects of spiritual and academic development.
7. **Global:** The curriculum develops an awareness of global interdependence in all aspects of life with a primary emphasis on God as the Alpha and the Omega.
8. **Open-Ended:** The curriculum is open-ended in two ways. It is open to revision and continued refinement. It provides open access to all students with high expectations for all in order to avoid tracking any student into a curriculum that does not maximize that student's ability to reach his/her potential.
9. **Outcomes Based:** The curriculum focuses on outcomes, attitude, and behavior so that students may develop critical skills and acquire knowledge they need for effective lifelong learning as full functioning citizens in a changing society.
10. **Catholic:** The entire curriculum, attitudes, and behaviors are built upon the teachings of Jesus as presented by the Universal Catholic Church with an emphasis on God's role in every area of the curriculum and every part of life in order to empower our students with the knowledge they will need to make the best possible decisions in all areas of life.

Goals Consistent with Our Vision

Our curriculum will stress the following goals for our students in pursuit of our noble vision.

- Academic challenges based on students' appropriate cognitive levels of understanding
- Read with understanding and critical judgment
- Promotion of metacognitive awareness in all students
- Write clearly and effectively and use writing as a way to learn
- Speak and listen well, especially in structured situations
- Use mathematical problem-solving processes
- Reason logically and think critically
- Study and learn effectively
- Use computers to solve problems, compose and process information
- Promote Christ-like behavior at all times in our everyday interactions

Learn important concepts and the special skills of:

- Catholic Doctrine
- English Language, Composition, Grammar, and Literature
- Mathematics
- Science
- Social Studies
- Fine Arts
- Health
- Work Ethic
- Developing a positive self-image
- Making sound moral decisions based on the teachings of the Catholic faith
- Developing special interests and leisure activities that are constructive, healthy, socially responsible and contingent upon the teachings of the Catholic Church
- Coping with changes in family, community, and society
- Valuing personal ethnic identity and respect for that of others
- Becoming a contributing member of the family
- Loving one another as God loves us

1. ABSENCES/ATTENDANCE/TARDINESS

A. Regular and punctual attendance at school is expected and required. Students will meet in the designated area at 7:50 a.m.; students arriving after 7:50 a.m. will be counted tardy. St. Mary's Central Catholic School is not responsible for students left on campus earlier than 7:30 a.m. **After 7:50 a.m., parents bring their child to the front office to sign in and obtain a tardy slip.** Students with excessive tardies will have a consequence to be determined by the teacher and/or administrator to discuss solutions. Work and tests will not be granted a retake or make up opportunity due to tardiness. All students will be granted 10 tardies per school year: 5 tardies in the fall and 5 tardies in the spring. After the 5 semester tardies, each family will be fined \$5.00 per additional tardy. Being on time is essential for adequate use of class time and student learning. Students are not allowed to enter the building with breakfast items/drinks.

B. St. Mary's Central Catholic School follows the state compulsory laws according to the state legislature §25.085 (Compulsory Attendance). Regular attendance is essential to maximize academic achievement. Parents are required to call the school office at (432) 337-6052 each day before 9:00 a.m. if their child is absent. Missing school **for the day or part of the day** for the following reasons are excused.

- Medical/dental needs of students
- Death in the immediate family
- Emergency situations within the immediate family

Medical/dental notes must be returned to the office the same day the student returns to school.

C. If a student misses more than 9 days in the semester, the parent and student must meet with the teacher and the administrator to discuss solutions. Prompt and regular attendance is essential for each child's daily school performance. Absences interfere greatly with student progress. It is the responsibility of the parents to ensure students attend school regularly. In order to receive school credit, the student must have attended 90% of the days the class is offered.

D. If a student is to be picked up by an individual other than the child's custodial parent/guardian, the individual must be listed on the student identification card and the individual must sign the student out in the office. **We will request identification of any individual who may be picking up a student.**

E. Students coming to school after 9:30 a.m. or leaving before 2:00 p.m. will be counted absent for 1/2 of the day.

F. Excessive absences or tardies will jeopardize re-enrollment status for the following year.

G. Emergency School Closure or Delayed Opening
SMCCS may close or delay opening due to bad weather. Announcements to cancel classes or delay opening will be sent to local TV, radio stations, Remind, and/or Renweb Parent Alert. In the event of an unscheduled early dismissal, parents will be notified as soon as possible.

E. Planned Vacations

SMCCS calendar provides for vacation time and extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. *No assignments or tests will be given in anticipation of the vacation.* Assignments with due dates will be given when the student returns to school.

2. ACCREDITATION

St. Mary's Central Catholic School is fully accredited by the Texas Catholic Conference Education Department through a process completed April 1987. The third cycle of accreditation was completed in October 2013. The fourth cycle will be completed in 2023.

3. ADMISSION

A. Students entering PK or Kindergarten must be three, four, or five years old, respectively, on or before September 1st and be fully potty trained*. Students transferring from other schools into grades 1st – 8th are required to provide all school records prior to acceptance and enrollment. When a student is assigned grade placement, a probationary period exists for six weeks during which time a decision is made whether or not the school can meet the needs of the child. At the end of the fifth week, the principal meets with the parents to inform them of the acceptance of the student or the need for the parents to enroll the student elsewhere.

* "Fully Potty Trained": Children must be able to use the bathroom, tuck in their shirts, and pull up their pants without assistance. Diocesan policy prohibits teachers from physically helping children with bathroom skills.

B. Parents seeking enrollment for home-schooled students must furnish, at the parent's expense, the results of a standardized test. The student will be interviewed and tested in the areas of language arts and mathematics. The home-schooled student will enter into a probationary period of six weeks to determine if the school can meet the needs of the student. After that time, the principal will inform the parents of the acceptance of the student or the need to seek enrollment elsewhere.

C. St. Mary's Central Catholic School maintains the right to give preference to Catholic students.

D. St. Mary's Central Catholic School does not discriminate on the basis of race, sex, national origin, or religion in its admission policies.

4. AFTER SCHOOL CARE

A. After School Care is available from 3:30 - 5:30 p.m. on regular school days. The schedule includes supervised study and supervised recreation activities. Parents must go into the classroom to sign out their child. **Payment for after school care should be prepaid by the month.** Students not picked up by 3:45 p.m. will be signed in for after school care.

B. A late fee of \$15 for the first 5 minutes and then \$1 per minute (after the first 5 minutes) will be applied if students are picked up after 5:30 p.m. If late pickup becomes excessive, this service will no longer be available for the student.

- C. Cost: \$ 6.00 for one child per day
 \$ 9.00 for two children
 \$ 12.00 for three children

5. ASBESTOS REPORT

St. Mary's Central Catholic School maintains an Asbestos Management Plan to assure the safety of its students, teachers, employees and other occupants of the school building. In order to comply with 40 CFR Part 763, Asbestos Containing Materials in Schools, published by the Environmental Protection Agency; the Management Plan includes location of asbestos containing building materials and measures for control of asbestos containing building materials. The plan is available for public view in the school office.

6. BIRTHDAYS

- Students are allowed to bring individually wrapped treats for their birthdays. Individually wrapped treats will be given at the end of the day immediately prior to dismissal.
- Students will have free Casual Dress for their birthday if they have followed all uniform guidelines for full and regular uniform days.
- Birthday invitations may be distributed in the classroom if all classmates are invited.
- Students having parties, specific to boys or girls, must invite every boy or girl in the classroom in order to distribute invitations.

7. CATHOLIC IDENTITY

The catechism, traditions, and teachings of the Catholic Church are central to our school. All students will be required to wear a Saint's costume for All Saints Day.

8. CELL PHONES/ELECTRONIC DEVICES

Students are NOT permitted to have cell phones, Fitbits, Smartwatches, or any electronic devices in their possession during the school day (7:30 a.m. – 5:30 p.m.).

A. First time offenders will have the phone/electronic device taken away. Parents will be notified and may pick up the phone in the office before 5:30 p.m.

B. Second time offenders will pay a fine of \$10.00. Parents are required to pick up the phone/electronic device in the office before 5:30 p.m. Phones/electronic devices will not be released to students.

C. Third time offenders will pay a \$20.00 fine and will be subject to further disciplinary action including suspension/expulsion from St. Mary's Central Catholic School.

D. Students may utilize technology (computers, laptops, chrome books, video cameras, etc.) for educational purposes with teacher permission.

9. CITIZENSHIP

When a student enters St. Mary's Central Catholic School, the student and parents have demonstrated acceptance for the school's standards, rules, and regulations. One of the most important lessons within education should be student conduct. While it does not appear as a subject, it underlies the entire educational structure. Conduct is the training that develops

self-control, character, orderliness, and efficiency. It is the key to a Christ-like school environment, positive interactions, and consideration for others.

A. Purpose of Conduct

- To achieve maturity, self-control and Christian attitudes toward lawful authority, one's peers and one's duty in life.
- To provide a classroom situation conducive to learning.
- To teach consideration and courtesy for others.
- To maintain order: moral, mental, and social.

B. Student Expectations

- All Students must have the necessary classroom supplies.
- Before school, students are expected to remain in designated areas.
- During recess, students must remain in play areas unless granted permission by the supervisor to enter buildings.
- Students are expected to enter and leave the building in a quiet and orderly manner.

10. COMMUNICATION

Communication between home and school is very important at SMCCS. Each Wednesday, a Communication Folder containing pertinent information will be sent home with every child. Sign and date the Communication Folder after reviewing and removing contents. The Communication Folder is to be returned the following day.

11. CONFERENCES

All visitors must report to the school office to sign in and obtain a visitor pass. Parents are encouraged to make an appointment to visit with their child's teachers during designated conference periods.

12. CUMULATIVE RECORDS

Student cumulative records are kept in the school office from the date of entrance until the date of withdrawal and/or upon completion of the eighth grade. The cumulative record contains the student's final averages, standardized test scores, and attendance. When a student withdraws, a copy of the cumulative record is sent upon request from the receiving school. All debts **MUST** be paid before records are released.

13. CURRICULUM

The curriculum at St. Mary's Central Catholic School follows the guidelines established by the State of Texas Catholic Conference Education Department, the Diocese of San Angelo, and the Texas Essential Knowledge and Skills (TEKS).

14. DRESS CODE

A. Grades PK-5th

Boys

1. Blue Short Sleeve Oxford Shirt
2. Blue Long Sleeve Oxford Shirt
3. Navy Blue Flat Front Adjustable Waist Short (during short season only)
4. Navy Blue Boys Pull On Short (during short season only)

5. Navy Blue Pull On Boys Pant
6. Navy Blue Double Knee Pant Workwear Finish
7. Belts: Solid Black, Brown, or Navy blue (no embellishments)
8. Socks: Solid Black, Navy Blue or White (ankle, crew, or knee length)
9. Navy Blue Adjustable Solid Color Tie

Girls

1. Blue Short Sleeve Modern Peter Pan Blouse
2. Blue Long Sleeve Modern Peter Pan Blouse
3. Navy Blue Bermuda Short (during short season only)
4. Navy Blue Pull On Short (during short season only)
5. Navy Blue Front Pleated Skirt with Tabs
6. Navy Blue Pull On Girls Pant
7. Navy Blue V-Neck Pleated Jumper
8. Belts: Solid Black, Brown, or Navy Blue (no embellishments)
9. Socks: Solid Black, Navy Blue, or White (ankle or knee length)
10. Blue Navy Solid Color Cross Tie

Preschool students are not required to wear belts.

B. Grades 6-8

Boys

1. Long Sleeve Pique Polo (Grey, Light Blue, Navy Blue)
2. Short Sleeve Pique Polo (Grey, Light Blue, Navy Blue)
3. White Short Sleeve Oxford Shirt
4. Flat Front Adjustable Waist Short (Khaki or Navy Blue)
5. Flat Front Adjustable Waist Double Knee Pant (Khaki or Navy Blue)
6. Boys Classic Blue Navy Blazer
7. Adjustable Blue/Red Plaid Tie
8. Belts: Solid Black, Brown, or Navy Blue (no embellishments)
9. Socks: Solid Black, Navy Blue, or White (ankle, crew, or knee length)

Girls

1. Long Sleeve Pique Polo (Grey, Light Blue, Navy Blue)
2. Short Sleeve Pique Polo (Grey, Light Blue, Navy Blue)
3. White Short Sleeve Ribbon Bow Blouse
4. White Short Sleeve Pointed Collar Blouse with Pocket
5. Bermuda Short (Khaki or Navy Blue)
6. Plaid Two Tab Scooter
7. Front Pleated Skirt with Tabs (Khaki or Navy Blue)
8. Plaid Pleated Skirt
9. Girls Adjustable Waist Pant (Khaki or Navy Blue)
10. Navy Girls Classic School Blazer
11. Adjustable Blue/Red Plaid Cross Tie
12. Belts: Solid Black, Brown, or Navy Blue
13. Socks: Solid Black, Navy Blue, or White (ankle or knee length)

C. The following applies to PK - 8th grades.

1. Analog watches are permitted for use in 2nd – 8th grades. Smart Watches and Fitbits, etc. are not permitted for use in school.
2. Athletic/Tennis shoes are the only acceptable shoes for school. Boots, flip flops, high heels, open toed shoes, and sandals are not permitted.
3. The following shoes are not permitted: Converse, Toms, Vans, Bobs, Sperry's, or any generic versions of these shoes.
4. Embroidery is required on all uniform shirts and blazers with the exception of Spirit Wear.
5. Hair must be clean cut and free of any hair dye or highlights.
6. Jeans with holes, rips, or tears may not be worn.
7. Make up is not allowed.
8. The only acceptable piece of jewelry is a necklace with a religious medal or cross. Small earring studs may be worn by girls. Ankle bracelets, bracelets, and rings may not be worn to school.
9. Mass shoes must be black, brown, or navy. Black, brown, or navy tennis shoes are not considered Mass shoes.
10. Black or navy shorts must be worn underneath all jumpers.
11. All hair accessories for girls must be gray, light blue, navy, white, or a combination of all. Bows must be teacher fist size or smaller. Name brand logos are not permitted on headbands.
12. Hoodies, jackets, and sweaters must be school colors such as black, gray, light blue, navy blue, or white without any logos or brands and may be worn in the classroom and in the church. Any other color will be removed and placed in backpacks, crates, or lockers until needed for outdoor use.
13. A plain white t-shirt may be worn underneath a uniform shirt.
14. Solid black, navy, or white turtlenecks/crewneck shirts are acceptable to be worn underneath the proper uniform shirt in cold weather.
15. French Toast has all necessary uniform items. **St. Mary's Central Catholic School Code: QS46DN3**

D. Mass Full Uniform Attire

PK – 5th Grade Boys

1. Belt
2. Blue Oxford Shirt
3. Mass Shoes
4. Navy Blue Pant
5. Navy Blue Tie

PK – 2nd Grade Girls

1. Blue Modern Peter Pan Blouse
2. Knee Length Socks or Tights (Black, Navy Blue, or White)
3. Mass Shoes
4. Navy Blue Tie
5. Navy Blue V Neck Pleated Jumper

3rd – 5th Grade Girls

1. Blue Modern Peter Pan Blouse

2. Knee Length Socks or Tights (Black, Navy Blue, or White)
3. Mass Shoes
4. Navy Blue Cross Tie
5. Navy Blue Skirt or Navy-Blue V Neck Pleated Jumper

6th – 8th Grade Boys

1. Belt
2. Khaki Pant
3. Mass Shoes
4. Navy Blazer
5. Plaid Tie
6. White Oxford Shirt

6th – 8th Grade Girls

1. Knee Length Socks or Tights (Black, Navy Blue, or White)
2. Mass Shoes
3. Navy Blue Blazer
4. Plaid Skirt
5. Plaid Tie
6. White Pointed Collar or Ribbon Bow Blouse

E. Middle School P.E. Uniforms

1. Gray T-Shirt with the SMCCS Logo (Box to Write Initial/Name)
2. SMCCS Navy Athletic Shorts
- 3. GRADE DEDUCTION FOR NON-ATHLETIC WEAR BY 5 POINTS FOR EACH DAY.**

F. Students missing items on Full Uniform Attire days will be required to call the parent to bring the necessary missing items. If a parent is unable to bring the required item, students will be required to rent the items in the office for \$3.00 per missing item. Renweb accounts will be charged uniform rental fees.

All blouses, jumpers, shirts, and blazers must have the school logo embroidered on the left side.

Basin Embroidery
817 Central Dr.
(432) 333-3000

BJ Specialty/Sew Unique
3636 N. Dixie Blvd.
(432) 362-1067

House of Beast
3635 N. Dixie Blvd A
(432) 413-8979

15. DROP OFF/DISMISSAL

A. Drop off begins at 7:30 a.m. and ends at 7:50 a.m.

1. Prekindergarten – 1st grade students, along with their siblings, will be dropped off at the glass foyer doors outside the gym on the north side of the school.
2. Second – 8th grade students, along with their siblings, will be dropped off on the 17th Street side gym doors.

3. All doors will close at 7:50 a.m. Students arriving after 7:50 a.m. must enter the front office with a parent. Parents are required to stop in the front office to sign in late students. Students will be allowed to enter the classroom with a parent signature and tardy slip.

B. Dismissal begins at 3:30 p.m. and ends at 3:45 p.m.

1. Prekindergarten – 1st grade students, along with their siblings, will be picked up at the glass foyer doors outside the gym on the north side of the school.

2. Second – 8th grade students, along with their siblings, will be picked up at the 17th Street side gym doors.

C. Alternate Dismissal

A message will be sent when “Alternate Dismissal” is to be used. Guardians/Parents will enter the gym doors using the glass foyer doors on the north side of the school or the 17th Street gym door with their car tag to pick students.

D. Car Tags

School issued car tags are required to pick up any student from the gym during dismissal or during “Alternate Dismissal”. Families will be given two car tags. Additional or replacement car tags are available for \$5.00 in the office.

E. Office Closure

The school office will close daily from 3:00 – 3:45 p.m. for dismissal.

16. DRUGS/ALCOHOL/TOBACCO

The possession, sale, and/or use of alcohol, drugs, tobacco, or any other controlled substance on the school campus or bus is strictly forbidden. Violation of this rule will result in immediate suspension and/or expulsion and will be reported to the appropriate law enforcement agencies.

17. EXTRA CURRICULAR ACTIVITIES

Participation, in after/before school sports, depends on satisfactory academic progress, regular attendance, punctual attendance, and no outstanding debts owed to the school.

Participating students must also have:

1. Parental permission
2. Appropriate academic eligibility
3. Signed forms
4. Paid fees

Adults driving students (other than own child) to athletic or extracurricular events must meet diocesan requirements; they must also provide proof of appropriate insurance coverage, pass a background check, and attend an Ethics workshop.

18. FIRE /TORNADO/LOCKDOWN DRILLS

Fire drills are held in the school regularly. Tornado drills are conducted at the beginning of the season. A lockdown drill is conducted annually.

Fire Drills

Procedures and maps are to be posted near each classroom exit. The following procedures are followed during a fire drill.

- The map will indicate the primary and alternate exits and the evacuation area to which all occupants proceed when leaving the building. The evacuation map and routes will be reviewed with each class during the first day(s) of the school year.
- A distinct fire alarm signal will be used for fire drills only. The administrator will give a signal to indicate when it is time to reenter the building.
- No person is to remain in the building during fire drills
- Evacuation areas will be at least 50 feet (100 feet, if possible) away from buildings and out of driveways.
- Students should move quickly, quietly and in an orderly manner through the assigned exit to the assigned evacuation area. Students should leave behind all books and other property. Students should remain silent during the drill.
- Return to the classroom quietly.

Severe Weather Drill

Severe weather drills are essential to ensure the safety and wellbeing of all connected with the school. Procedures and maps are posted near the door in the classroom. The following procedures are followed during the severe weather drill.

- Students move to designated hallways or classrooms.
- Students take a hardback book for additional head protection.
- Students kneel on the ground with their heads against an interior wall with their face covered and book over the back of their necks (use discretion as to how long students are kept in this position).
- Students remain calm and quiet during the drill so additional instructions will be heard.
- Once the drill is over, an announcement will be made by the designated staff.
- Students return to the classroom quietly.

Lockdown (Intruder in the Building)

The following procedures will be followed during a Lockdown.

- The designated staff will make an announcement.
- Teachers, students, office staff, custodians, cafeteria staff and any visitors **MUST** go to a classroom or area of safety **NO MATTER WHERE THEY ARE IN THE BUILDING.**
- All **doors and/or windows are locked.**
- Students and others are directed to a location in the room where they **CANNOT** be seen.
- All lights are turned off.
- After a designated announcement, the lockdown is over.

Shelter in Place (Continue with Normal Activities-Possible danger outside of building)

The following procedures will be followed during a Shelter in Place.

- The designated staff will make an announcement.

- After the announcement, teachers, students, office staff, custodians, cafeteria staff and any visitors MUST remain inside the building.
- No one may enter or exit the building.
- Once Shelter in Place is over, the designated staff will make an announcement.

19. FREE CASUAL DRESS

Free casual dress refers to apparel only. (See #14 Dress Code)

20. FUNDRAISING

Every family is required to volunteer at least 10 hours a year for school events that occur throughout the year. If the hours are not logged and completed by the end of the school, an additional amount to be determined will be added into the total cost of tuition for the school year. In addition to the volunteer hours, each family is required to participate in all school fundraising activities.

21. GRADES

A. SMCCS posts online grades via RenWeb (www.renweb.com). Parents are required to create a login to review grades by using this link, <https://www.renweb.com/Logins/ParentsWeb-Login.aspx>. An e-mail address must be on file with the school office to access the RenWeb system.

B. Report cards are issued at the end of each quarter and sent to the parents. A copy of the report card remains in the student's permanent file until transition or transfer.

C. Honor Roll: Students in 1st – 8th grades will be eligible for 9 week and semester honor rolls by maintaining the following averages in addition to a satisfactory conduct grade.

- A Honor Roll: A grade of 90 or above in all subjects plus a conduct grade of E
- A/B Honor Roll: A grade of 80 or above in all subjects plus a conduct grade of E or S

Honor Roll certificates will be sent home in the Communication Folder.

D. Late Work: All assignments received after they are due will receive a maximum grade of 70 if turned in by the next school day. Assignments received by the start of the second day after the due date will receive a maximum grade of 60, after 3 days, a 50, and a zero will be given on the fourth day.

E. Make Up Work: When students are absent, they will have one day per each absence to make up and submit all work. For example, if a student misses 2 days, the students has 2 days to complete make up work.

22. INFRACTIONS/RULES

Students committing infractions are disciplined according to the severity of the rule being violated. Unacceptable behavior may be dealt with by suspension, expulsion, or alternative educational opportunities.

The following infractions constitute offenses for which students are strictly accountable:

- A. Cheating and copying
- B. Committing an act of defiance, either in language or action, on the school campus property. The student and/or guardian will be required to repair or replace damage.
- C. Demeaning behavior
- D. Disrupting class while in session, misbehaving in classrooms, restrooms, hallways, or any assembly
- E. Gum chewing
- F. Hazing
- G. Immorality
- H. Inappropriate display of public affection: fondling, hand holding, hugging, kissing, or touching
- I. Initiating or participating in a fight
- J. Leaving class and/or school campus without permission
- K. Possession of or under the influence of drugs, alcohol, or chemicals
- L. Possessing or using firearms, explosive devices, lasers, lighters, knives or sharp instruments
- M. Refusing to comply with any reasonable request of any teacher or other school personnel
- N. Stealing
- O. Threatening a student, teacher, or other school personnel
- P. Truancy
- Q. Used forged notes or forged official signatures
- R. Vandalism
- S. Verbal, physical, electronic, cyber, and psychological student harassment
- T. Vulgar language
- U. Wearing apparel that is inappropriate in an academic setting
- V. Willful defacing of, the theft of or destruction of school, church, or personal property

23. LONG DISTANCE LEARNING

Long distance learning is utilized as needed. Parents must complete a training for long distance learning. Assignments are to be opened every Monday morning at 8:30 a.m. and all assignments are due by Friday 3:30 p.m. One weekly face to face meeting is required between the teacher and students via technology. The grading policy is listed in this handbook (14. Grades). The conduct grade for Long Distance Learning will be based on the timely submission of assignments and participation in online teacher/student weekly conferences.

24. LUNCH

- A. Carbonated drinks are not permitted for lunch.
- B. Candy is not permitted, including those prepackaged in Lunchables.
- C. Students do not have access to microwaves or refrigerators to store or heat lunches.
- D. Parents bringing lunch for their child must bring them into the office 15 minutes prior to their child's lunch time. Lunches must be labeled with the student's name, grade level, and teacher. The person delivering the lunch must place it on the designated table in the front foyer

located outside the school office. The school is not responsible for lunches dropped off during school hours.

E. One attempt will be made to contact a parent when a student does not have a lunch. After 10 minutes, a student will be given water, cheese, and crackers.

F. Late lunches will not be allowed.

25. PARENT/VOLUNTEER DRESS CODE

Volunteering allows parents to make a positive impact on the educational process of our children. Dress should be appropriate within an environment of school-aged children and may be tailored to the activity. Clothing regardless of style should be appropriate. Length of shorts, skirts, dress should be tasteful and modest. Tight clothing is never appropriate. Parents or volunteers coming to the school must adhere to an appropriate type dress code.

26. PROCEDURE FOR CONDUCT ISSUES/PROBLEMS

Two important lessons of life are to learn that choices have consequences and that we are responsible for our choices. Disciplinary action is designed not only to correct conduct but also to encourage and motivate students to become responsible citizens of the school community. Teachers and administrators use their professional judgment to determine appropriate action based on seriousness and frequency of the offense, student age, ability, attitude, and the effect on the school environment. The teacher is expected to maintain proper discipline with all students at all times. Documentation will be kept by the teacher on serious problems which are referred to the principal.

If a student makes a choice that violates school or classroom rules one or more of the following actions will be taken as a result of an infraction of the rules:

- Withdrawal of privileges or time apart from a classmate/classroom
- Written assignment related to the inappropriate choice
- Logical consequences (i.e. making a mess at the lunch tables-cleaning tables, damaging property-making restitution for damage)
- Parent notification
- Student, parent, teacher and/or administrator conference
- In School Suspension (the expense of the ISS substitute for the day is at the parents expense)
- Out of School Suspension
- Expulsion

Student offenses will be considered and dealt with on an individual basis, and each offense will be dealt with according to its seriousness.

27. PROMOTION AND PROGRESSION

Progress through the grades is a matter of achievement in the basic skills as well as of age, maturation, social, and civic development. However, some students may experience difficulty in mastering the academic phases of the school program and will profit more from school if retained one grade. If needed, a conference will be arranged to discuss the matter.

28. SAFE ENVIRONMENT POLICY-DIOCESE OF SAN ANGELO **CHILDREN / YOUTH BEHAVIOR**

(Catholic Schools, Religious Education, Other Youth Programs)

Manual of Diocesan Policies of San Angelo (Policy #5141.1)

Church personnel will strive to ensure that children/youth model behavior that maintains a safe environment for themselves and others (children, youth, adults) and witnesses in word and deed their discipleship in Jesus Christ. *(Adapted from NFCYM Policy for Protecting Youth People.)*

An important component of Safe Environment Training for Children/Youth is Prevention Training that fosters a sense of safety, sensitivity and responsibility in peer relations between children and youth. Christian behavior is integrated throughout the curricula of the Catholic School/Religious Education Program. Parents and students are to be made aware of expected behavior at the beginning of the year and integrated throughout. This will be accomplished through the use of the Diocesan Guidelines for Student Behavior and the Diocesan Safe Environment Program.

In accord with the call to be peaceful followers of Christ, and with the state law, the Diocese will not tolerate any type of bullying or intimidation. Bullying and intimidation include engaging in written, electronic, or verbal expressions or conduct that has the effect of physically harming a student, damaging a student's property, or placing a student in fear of harm to one's self or property severe enough to create an intimidating, threatening or abusive educational environment for a student.

Catholic Schools, Religious Education and other youth programs are to have specific rules to deal with youth misbehavior.

In the event of a serious incident between minors (one that sexually, physically, verbally or psychologically harms another) who are supervised by Church personnel, an Incident Report needs to be completed, after first going through the proper levels of authority, and submitted to the appropriate level of authority that will deal with the incident. Some examples of serious incidents might include but not be limited to: inappropriate sexual touching, physical violence causing injury that requires professional medical care or hospitalization or situations requiring a response from law enforcement officials. When necessary, incidents will be reported to the proper Diocesan authority.

Steps to take in reporting serious incidents among children/youth regarding:

- Sexual, physical, verbal, electronic or psychological abuse incident involving peers
- Sexual, physical, verbal, electronic or psychological abuse incident between peers when one is 3 or more years older than victim

1. Gather all information and evidence on sequence of events
2. Talk to Teachers(s) or one in charge
3. Talk to Youth involved (all parties)
4. Talk to Parent(s)
5. Talk to other involved parties and witnesses

6. Send report to appropriate level of authority

Reporting Procedure Sequence

Parents of children and youth involved in serious incidents should always be informed of the incident and pending actions. Children and youth involved in these incidents are to be disciplined by the proper level of authority according to the severity of the action, in accordance with written rules of the Catholic School, This might include a warning, reprimand, suspension, other appropriate actions or expulsion from the Catholic School, ...in which the youth was a participant when the incident occurred. When necessary, law enforcement officials are to be contacted in accordance with current civil laws. Students involved in the Catholic Schools, ... and other Church sponsored programs must be made aware that they can report abuse involving either themselves or peers to one of the following:

- Parents
- Teachers
- Principals
- Pastor
- Diocesan Safe Environment Coordinator

Efforts should be taken by the appropriate level of authority to work for healing with youth and families involved or affected by serious incidents and professional counseling, spiritual guidance and other assistance should be provided if deemed appropriate. It is expected that the parents of children or youth who have caused injury to another child or youth will be liable for any costs incurred for medical care or counseling attributable to the incident.”

**The Diocese of San Angelo Safe Environment Program protects adults and children from sexual, physical, verbal and psychological abuse. Bishop Michael J. Sis has added a policy regarding children and youth behavior and defines threatening or bullying behavior and the consequences of such behavior. (page 30)*

29. SCHOLARSHIPS (Not applicable 2020-2021 School Year)

Scholarships are awarded on an emergency basis. An application must be picked up and submitted to the office. No scholarships will be awarded during the months of December and January.

30. SUSPENSION AND EXPULSION

A. Suspension

Suspension is considered a severe action and, therefore, is not taken lightly. Its intent is to aid parent and child to work together to arrive at the best solution to the problem.

- **In School Suspension (ISS)**

The student is allowed to attend school but is isolated from his/her classmates. Time will be devoted to assigned class work and to working out the problem which caused the suspension. Assignments may be graded with limited points. The parent will pay for the substitute to supervise the student during In School Suspension (ISS).

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

A grade of zero is recorded in every class a student misses while suspended with no opportunity for makeup. Any assignments made prior to the suspension and becomes due during the suspended period will be accepted but will be treated as any late assignment with penalty points being deducted.

B. Expulsion

Expulsion is the permanent dismissal of the student from the school. Prior to taking this action, the principal will consult with the parish pastor. Circumstances leading to the expulsion are:

- Delinquency, immorality, or an act which constitutes a definite menace to other pupils or school personnel.
- Chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic process for the entire class.

C. Procedure for Expulsion

1. Teacher, principal, and pastor will evaluate the recommendations for expulsion and review all documentation.
2. The principal gives oral and/or written notice of charge to student, parent or guardian.
3. The student is given the opportunity to present his/her version of the incident in question.
4. The student is suspended until final action has been taken.
5. The parent or guardian is offered an opportunity to confer with the principal before the final decision.
6. Records of the proceedings are kept by the principal and filed in the school office.
7. After all necessary consultations, the pastor and principal will make the final decision and notify parents of the decision.

31. TUITION

- 2020 – 2021 Discounted Tuition with Required Fundraising

Pre-Kindergarten	Single Student	\$ 5,500.00
K – 8th Grade	Single Student	\$ 5,330.00
PK – 8th Grade	2 nd Child	\$ 4,374.00
PK – 8th Grade	Each Additional Child	\$ 3,025.00

- Full Tuition without Fundraising
PK – 8th Grade Each Student \$7,000.00 Per School Year

Two equal payments of \$3,500 must be paid in August and December of the current school year if the Full Tuition without Fundraising Option is chosen.

- All tuition payments must go through FACTS Tuition Management. Parents are required to set up an account with FACTS Tuition Management each school year. Tuition is yearly and must be paid in full.

- **Tuition Payment Date Change/Late Tuition Payments**
A tuition payment date may be changed once in a school year. A fee of \$25 is charged per each additional request regarding a date change. Late payments will be charged \$25 each month unless prior arrangements have been made.
- If the monthly tuition option is chosen, two missed tuition payments will require a conference. A third missed tuition payment may result in a student withdrawal.

32. UNWRITTEN REGULATIONS/RIGHT TO AMEND

This Parent-Student Handbook is limited in content. When an abuse develops, great efforts will be made immediately to eliminate it. **Anything that distracts from the spirit, education, philosophy, or dignity of Saint Mary's Central Catholic School**

33. WEAPONS ON CAMPUS

Penal Code subsection 46.03(a)(1) prohibits weapons, including handguns, from places on which a school-sponsored activity is being conducted, which places can include grounds otherwise excluded from the definition of "premises" such as public or private driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas.

Catholic Code of Conduct for Parents/Guardians

As my child's primary educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I ask SMCCS to assist me in forming my child as a disciple of Jesus Christ.

_____ I will have my child in school on time every day with the necessary school supplies and proper uniform.

_____ I will show respect for staff members and any other adult in authority at all times.

_____ I will follow the Chain of Command (Page 2) when I have a problem or concern.

_____ I will speak respectfully, with kindness, and courtesy to students and other parents/guardians/adults at all times.

_____ I will follow the school's rules, calendars, and deadlines.

_____ I will pledge to do my best to work toward a united and peaceful school environment.

_____ I will uphold and abide by this Code of Conduct at all school-related functions including but not limited to concerts, conferences, meetings, athletic events, plays, and any other school sponsored programs both on and off campus.

_____ I will refrain from the use of drugs, alcohol, or tobacco at any school related function.



TECHNOLOGY ACCEPTABLE USE AGREEMENT

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint Mary's Central Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, toner cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software. I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by sharing or learning others' passwords. I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment. I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

5. Each student who received internet access will be instructed in the proper use of the network. The use of the internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrator will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

With my signature I am agreeing that I have read and understand the above technology policy for Saint Mary's Central Catholic School. If any part of the policy is violated, consequences will be given by the administration.

Parent Signature

Student Signature



St. Mary's Central Catholic School

1703 North Adams | Odessa, Texas 79761 | (432) 337-6052

Students in the 6th - 8th Grade will have access to a Chromebook for school use. It is our belief that if reasonable precautions and care are taken in the use of the laptop, the laptop should not experience physical damage, loss or theft. Each student and parent are asked to read this form carefully.

Both the parent and the student are required to sign this document.

1. We understand and agree to abide by the rules and regulations already in the Technology Acceptable Use Agreement.
2. We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the laptop. Purchase of a laptop case that provides adequate protection is required by the student for use of the laptop.
3. We understand the laptop should be in its case when being transported as a reasonable precaution against damage.
4. We understand we are responsible for all repair/replacement charges associated with the laptop. *To replace the issued Acer Chromebook in its entirety is \$300.00.*
5. We understand the school is not responsible for any lost or stolen laptops. Should this happen, we will notify administration immediately and we understand a police report must also be filed.
6. We understand the use of the laptop on/off school grounds is to be used for educational and research purposes only. Any misuse of the student laptop will result in consequences, including loss of laptop privileges.
7. We understand students are only allowed to access the Internet during the school day with the permission of a teacher, and the teacher will monitor any and all activity that is done on the laptop.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

A signature verifies the student and parent have read and acknowledge the above statements.

STUDENT/PARENT HANDBOOK AGREEMENT

I have read the St. Mary's Central Catholic School Student/Parent Handbook and agree to abide by the regulations set forth in it during attendance at Saint Mary's Central Catholic School.

CONTRACT ACKNOWLEDGEMENT FORM

I, the undersigned, have read and acknowledged each of the following contractual policies included in the 2020 - 2021 Saint Mary's Central Catholic School Handbook. I understand that continued enrollment at SMCCS is conditional on acceptance of and compliance with the provisions of the policy and that violation of the policy may result in disciplinary consequences and/or immediate termination from SMCCS.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

**Saint Mary's Central Catholic School
Parent-Student Handbook Agreement 2020-2021**

The Parent-Student Handbook has been drawn up to help our families and students gain the greatest possible benefit from the school experience. It is important that each student understands the handbook requirements and be encouraged to follow the rules and regulations included with it. Please read through the handbook and sign this form. Return this form to the school office. You and your child's signature will certify that you have read the handbook, understand the contents and acknowledge the responsibilities outlined in it.

We have read the 2020-2021 SMCCS School Parent-Student Handbook and agree to follow the policies and procedures as stated.

Parent Signature

Date

Parent Signature

Date

Student Signature

Grade

Student Signature

Grade

SMCCS SCHOOL PHOTO-VIDEO RELEASE

I hereby give permission for my son(s)/daughter(s) _____ to be photographed or videotaped at Saint Mary's Central Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The photo/video may be used for informational or educational purposes regarding the programs or curriculum at Saint Mary's Central Catholic School.

Signature: _____

Date: _____

Please return all signed forms to the office.

SAINT MARY'S CENTRAL CATHOLIC SCHOOL ATHLETICS 2020-2021



1703 N. Adams
Odessa, Texas 79761
(432) 337-6052
Fax (432) 334-2942
www.smccsodessa.org

“To teach as Jesus teaches”

Saint Mary’s Central Catholic School does not discriminate on the basis of sex, race, or national origin in the enrollment and participation of students. The school/administrator retains the right to amend the handbook for just cause. Parents/Students will be given prompt notification if changes are made.

Saint Mary’s Central Catholic School Athletics

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St. Mary's Central Catholic School

1703 North Adams | Odessa, Texas 79761 | (432) 337-6052

INTRODUCTION

The following handbook was constructed in order to provide a defined atmosphere for an efficient athletic program and ultimately to ensure an enjoyable and worthwhile experience for all of our student athletes, fans, faculty, and parents. The athletic handbook is designed to coincide with the Saint Mary's Central Catholic School Student Handbook and not to contradict any of the core values of our school. Student athletes are to be held accountable and are responsible to adhere to the rules and regulations contained within this handbook.

PHILOSOPHY

The athletic program at SMCCS has traditionally been, and is, an important aspect of our complete educational program. No sport or athletic program, however, is designed to supersede any academic areas, but rather supplement the students' academic experiences. Athletics are conducive to the successful development of a student's physical, mental and social self while teaching self-discipline, skills, and teamwork.

Our mission is to foster a Christian environment for the athletes and to facilitate them in reaching their goals, forming winning attitudes, developing leadership skills, and succeeding in other aspects of school and life.

1. ACADEMICS

All players must realize that they are student athletes and that they are first and foremost students. Sports can be very beneficial for students, but the athletic program is a privilege and considered to be an extra-curricular activity. Athletes are responsible for planning adequate time for studies to ensure acceptable grades. Athletes must be passing all subjects with a grade of 70 or higher and not accumulate more than 3 zeros in any given subject. Additionally, students must be in good standing in conduct. We will conduct grade checks every week. An athlete who fails to meet these guidelines will be ineligible to participate in athletics for a one week period, assuming that his or her grades/conduct are passing at the end of this period; otherwise, the student will have one more week of ineligibility. Athletes who habitually fail to comply with academic guidelines will lose participation privileges.

Any athlete who is academically ineligible will attend tutorials until the probationary period is over or the season ends. An athlete who is academically ineligible may attend games but will not dress or participate in a game for that week.

2. CONDUCT

Student athletes are expected to maintain high standards of conduct, self-discipline, and citizenship in and out of the classroom. In order for athletes to be eligible to participate in

athletics, they must receive adequate conduct ratings in the classroom. If any athlete obtains any conduct mark unbecoming a student, he/she will be ineligible to participate in athletics for one week. Additionally, any student who is placed in (ISS) In School Suspension for any disciplinary offense will be ineligible to participate in any school related activity for that day.

Any student athlete's display of unsportsmanlike behavior that might discredit Saint Mary's Central Catholic School may be declared ineligible for athletic competition or participation by the coach, athletic director, or school administration. Any parent volunteer in a coaching position is also held to the same standards.

The school administrator and coaches will respect and support the decision of a parent to remove his or her child from a team for any reason. However, once the child is removed, he or she may not return to that team for the remainder of the sport season. Also, participating in a sport is a serious commitment made to the school, team, and coach. An athlete quitting a team disrupts team unity and can possibly deprive another student the opportunity to participate. Therefore, any student that quits a team during a sport season will not be allowed to participate in another sport for the rest of the semester. All student athletes will be provided with a one week grace period at the beginning of each sport season to remove themselves from a team without penalty.

3. DRESS CODE

Saint Mary's Central Catholic School believes appropriate attire demonstrates respect for others and self. The dress code compliments our Catholic values to help students develop a sense of modesty and appropriate taste. Our goal is to foster school unity and pride in our identity.

Team uniforms are the sole property of SMCCS. All uniform attire must have the final approval of the administration. One of the duties of the coach is the distribution and collection of uniforms. Athletes are obligated and responsible for the care of the uniforms. Any damaged uniforms or uniforms that appear to have exceeded normal wear will be replaced by the student (the replacement cost will be given by the administrator). Uniforms must be cleaned prior to returning to the athletic department. All uniforms must be returned within one week following the season's final game or the student will be charged a replacement cost. Report cards will be held until uniform replacement has been resolved.

Dress code prior to and following games will be in compliance with the Saint Mary's Central Catholic School Student Handbook and must follow the out of uniform/free dress policy as stated. Students must wear appropriate pants and shirts. Shorts may not exceed 5 inches above the knee. The administration or coach reserves the right to ask a student to change into appropriate attire at any time.

4. FEES

Each student is required to pay a participation fee per sport played. This fee is required in order to pay officials, tournament entry fees, equipment, and awards.

5. PARENT AND SPECTATOR EXPECTATIONS

The role of the parents and spectators is to support the student athletes in a positive way. In the event that a parent has a concern with an issue in the athletic department, please observe the “24 Hour Cushion” before approaching a coach or coaches. Coaches will naturally and deliberately reflect on game situations and decisions. They will need time to process their decisions before being approached with any questions or concerns. If a parent does have a concern, they need to schedule a meeting with the coach. If the concern is not resolved, a parent may then speak to the administrator. During practice and games, coaches should be the only people coaching. You may have a wealth of knowledge about sports or coaching, but “coaching or instructing” from the stands is confusing to players and disrespectful to the coaches. Regardless of the actions of game officials, it is important that parents set a positive example in dealing with game officiating. The use of profanity, racial slurs, trash-talk, and profane gestures is strictly prohibited by parents or spectators. Persons witnessed acting in this type of behavior will be reported to school administrator and can result in immediate ejection or possible suspension from future athletic events.

If a player is going to miss a practice or game, the parent should notify the coach ahead of time. Once a player misses more than three practices/games (not including illness from school or other excused absence), the player can be suspended or dismissed from the team at the discretion of the coach with school administration approval.

6. PARTICIPATION

All athletes will be required to take a physical to participate in the athletic program at Saint Mary’s Central Catholic School. Parents must also sign a waiver and complete an emergency contact information sheet for their child. In order to play in a game, the student athlete must be in attendance for the full day of class instruction on game day unless the student had a doctor’s appointment which would require a doctor’s note.

While participating on an athletic team at Saint Mary’s Central Catholic School, student athletes are permitted to participate in other sports outside of school during the sport season. However, outside participation must not interfere with the team schedule for practices and games. School athletic events take precedence over outside events and/or practices.

Basketball & Volleyball 5th and 6th Grades:

There will be a combined fifth and sixth grade team for basketball and volleyball with separate boys’ and girls’ teams. The fifth and sixth grade sports program is designed to teach fundamentals, rules, concepts, stress Christian fellowship, foster self-confidence, and teamwork. No students will be cut, and all will play. Participation is all inclusive and every player will be guaranteed some playing time every game. However, playing time is at the coach’s discretion, and there are not any minimum play time requirements and/or equal playing time rules. If there are enough players for multiple teams for either girls or boys, then teams will be divided and selected by the coach.

Basketball & Volleyball 7th and 8th Grades:

Separate boys' and girls' teams will be established when possible. The volleyball and basketball teams will be separated into seventh and eighth grade teams. In the event there are not enough players for either of the teams, we will combine seventh and eighth graders to form one team.

The seventh and eighth grade sports program will focus on the same core principles as the fifth and sixth grade programs but will have an increased emphasis on competitive and strategic elements within the game. No students will be cut or denied a position on a team; however, players are not guaranteed playing time in games. Playing time is under full discretion of the coach.

Playing time factors will include, but are not limited to: skill, practice attendance, effort, sportsmanship and academics.

7. RESPONSIBILITIES

Participation in athletics, as noted above, is an extra-curricular privilege with accompanying responsibilities to the school, the staff, the parents, and the community and to oneself. All athletes and coaches at Saint Mary's Central Catholic School are to exhibit good sportsmanship at all times. Athletes should shake hands with the opposing players following games and display cordiality. Verbal and/or physical attacks on officials, coaches, players, fans, etc. will not be tolerated and such acts will be subject to discipline by the coach. Athletes and coaches must represent SMCCS in a positive manner.

Specific responsibilities expected of SMCCS athletes:

1. Maintain an exemplary behavioral record by treating fellow students, teachers, staff, coaches, and other administrators with respect
2. Maintain a passing grade of 70 in every class at all times
3. Be committed to attend all of the practices, games, and related events for the sport in which you have chosen to participate
4. Display good sportsmanship at all games, practices, etc. Adhere to all of the rules provided in this handbook and any rules created by your coach
5. May not receive more than two conduct marks per week. If any athlete obtains more than two conduct marks per week, he/she will be ineligible to participate in athletics for one week. Additionally, any student who is placed in (ISS) In School Suspension for any disciplinary offense will be ineligible to participate in any school related activity for that day.
6. Adhere to all of the rules provided in this handbook and any additional reasonable rules created by the coach.

If your son/daughter is participating in basketball, football, or volleyball at St. Mary's Central Catholic School, it will be mandatory that each student **athlete's parent(s) serve at least four hours of volunteer time** during these sport seasons. Volunteer opportunities can include working the clock, keeping the books, line judging, working the concession stand, etc. Before the

season, a parent meeting will be held and volunteer opportunities and schedules will be discussed.

8. TRANSPORTATION

Transportation to/from practices is the sole responsibility of the parents. Please ensure that your son or daughter is picked up promptly at the end of each practice. If the student athlete is not picked up 15 minutes after practice, he or she will be sent to extended day.

Since school transportation is limited, parents are asked to help with transportation. There are diocesan and school policies that must be met. All parents transporting students to and from games must have a background check, attend an Ethics and Integrity workshop, as well as certain liability limits on automobile insurance. Carpooling, understandably, will often be necessary; however, any parent transporting children other than his/her child will need to have current automobile insurance forms on file in the school office. According to the Diocesan Safe Environment Program, there must be two adults in a vehicle transporting players to and from games. The school office must have a signed permission slip on file. The school office or coaching staff must have a list of students and who they will be traveling with for out of town games. For information needed with regards to transportation, contact the school office (432-337-6052).

9. WEATHER POLICY

In the event of poor weather conditions on game/practice days, parents will be notified via Remind about game/practice cancellations. If there is no message about a game/practice cancellation, the scheduled game or practice will be held at the scheduled time. Every effort will be made to make any cancellation decisions for practices by 12:00 p.m.

For outdoor sports, in the event of thunder, coaches should be actively looking for signs of lightening. Play may continue if there is no sign of lightening, and if weather conditions permit, the athletic event will continue. If there is any sighting of lightening, no matter how distant, all play must cease. Everyone must leave and take cover in the nearest shelter. School coaches are responsible for issuing this directive to all players and parents. In order for play to resume, there must have been no lightening for thirty minutes since the last sighting.

**Saint Mary's Central Catholic School
Athletic Handbook
2020-2021**

We have read the 2020-2021 Saint Mary's Central School Athletic Handbook and agree to follow the policies and procedures as stated.

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Sign this form and return to the coach when registering for any athletic season.