



# Family Handbook 2019-2020

*Santa Cruz Catholic School*

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[www.sccstx.org](http://www.sccstx.org)

**SANTA CRUZ CATHOLIC SCHOOL**

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**HANDBOOK AGREEMENT FORM**

The SCCS Family Handbook has been designed to answer some of the questions about your child’s school life and to act as a guideline for a successful school experience. It is commonly agreed upon that childhood education is a cooperative responsibility of all involved. Your child’s admission into Santa Cruz Catholic School is complete when parents/guardians and students have read this handbook together and returned this form to the school office **on or before** the first day of school.

I acknowledge that Santa Cruz Catholic School shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

I acknowledge that the School shall have the right to decline enrollment or reenrollment of any student or to suspend or dismiss any student at its discretion, and for any cause deemed sufficient by the School. A positive and constructive working relationship between the School and a student's parents/guardian is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of re-enrollment to a student if the School reasonably concludes that the actions of a parent(s)/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purpose.

I hereby agree to abide by the rules and regulations of Santa Cruz Catholic School, and I understand that serious or repeated breaches of the School's rules and regulations by my child or me may, at the sole discretion of the School, result in the suspension or dismissal of my child.

The School may from time to time require the written acknowledgement of School rules, values and regulations by the family and student. I acknowledge that failure to sign such an acknowledgement would be considered a breach of this contract and may result in dismissal of my student from the School.

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We have read the Family Handbook and we agree to abide by the rules, regulations and guidelines set forth within these publications.

\_\_\_\_\_  
Print Family Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Child

\_\_\_\_\_  
Child

\_\_\_\_\_  
Child

SCCS

FH Agreement

2019 – 2020

# SANTA CRUZ CATHOLIC SCHOOL

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## PREFACE

This Family Handbook has been compiled in accordance with the guidelines of the Catholic Education Office, Diocese of Austin. Its purpose is to provide a convenient reference to the policies, procedures, and practices of Santa Cruz Catholic School, Buda, Texas. It must be emphasized that the rules and regulations are not ends in themselves, but means to an end, that of preparing the child for what s/he must be and do in order to attain the sublime purpose for which s/he was created.

At your child's Baptism the following was prayed: "God is the giver of all life, human and divine. May God bless the father of this child. He and his wife will be the first teachers of their child in the ways of faith. May they also be the best teachers, bearing witness to the faith by what they say and do." Santa Cruz Catholic School will fulfill its educative mission for your child to the degree that this prayer is made real in your lives. Ultimately, you, the parents, will transmit the faith to your child(ren).

We welcome you to Santa Cruz Catholic School and look forward to partnering with you in the spiritual and educational formation of your child.

*Fr. David Leibham*  
Father David Leibham  
Pastor

*Margaret McGettrick*  
Margaret McGettrick  
Principal

This handbook is in effect for the 2019 – 2020 school year. The principal reserves the right to amend this handbook at any time for any reason.

All families must sign an agreement each year to uphold and cooperate with the policies and procedures in this handbook.

***Santa Cruz Catholic School complies with all applicable state and federal laws regarding nondiscrimination. Our doors are open to children of all faiths.***

# SANTA CRUZ CATHOLIC SCHOOL

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## **SANTA CRUZ CATHOLIC SCHOOL**

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### **MISSION OF THE CATHOLIC SCHOOLS OF TEXAS**

The ministry of Catholic education in general is the fulfillment of the education mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a Pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person with a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual student's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be free to appreciate and understand the living organism called Earth, the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its students to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

### **SANTA CRUZ CATHOLIC SCHOOL MISSION STATEMENT**

The mission of Santa Cruz Catholic School is to educate our students to be lifelong learners and the next generation of Catholic leaders following Christ's message of service, compassion, courage and spirit.

#### **Development of Philosophy**

As a Catholic School, Santa Cruz shares in the Church's mission of spreading the Good News to everyone. Christ's instruction to His apostles, "Go therefore, and make disciples of all nations," has the same profound meaning for all who are a part of Santa Cruz Catholic School. Santa Cruz acquaints the students with the full scope of Catholic doctrine, spirit and tradition. Santa Cruz prepares the students to proclaim the Lord's message and to translate this proclamation into action in their daily lives.

As a Catholic School, Santa Cruz provides space, time, materials and direction that will allow students to explore and deepen their understanding of the basic concepts, beliefs and values underlying their faith and culture. Together with parents, the faculty at Santa Cruz guides the students in all ways of growth: academic, physical, social, emotional, spiritual and moral. Sensitive to the learning styles and capabilities of each student, we place each student in an atmosphere of Christian freedom and charity that allows him/her to develop a pattern of learning and growth that helps them recognize and develop their own talents. Santa Cruz strives to instill in its students a joy of learning and positive sense of self-worth.

# SANTA CRUZ CATHOLIC SCHOOL

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## PHILOSOPHY

Santa Cruz Catholic School, as an integral ministry of Santa Cruz Catholic Church and its commitment to Catholic Education, is founded upon the teachings of the Catholic faith and the four-fold mission of the Catholic Church—**service, message, worship and community**. As Christ beckons each of his followers to informally and formally teach the tenets of the Faith, the school passes the Catholic faith to our children in their daily academic environment. Santa Cruz Catholic School provides a formal Catholic education to support parents in their role as primary educators of their children. By integrating our Catholic faith into the daily learning process, the school builds the foundation for life-long learning and Christian service. Santa Cruz Catholic School is the visible reality of a parish community committed to a Catholic education for each child that involves the home, school, parish and civic community.

Santa Cruz Catholic School exists to teach children to live the Catholic faith and make good moral decisions based on Christ's teachings. Faculty and staff strive to live as models of the Word of God present among us and nurture each child's unique, God-given gifts. To develop a way of life that follows in Jesus' footsteps, students participate in projects of Christian service and endeavor to give the best of themselves to their families, their school and their community.

Santa Cruz Catholic School develops the full person and teaches the relationship between God and creation. Santa Cruz strives to supplement and refine influences of the home and community environment in order to develop the whole person spiritually, intellectually, socially, morally, emotionally, and physically. **Spiritually**, students learn of God's love for them and to love God and neighbor. **Intellectually**, students acquire sound knowledge of the core curriculum. **Socially**, students recognize their role in creating a just society. **Morally**, students find the Gospel values as a foundation and Christ as the model for decision-making. **Emotionally**, students as children of God, learn to act with self-control. **Physically**, students learn to maintain their fitness and health. Santa Cruz Catholic School recognizes that each child is unique in God's plan, possessing individual gifts and talents. It is our plan to respect and nurture individual differences while developing each student to his or her fullest potential.

### Statement of Goals:

1. **To build personal relationships** that will allow each to grow in terms of self-knowledge and self-respect and to gain a better understanding of Christian responsibility and freedom.
2. **To build a dynamic faith community** by focusing upon the uniqueness and strengths of the faculty, students and parents, thereby enabling them to reach their fullest potential as individuals.
3. **To enable the students to grow** in knowledge and love of Jesus Christ, so that His message and truth, which is proclaimed in the school, will become a living reality.
4. **To develop a climate** of teaching as ministry in which the faculty move beyond the transference of knowledge, and are willing to share their life experiences with their students.
5. **To develop proficiency** in students in written and oral communication, value clarification, decision-making, aesthetic sensitivity, and creativity.

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## **VISION STATEMENT**

Santa Cruz Catholic School will provide a parish-based Catholic elementary educational environment to lift children up through formation and education. We will provide each student with the moral and spiritual values of the Catholic faith along with providing them a challenging academic program within the Diocese of Austin. In all we do, we will celebrate each child as a unique gift from God, entrusted to our care to teach and to develop emotionally, socially, and physically. Our students will understand Catholic principles that will enable them to value and live their faith when making moral and intellectual decisions in their service to God and neighbor.

## **PARENTAL WITNESS STATEMENT INTRODUCTION**

We, at Santa Cruz School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Santa Cruz School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Santa Cruz School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation for the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

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## PARENTAL WITNESS STATEMENT

By enrolling my child in a Catholic School, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my child/ren. I understand the Catholic School is a means in which my Church seeks to share and assist me in my vocation. However, I know that no matter how clearly and effectively the Catholic School communicates the truths of our faith, unless my children see these truths take flesh in our family, there is little hope that the Faith will take root in their hearts. I believe that the Catholic School can deepen, enrich, and reinforce a Faith that my children experience in their home. I understand my own witness as essential to the religious development and growth of my children.

Aware of the dignity of my call from God and with a reverent awe for the responsibility, which is mine, I commit myself to be in word and deed the first teacher of my children. Practically, I understand this to mean I need:

1. to participate consistently and actively in the Sunday Eucharist.
2. to speak to my children about God, and to make prayer an integral and important part of the environment of our home.
3. to participate and cooperate, as our Catholic School requests, in the religious education and especially the sacramental preparation of my children.
4. to accept my responsibility to support the moral teachings of the Catholic Faith in order not to contradict in my home what is proclaimed in the school.
5. to teach my children by word and example to have a love and concern for the needs of others, especially the poor.
6. to do my fair share in financially supporting the Catholic School.
7. to volunteer my time, talent, and expertise.

### **My parental responsibilities are:**

1. to encourage my child to obey the regulations and principles of good behavior.
2. to provide adequate time and place for study and to encourage completion of assignments as required for successful learning.
3. to encourage the development of my child's individual talents and interests, seeking help for those areas needing special attention with the advice of the school.
4. to keep the school informed of special needs of my child.
5. to read all communications sent to the home or emailed by the school.
6. to attend conferences and to request additional meetings as needed; consultation and communication are the responsibility of both the parent and the school.
7. to support the school community, the staff, parents, administration and students in a loyal and community building manner and abide by the regulations in this handbook even though personally opposed to recommendations and decisions.
8. to comply with all policies in regards to uniforms, homework and communications.

## ADMINISTRATION

**The Pastor:** The Pastor is the spiritual leader and the chief administrator of our parish. He is, therefore, ultimately responsible for the educational apostolate of Santa Cruz Catholic School.



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**Santa Cruz School Advisory Board:** The School Advisory Board (SAB) acts in an advisory capacity to the Pastor. It formulates and evaluates policies for the parochial school. It works to provide the support that will enable the school to reach its goals.

**The Principal:** The Principal administers the school according to the general policies of the diocese. S/he is responsible for the spiritual, moral, intellectual, aesthetic, social and physical needs of the children in the school. It is her/his duty to work closely with the Pastor, Advisory Board and Faculty to achieve a climate and program that fosters Christian growth and formation within the total school community.

## ADMINISTRATION, FACULTY AND STAFF

Pastor	Rev. David Leibham
Associate Pastor	Rev. Rito
Principal	Margaret McGettrick
Administrative Assistant	Leticia Gonzales
Business Manager	Mandy Yanez
Director of Advancement	Michelle Quintanilla
After School Care Coordinator	Gloria Calzontzi
After School Care Staff	Mrs.Scott
	Ms.Taiclet
Facilities	David Martinez
PreK-3	Mrs.Luna
Aide	Mrs. Colunga
PreK- 4A	Mrs. Colmenero
PreK-4B	Sr. Christiana
Aide	Mrs. Scott
Kindergarten A	Mrs.Pistole
Kindergarten B	Sr. M. Bernard
Grade 1A	Mrs. Hanson
Grade 1B	Mrs.Culp
Grade 2A	Mrs. Vallilee
Grade 2B	Sr. M. Immaculata
Grade 3	Mrs. Zavala
Grade 4A	Mrs. Silva
Grade 4B	Mrs.Enciso
Middle School Religion/SS	Sr. Annunciata Wentz
Middle School ELA/SS	Mrs. Goldstein
Middle School Math	Mrs. Karl
Middle School Science/SS	Ms.Taiclet
Middle School Math	Mrs. White
Middle School SS	Mrs. McGettrick
PE / Athletic Director	Mr. Hanson
Resource & Dyslexia	Mrs. Garcia
Spanish	Mrs.Guerra
Reading & Math Tutor	Sharon Crelia
MS French & Resource	Mrs. Gomez-Meade
Art, Theatre Arts	Mrs. Thorp
Music	Ms. Bergin

## ACCREDITATION

Santa Cruz Catholic School is dually accredited through TCCED and AdvancED (SACS), both of whom are recognized by the Texas Private School Accreditation Commission with the approval of TEA. Our school will maintain accreditation status through TCCED in compliance with their scheduled accreditation cycle and requirements.

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## ADMISSION

### 1. Age Requirements

- a. Students entering Pre-Kindergarten 3 must be 3 years old by September 1<sup>st</sup>. Three year old students must be fully toilet trained.
- b. Students entering Pre-Kindergarten must be 4 years old by September 1<sup>st</sup>.
- c. Students entering Kindergarten must be 5 years old by September 1<sup>st</sup>.
- d. Students entering Grade One must be 6 years old by September 1<sup>st</sup>.
- e. All new students are put on probationary status for 30 days in which to prove themselves both socially and academically. If, during this probationary period, there are any problems, parents may be asked to withdraw his/her child from Santa Cruz School.

### 2. Admission Documents

The following documents are required for permanent record folder:

Birth certificate	Immunization Records
Baptismal Certificate (if Catholic)	
Previous Report Cards	Teacher Recommendation
Standardized /Admission Test Results	Enrollment Contract

Admission of a new student is pending until all documents are received. Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Santa Cruz School will meet the educational needs of the student.

### 3. Physical Examination Records

- a. All students entering **Kindergarten** must have a current physical examination report in their health file.
- b. All students must be immunized against diseases as required by the State of Texas and the Diocese of Austin.
- c. All students wishing to participate in Athletics must have a physical examination.

### 4. Admission Policies

- a. Santa Cruz does not discriminate on basis of race, sex, national origin, age (must meet legal requirements) or disability (if disabled person can function in the school environment).
- b. Student admission will be offered in the following order pending fulfillment of other admission requirements:
  1. Currently enrolled students in good standing
  2. Siblings of currently enrolled students in good standing
  3. Children of teachers and staff
  4. Catholic Students
  5. Non-Catholic Students

The term **Catholic** refers to Catholic families officially registered in a Parish (for at least six months unless they have recently relocated from out of town) and who have fulfilled the parish contribution quota of a minimum of \$300.00 per calendar year. (Calendar year here refers to January 1 through December 31). As we request a minimum \$300 donation from other home

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parishes other than Santa Cruz, it is important that all our Catholic families regularly tithe using the envelopes provided by their parish.

- c. Parents must agree to accept the decision of the Principal concerning the placement of their child in a class. New primary and transfer students from other schools may be required to take certain tests to assist in determining appropriate class placement.
- d. If the student has had previous placement in a learning center or another kind of special education setting, the route for placement into Santa Cruz will first be through assessment by the staff of Santa Cruz. Final acceptance and placement is made contingent upon receipt of full academic records.  
Santa Cruz Catholic School is not equipped to accommodate students who demonstrate academic deficiencies and/or behavioral problems that need specific instruction, but will make reasonable accommodations for otherwise qualified students.
- e. **All students are accepted on a probationary status for 30 days** allowing the school officials to determine whether the school can meet the needs of the student.
- f. All families enrolled in the school **are required to give twenty-five (25) hours** of service to the school. Families on Tuition Assistance are required to give forth (40) hours of service to the school. Service hours must be recorded in RenWeb. Unfulfilled service hours will be charged \$10 per hour in May.
- g. All enrolled families **are expected to participate in the main fundraisers** for the school.
- h. Students must agree to comply with all school regulations and to conduct themselves in a manner that is conducive to learning.
- i. Parents must illustrate an interest in the education of their child(ren) by cooperating with the Principal and faculty in the psychological, emotional, social, spiritual, and academic development of their child(ren). The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.
- j. Parents and students must also understand and be open to the purpose of Catholic Schools and participate in all its activities. While academic excellence and a disciplined formation will always be desired goals, the understanding of Catholic tradition and growth of faith are central to Santa Cruz Catholic School.
- k. Parents and students will sign a **Handbook Agreement Form** due the first day of school each year indicating that they have read and agree to be governed by **all** the policies stated in this Handbook.

### 5. Annual Re-enrollment Procedure

- a. Re-enrollment for the new school year is held each year beginning in February. **All** children must be re-enrolled annually.
- b. At the time of re-enrollment, all tuition and fees must be current and verification of active parish affiliation/stewardship will be *determined* from use of weekly envelopes or automatic deposit.
- c. Students must have displayed successful academic growth and appropriate behavior. Summer school, tutorial programs, or specific behavioral

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modification procedures may be stipulated and re-registration will be contingent upon this agreement.

According to the Handbook of School Policies for the Diocese of Austin: ***“Attending a Catholic school is a privilege, not a right.”*** The principal can, at any time, recommend withdrawal when such is in the best interest of the local school and/or the student”.

### **ARRIVAL/DISMISSAL PRODEDURES**

Families are to use the carpool line as indicated at the start of the year for morning student drop-off; parents must park in front of the school if they are walking their child(ren) into the hall for prayers. For security reasons, all building doors are locked at all times. Please notify the office if you have a special circumstance that will require our attention or assistance.

The school day begins at 7:45 a.m. and ends at 3:15 p.m. Pre-K and Kindergarten students are dismissed at 3:05 p.m.; all other students are dismissed at 3:15 p.m. Families are to use the carpool line to pick up their child(ren). Only families/drivers having a special circumstance may park and pick-up students. They will need to enter the building through the front main entrance doors and wait in the office for the student. The office will need to be notified by 2:30 p.m. of the circumstances requiring special pick-up.

To ensure the safety of all concerned, we will release your child(ren) ONLY to those persons listed on your family emergency release form or with a notification/authorization from you designating the driver’s name and driver’s license number. We appreciate your cooperation and support.

Students that walk home must have a signed parental permission form in the office. All students being picked-up from the office or walking home must sign out in the office.

No unsupervised students are allowed to remain on campus after 3:30 p.m. Remaining students will be placed in After School Care.

### **ATHLETIC ACTIVITIES**

Students who participate in athletic activities must attend all practices/meets and maintain conduct becoming a Christian student. Students must be passing all of their core classes to participate in any athletic programs. Participation fees will be assessed for these activities.

#### **Grading and Athletics Policy**

Students must be passing all core area classes (Religion, Language Arts, Math, Science, Social Studies and Spanish) in order to participate in athletics. This means they must have all passing grades at progress report time and report card time. The middle school (5th - 8th grade) progress reports will now use letter grades.

If a student is failing a particular subject, they must successfully bring up the grade to passing in order to be allowed to play again. They will sit out for as long (or short a time) as it takes to improve to a passing grade. The teacher will send home a signed note stating that the failing grade has been raised to passing.

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### ATTENDANCE

Please note that Santa Cruz Catholic School follows the laws governing the compulsory attendance in Texas schools.

Regular attendance at school is necessary for every student. A student should not be absent or tardy except for illness or another grave reason.

**Official notice to the child and person(s) standing in parental relation to the child:**

Texas requires a child who is at least 6 years of age, or who is younger than 6 years of age and has previously enrolled in first grade, and ***who has not yet reached his/her 18<sup>th</sup> birthday*** to attend school unless exempt by Sec. 25.086. Students enrolled in pre-kindergarten or kindergarten shall attend school. (Education Code 25.085)

**Except as provided by Texas Education Code 25.092, a student may not be given credit for a class, unless the student is in attendance for at least 90 percent of the days class is offered. (Education Code 25.092) A student missing 18 days or more may be prevented from being promoted.**

A **parent/guardian commits an offense** of thwarting compulsory attendance under Education Code Sec. 25.093. if, after having been warned in writing, a child has unexcused voluntary absences on 10 or more days or parts of days within a 6-month period or 3 or more days or parts of days within a 4-week period from school (**tardies are considered parts of days**). An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$500.(Education Code 25.093/Family Code 51.03(b)(2)/Penal Code 12.23) **Five tardies after 8:00 A.M., regardless of reasons, will count as one day of absence.**

A "**failure to attend school**" offense may be filed against any juvenile under Education Code 25.094/Family Code 54.021 and on a finding that the child has engaged in truant conduct, a justice or municipal court may order: **1)** the child to attend GED preparatory classes; **2)** the child to attend a special program that the court determines to be in the best interest of the child, including an alcohol/drug abuse program; **3)** the child and the parent/guardian to attend classes for students at risk of dropping out of school; **4)** the child to complete reasonable community service; **5)** the child's driver's license be suspended; **6)** the child to attend school without unexcused absences; and, **7)** the child to attend tutorials. (Family Code 51.03(b)(2) & 54.021(d)/Education Code 25.094.)

A parent/guardian of a school age child has the responsibility to require that their child attend school regularly. When sickness or higher obligation necessitates an absence, a **note signed by the parent/guardian** explaining the reason for the absence **is required** the day the student returns to school. If a student fails to submit a note, the absence will be considered unexcused. The student will be allowed **three (3) days to submit a written** note excusing the absence.

A child not exempt from compulsory attendance laws **may be excused for temporary absence**, resulting from any unusual cause acceptable to the Superintendent, the principal or the teacher of the school in which the student is enrolled. The temporary absence may be the result of, but not limited to: **1)** personal sickness; **2)** family emergency; **3)** religious holy day; **4)** documented juvenile court proceeding; (Education Code 25.087)

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**When a student's absence for personal illness exceeds seven (7) cumulative days,** the principal may require a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. If the student has established a questionable pattern of absences, the principal may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Unless specifically exempt, an enrolled student identified as likely not to be promoted to the next grade level, must attend an extended year program or required tutorial classes approved by the principal.

Absences such as vacations and trips (except those excused by the principal for unusual circumstances), babysitting, working (including modeling), and non-school sponsored athletic events and programs **shall be considered unexcused**.

When a student is absent the parent must inform the school office before 8:00 AM on each day of the absence, stating the reason for the absence. This call is the parent/guardian's responsibility. Calls made by students are not acceptable. If the office is not properly notified, the parent will be contacted to check on the student. Please see the Homework section of this handbook for the make-up work policy.

Doctor/Dental Appointments: Parents should try to arrange all appointments on free days or after the 3:15 p.m. dismissal so that students will not miss their classes and be held back in their scholastic achievement. Medical and dental appointments are excused absences. A parental note stating the reason for early dismissal or late arrival is required for excused absences. Students who are away from school for an appointment for 3 ½ hours or more are counted as absent for ½ a day. Three (3) early withdrawals, each of which are less than 3 ½ hours, are considered a one-half day absence. The student must be signed in and out of the school office by a parent/guardian.

Students who arrive after 10:00 AM or leave before 1:00 PM are considered absent for one half day.

**Tardies:** School start time is 7:45 a.m. Any student arriving after 7:45 a.m. is considered tardy. If a student arrives after 8:00 a.m. the student is to report and sign-in at the school office. Tardiness counts against the Perfect Attendance record.

Excessive absences and tardiness by students will result in a letter to the parents to inform them of the excess and to require a conference to address the action to be taken to correct the problem.

### **BLOGS**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Instagram, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **BULLYING AND CYBERBULLYING**

Santa Cruz Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest**)

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and/or online) face detention, suspension, and/or expulsion.

### CELL PHONES

Students' cell phones will be picked up by the homeroom teacher at the beginning of the day and returned at the end of the day.

### CLASSROOM LEARNING ENVIRONMENT

Our school promotes a safe, nurturing and positive learning environment in the classrooms and throughout the school campus. All parents, students, community members and staff are called upon to help us maintain this environment.

**Visitors:** To ensure the safety of our students and to minimize class interruptions, *no visitor, parent or other family members*, unless to perform a duty as an aide, may go to the classroom during school hours. Forgotten papers, lunches, books, etc. are to be brought to the school office. The respective child will be notified. **Classrooms may not be disturbed.** Except with permission from the Principal, parents or visitors are not allowed in the school building during the day. All visitors, aides, etc. must sign in and sign out on the official log. All visitors are required to wear an identification badge while in the building. Staff will approach any person not displaying an ID badge.

**Classroom Parties:** The classroom teacher and room parents plan holiday celebrations. All students enjoy **All Saints Day, Christmas, and St. Valentine's Day** parties. Any other party-like activity requires the permission of the Principal. The usual time for scheduled parties is the last 45 minutes of the school day. **Birthday Celebrations:** As a special treat, parents may send a snack to be distributed at lunchtime for an entire class that does not require utensils. **You are required to notify the teacher ahead of time and check with the office before bringing any treat for a class due to possible food allergies**

If your family is planning a birthday celebration for your child, *you may distribute invitations or follow-up thank-you notes only if every student in the class is invited.* If you are inviting only a select few, please do not distribute invitations or follow up thank-you notes on school grounds. No part of a scheduled party should enter the school environment (e.g. favors, T-shirts, group departures from our school).

**Field Trips:** Field trips are encouraged as a method to enhance the effectiveness of our educational programs and as a method to broaden a child's understanding of their world and environment. Participation in activities that are cultural and educational is encouraged. All activities, including resource persons, field trips, corporate school activities, should be directly related to the curriculum. Final approval of all field trip plans rest with the Principal and/or Pastor.

Depending on the type of trip planned, teachers will allocate the appropriate number of chaperones. **Only chaperones, teachers, and students may attend field trips.**

Chaperones are placed in charge of a designated number of students. They are responsible for the students' safety and learning experiences. Parents serving in supervisory capacity on a field trip may **not** bring their pre-school children, as this greatly detracts from the chaperone's ability to give their full attention to the students in their

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charge. The teachers will give the parent chaperones specific instructions before the start of each field trip in regards to expected behavior, safety, trip schedule, etc.

Field trips are not intended to be “family outings.” They are educational excursions. Most field trip venues are also available to the public. If a family decides they want to experience the same field trip, they are encouraged to do so as a family at another time.

A field trip permission form completed and signed by the parents is required of everyone participating in the activity and must be presented before the activity takes place.

Whenever possible, bus transportation by an insured carrier will be provided. If there are not a sufficient number of students attending an off-campus event to warrant a bus, a private passenger vehicle may be used. If a private vehicle must be used, the following criteria are the policy of the Santa Cruz School Advisory Board:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that would impair the ability to drive safely.
2. All drivers, chaperones and volunteers must have a cleared driver's license check done through the diocese Ethics and Integrity in Ministry for all field trips.
3. The vehicle should have a valid registration and meet state safety requirements.
4. The vehicle must be insured for minimum limits of \$100,000/per person, \$300,000/per occurrence. Copy of insurance card or policy *denoting limits of liability* will be required of all drivers.
5. Drivers should be experienced drivers and demonstrate the maturity necessary to provide safety for those they are transporting.
6. The number of riders must not exceed the rated capacity for the vehicle and seat belts available and worn for each passenger. All passengers must wear seatbelts.
7. Drivers must be at least 25 years or older.

## COMMUNICATIONS

Effective communication is essential in establishing and maintaining a partner relationship in the educational process. While we encourage and promote open communications, please understand that a staff member's primary on-duty responsibility is to be responsive to the students. SCCS offers the following methods to support ongoing communication with our families.

**Communication:** Each Wednesday, we send home via **email** the weekly “**Cardinal Blast**” that contains pertinent weekly information from the school and community. Please read this weekly newsletter in a timely fashion so you can stay up-to-date and informed about school events.

**E-mail:** Each staff member at SCCS has an assigned e-mail address. Staff members check e-mails at least twice during the school day. We encourage families to utilize e-mail for general communications or inquiries. Normally there will not be time during school hours to reply to the e-mail, but each staff member will attempt to reply at the earliest opportunity within 24 hours.



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**Parent Alert:** SCCS utilizes a phone notification system to deliver personalized phone or text messages to every parent or staff, or select groups. Parents will receive an automated phone call with reminders about Mass, meetings or alerts about situations that need immediate attention.

**Telephone calls:** If you wish to contact a staff member, you may leave a voice mail message by calling the general office number. Normally there will not be time during school hours to return the call, but each staff member will attempt to return a call at the earliest opportunity within 24 hours. No teacher or child will be called from class for a telephone call. Important messages will be given to a child during the school day, but changes in after school social plans, scouting or athletic events do not constitute an emergency. The students are allowed to use the telephone only for forgotten eyeglasses or medication, not for forgotten supplies/assignments, social plans or lunch.

**Website:** Santa Cruz Catholic School maintains a school website. Our website contains information about Santa Cruz Catholic School programs, including student activities, lunch calendar, and athletic events. Each student's participation in our website is subject to and governed by a parent/guardian's release and instruction form authorizing the student's participation, or limited participation, in the school website publications. The school website is located at <http://sccstx.org>.

### COMPLAINTS AND THE PRINCIPLE OF SUBSIDIARITY

**Issues/Concerns:** In keeping with church principles of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, should you have a concern or issue, we encourage you to go directly to the person/staff member related to the concern for discussion. Only after such attempts have failed, should the administrator be contacted. All discussions of a concern or issue should be done through scheduled appointments. We ask our students to work together to solve their individual differences, so please be a good role model in building positive school, family and community relations by incorporating appropriate, respectful problem solving strategies and lines of communication. Please do not call the administration until you have spoken with a teacher regarding your concern.

Since our focus is on the students during the school day, please do not try to conference with teachers or administrators during drop-off/pick-up times and before or after school *without an appointment*.

#### **Grievance Procedures :**

Diocesan policy states these steps for resolution of parent/guardian grievance: Disputes or conflicts can arise in an educational setting. It is important that such matters be resolved as quickly as possible. Students, parents, and/or guardians who feel that they have a legitimate grievance related to school practices, policies or relationships shall be expected to adhere to the following procedures. The purpose of this procedure is to produce, at the lowest possible level, equitable solutions to grievances in a spirit of justice and charity.

- 1) Discussion with concerned parties:** Discuss the grievance complaint with the parties concerned at an informal meeting as soon as possible after the incident. If this must be done during school hours, an appointment may be made through the office for a time that will not interfere with the normal school routine.

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**2) Administrative Meeting:** If the matter cannot be settled informally by the parties concerned, they must request a meeting with the principal. The principal will assess the issues and make a final decision. If the problem is not resolved satisfactorily, the parent/guardian or the principal may then request a meeting with the superintendent.

If the dispute or conflict is with the principal, the first step for parents/guardians is discussion of the problem with the principal. If the problem is not resolved satisfactorily, the parent/guardian or the principal may then request a meeting with the superintendent.

-304.3 - Diocese of Austin, Diocesan Catholic Schools Office May 1999

### CONFIDENTIALITY

Teachers will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. If serious concerns exist, parents will be promptly notified.

### COURTESY

Courtesy is everyday good manners that are taught and used at home and reinforced at school. Students are expected to show respect and be courteous to all adults as well as each other. Expressions such as **please, thank you, you're welcome, yes ma'am, yes Sister, yes sir, etc.** should be part of everyday speech. At school, courtesy and respect should be shown at all times, but especially:

**In the classroom:** It is a place of importance, a place to learn and grow. Students are not to deprive their fellow classmates of precious time and the opportunity to learn because of their misbehavior.

**In the cafeteria:** Table manners and courtesy are necessary at school as well as in one's home or in company. If any student throws food, papers, etc., and/or shows other disrespectful behaviors in the cafeteria, appropriate disciplinary actions will be taken.

**On the playground:** Each student should enjoy the relaxation of the recess period. It is here that his/her social maturity is evident. Courtesy and respect are due to Playground Supervisors, other students, and school property at all times. Playground Supervisors, whether staff or volunteer, may make behavior referrals for inappropriate behavior.

### CURRICULUM

Santa Cruz Catholic School follows the Diocese of Austin Curriculum Requirements. This guide aligns the Diocesan objectives with the Texas Essential Knowledge and Skills Elements (TEKS), TCCED **Principles and Standards for Catholic Schools** and provides a common base for curriculum formation. The curriculum includes religion, reading, language arts including spelling, vocabulary, writing, and handwriting, mathematics, social studies, science, Spanish, art, music, physical education, and computer literacy. Each teacher has a daily written schedule and follows the prescribed daily and weekly time requirements mandated by TCCED.

**Religion:** Religion is paramount in our curriculum. In addition to daily religion class, students participate in many religious formation activities. Religious values are integrated in all subject areas along with Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation and Eucharist as well as Liturgical services on Fridays and Holy Days.

The sacramental life of the children in the Catholic tradition is an important component of

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the religion program at Santa Cruz School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

**Pre-Kindergarten and Kindergarten Program:** In Pre-Kindergarten we recognize that development in young children is a continuous process. Although children proceed through the same sequence of development, they do not develop at the same rate. The major emphasis of the early childhood program is the utilization of developmentally appropriate practices to enhance language and communication skills. We accomplish this by providing a gateway to a multi-year program of educational experience that takes into consideration the emotional, physical, social, spiritual and intellectual development of 3, 4 and 5-year-old children. These programs are substantially different from nursery school or day care.

Our full day kindergarten program provides a systematic approach to teaching the core curriculum and skills at appropriate levels. Instruction in music, physical education, art, computer, and Spanish classes is also a vital part of the developmental program.

**Grades 1-5:** The students will study, according to minimum daily time requirements:

- religion
- language arts (includes reading, literature, vocabulary, grammar and composition, spelling, handwriting, speaking, listening)
- mathematics,

and according to minimum weekly time requirements:

- social studies (includes elements of history; geography; economics; government; citizenship; culture; science; technology; and society; and social studies skills)
- science
- physical education
- health
- fine arts (art, music)
- Spanish

**Grades 6-8:** The students will study, according to minimum daily time requirements:

- religion
- language arts
- mathematics
- science
- social studies
- physical education
- electives: Art, Music, Drama, Foreign Language

## **CURRICULUM NIGHT AND OPEN HOUSE**

A Curriculum Night/Open House is scheduled in August so parents can meet the teachers and review long-range plans, goals and objectives for the year. A second Open House is held during Catholic Schools Week usually held at the end of January.

If parents want to observe classrooms at any time, permission must first be obtained from the Principal.

## **CUSTODY**

This school abides by the provisions of the Buckley amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

All divorced and never married parents must provide custody documents for the student's file.

## **DISCIPLINE**

Discipline is derived from the root word "disciple" which means learner. Discipline is an essential aspect of Christian development. Therefore, practice in self-discipline is a necessary part of life. Students and parents must understand that one of their first obligations in a Catholic school is to respect the dignity of the school community.

### **Our Goal**

Santa Cruz Catholic School seeks to establish a school climate that flows from the school philosophy. **Socially**, students recognize their role in creating a just society. **Morally**, students find the Gospel values as a foundation and Christ as the model for decision-making. **Emotionally**, students as children of God, learn to act with self-control." All members of the community are called to show unity of purpose as well as mirror life through trust, spirituality, closeness, collaboration and responsibility where *faith, culture and life are brought into harmony*.

The student is a Santa Cruz student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

We expect children to obey school and classroom rules, to respect faculty, staff, and classmates, and to cooperate in maintaining a positive learning atmosphere. Flowing from these expectations, Santa Cruz is a **Fight-Free** School with a "**Hands-off**" and "**No Put-Down**" policy. Students are encouraged to solve differences in a mutually respectful manner.

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## Standards of Behavior for Students

We want each student to develop into a responsible Christian adult, based upon free will and conscience. Class and school policies are designed to offer increasing expectation of self-discipline as the child matures. The purpose of discipline is to enable students to move from externally imposed discipline to self-discipline, which is an indication that one is capable of accepting responsibilities and privileges.

All students, at their appropriate developmental level, should:

- Be polite and kind to others, both adults and students, in speech, action and manner
- Display respect and prayerful participation during worship times
- Work in cooperation with others
- Obey all school and classroom rules and procedures
- Respect school and personal property
- Properly greet adults and use mannered language (“please”, “thank you”, “yes, ma’am”, “no, sir”)
- Include and help others whenever possible
- Be prepared for class with materials and assignments
- Work conscientiously and use time wisely
- Display good grooming

<sup>1</sup>Congregation for Catholic Education, *Religious Dimension of Education in a Catholic School*, n. 33.

## Standards of Behavior for Adults

Staff, parents and other members of the school community are called upon to model similar good standards of behavior as well. Adults in the Catholic community should be good listeners, remain mutually supportive and inclusive of one another, maintain appropriate confidentiality, and handle disagreements in a spirit of conciliation.

Volunteers on the campus are especially reminded to keep conversation positive and limited to appropriate topics.

## A Climate of Inclusiveness

Most of the offenses listed below under “regulations” will rarely occur in our school. They are listed here for the purpose of outlining examples of unacceptable behavior. However, a special word is needed about the goal of inclusiveness, since this principle is frequently violated among children and in schools. Students of all ages will be taught that name-calling, bullying, ridiculing, teasing, and excluding have no place at school and are not only unnecessary, but also intolerable. Parents are encouraged to reinforce these ideas at home.

## Regulations

Behaviors including but not limited to the following may result in disciplinary actions:

- Disrespectful word or action toward an adult
- Fighting or physically harming another
- Any kind of threat or harassment
- Defacing property
- Misbehavior during worship, emergency drills, field trips or other situations that call for a greater sense of cooperation
- Leaving the campus without permission or failing to go where directed

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- Dishonesty, including cheating or stealing
- Disruptive behavior in a classroom
- Use of obscenity or profanity in any form.
- Bringing illegal or dangerous items to school, or being in possession of such items  
These items include weapons; drug-related products including alcohol and tobacco; other dangerous objects, such as matches; items associated with gangs; or any replica of these items.
- Any behavior which places repeated demands of supervision on the staff.
- Any behavior at school or a school event or away from school (outside school supervision) that is contrary to the mission and dignity of the school, including electronic communication.
- \*\*Toys, stuffed animals, sports equipment, radios, tape recorders, electronic games, beepers, lasers or any replica of any of these items are not to be brought to school. They will be taken up and held for the parents. Unclaimed items will be given to charity.
- Cell phones, cameras and other electronic devices are not permitted to be used on campus by students at any time. They will be taken up and held for parents.
- Gum is not permitted on the campus.
- Selling items on campus which are not part of a Santa Cruz Catholic School fundraiser is not allowed.
- The distribution of party invitations of any kind on the campus is not allowed, except for school-sponsored events.

\*\*Special note: Students in PreK and Kindergarten may bring nap items, such as a small stuffed animal, blanket and/or travel pillow. These items should all be small enough to fit inside the backpack.

### **Discipline Procedures**

At Santa Cruz, uniformity of consequences is not a goal; rather the staff seeks to use a variety of discipline strategies best to meet the needs of the individual child who is having difficulty showing appropriate behavior.

Each teacher writes a grading plan and a classroom management plan broadly based on the principles discussed in this handbook. Teachers will instruct students, according to their developmental level, in information regarding grading procedures and expected student behavior. Some teachers may ask students and/or parents to sign a document indicating they have been told about the classroom rules.

When there is a problem, the teacher tries to handle discipline within the classroom through verbal correction, redirection, counseling, and natural and logical consequences. When informal strategies are unsuccessful, the teacher may use several more formal methods, which may include notifying the parents.

The principal may use strategies such as a required parent conference, in-school suspension, assignment of school service, out-of-school suspension, scheduling a discipline review board, and expulsion.

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### **Suspension and Expulsion**

When disciplinary measures have failed to bring about desirable behavior, or when the offense is extremely serious, the student may be suspended for up to three days following a parent/principal conference. The student may complete make-up work for credit.

The expulsion of a student is a last resort. Expulsion is for the remainder of the year.

### **Appeals**

The principal has the right to waive any or all disciplinary rules or procedures at the his/her discretion. The principal is the final authority on disciplinary matters and actions with the exception of expulsion. An expulsion may be appealed to the Superintendent in writing, care of the Diocesan Catholic Schools Office.

### **Search and Seizure**

Cubbies, desks, and other storage spaces are school property. The school reserves the right to search possessions at any time. The school may confiscate any articles seen as inappropriate, including those items which violate school rules.

## **ELECTIVE / ENRICHMENT CLASSES**

**Art:** Instruction in visual arts is provided to students. Our visual arts curriculum focuses on creative exploration/expression using various art elements and mediums. The art program also fosters an appreciation of both Master artists and peer student artwork.

**Drama:** Students will explore all elements of stage production and types of dramatic performance.

**Music:** Students will experience a variety of music from religious to secular. All students will participate in music concerts, para-liturgies and liturgical music opportunities.

**Physical Education and Health:** The PE program includes general fitness instruction, the Presidential Physical Fitness program, sports with skill development, lead-up games and rules, strategies and good sportsmanship. The Health program includes vision, hearing, and scoliosis screening, and dental education, first-aid attention.

**Foreign Language:** Students receive formal foreign language instruction.

**Instructional Technology:** Instructional technology instruction will be held for students.

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### EMERGENCY SCHOOL CLOSINGS

**Inclement Weather:** In accordance with Diocesan policy, our school will follow the bad weather school closing or bad weather early-release decisions of the public school district where our school is located, **Hays Consolidated Independent School District (Hays CISD)**. Listen to the local radio, or check local television stations for announcements of Hays CISD closings/late openings of schools. It is not necessary to call the school to confirm this information; we request that our telephone line not be tied up this way when it is important for us to attend to unusual conditions.

**Emergency/Disaster:** In the event of a disaster or emergency that requires the school to close during normal operation hours, please follow the procedures listed below.

- a. Do not phone school. There may not be anyone in the building.
- b. Listen to radio or watch local television stations for announcements. Check your email.
- c. Report to student pick-up area (look for signs).
- d. If you are able, volunteer to assist school officials.
- e. Complete the student sign-out log before taking your child from the school.

### ETHIC AND INTEGRITY IN MINISTRY

It is diocesan policy that as of July 1, 2003, anyone who serves in ministry to minors or vulnerable adults must have completed a criminal records check and attended a Protecting God's Children workshop. The U.S. Conference of Catholic Bishops maintains auditing processes for all dioceses in the country to monitor our efforts to comply with the charter for the Protection of Children and Young People.

The directive from Bishop Vasquez mentions many categories of volunteers affected by the policy, including youth ministry volunteers, classroom volunteers, leaders and volunteers of Catholic boy and girl scout troops, anyone serving in a program for minors that is hosted on school property, anyone transporting minors in vehicles, and anyone who fills a one-time need in ministry to minors or vulnerable adults.

At Santa Cruz this policy is interpreted to mean that all persons who volunteer at school in any capacity must first complete the on-line application and attend the three-hour workshop. The listing dates and locations may be found at [www.austindiocese.org](http://www.austindiocese.org). **Each VOLUNTEER must renew their certification every three years.**

Non-staff adults who have documented completion of the process will be issued a badge to wear at any time they are helping on campus. We encourage all adults in the school community to complete this process as promptly as possible in order to participate fully in the life of the school and to be prepared to help with needs we have for volunteers.



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## EVALUATION/REPORT CARDS/PROGRESS REPORTS

### Diocesan Grading Scale

Pre-K & Kindergarten:

**M**= has met objective;  
**P**= acceptable progress;  
**I** = Improvement/needs practice

Kindergarten Skills

**+**= Always; **P**=Progressing;

Grades 1-8:	Reported in numerical value (%)	
	94 - 100	<b>A</b>
	85 - 93	<b>B</b>
	76 - 84	<b>C</b>
	70 - 75	<b>D</b>
	69 and below	<b>F</b>
	<b>Incomplete</b>	<b>I</b>

### **Descriptions of each grade are as follows:**

**The 94-100 Grade of A:** indicates an exceptional level of mastery of the subject material, deep understanding of the concepts and ideas presented, a high level of initiative and work beyond requirements, considerable use of higher order thinking skills, accomplished ability to write and present material, ability to work and show leadership in groups.

**The 85-93 Grade of B:** indicates a high level of mastery of the subject material, understanding of concepts and ideas presented, indication of effort and work done outside of class, ability to use higher order thinking skills, ability to communicate effectively through writing and presentations, ability to work in groups and show guidance to others.

**The 76-84 Grade of C:** indicates requirements and standards of the course have been met to a comfortable degree, essential understanding of concepts and ideas and necessary proficiency in skills, thinking skills are adequate although infrequent use of higher order thinking skills used; ability to communicate through writing and presentations, ability to work in groups and follow directions.

**The 70-75 Grade of D:** indicates requirements and standards of the course have been met to the minimum degree, difficulty in understanding concepts and ideas, thinking skills tend on the lower levels, time is not well used and effort and/or abilities are low, may have difficulty in working in groups.

**The 69-below Grade of F:** indicates the minimum requirements of the course have not been met, a lack of mastery of concepts and skills.

**A grade of I (incomplete)** on the report card indicates that the student's work for the course is incomplete and has not yet received any credit for the course. All missing work

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must be made up within two (2) weeks from the end of the quarter in which he/she received the "I". If all work is not completed within this time, a failure grade will be given.

**Conduct /Character Development Grades:** Conduct grades reflect a child's behavior during class, during class changes, in the halls, and indicate his/her general attitude toward the maintenance of an orderly learning environment and respect for himself/herself and the rights of others. If a child requires a more than average amount of correction during a grading period, the conduct mark will express this fact. This grade indicates the level of effort, behavior, character and courtesy that the student displays.

<u>Marking Code</u>		<u>Comment</u>
E	94	Excellent
S	85	Satisfactory
N	76	Needs Improvement
U	69	Unsatisfactory

### **Conduct/Character Development Grade descriptions:**

**E:**

1. Obeys all rules (e.g.: prompt, well groomed, proper uniform, does not chew gum)
2. Exhibits an exemplary level of behavior (e.g.: shows an interest in learning, is respectful of others, listens attentively, shows a high level of consideration and courtesy towards others, shows a drive to excel in studies.)
3. Goes above and beyond normal expectations (e.g.: volunteers to help the teacher and other classmates, contributes to the learning process)

**S:** Follows all school policies and obeys all handbook rules

**N:** Does not consistently follow school policies and rules

**U:** Frequent disregard for school policies and rules with no remorse.

**Students must have E's or S's in Conduct in order to be recognized for the A Honor Roll or A/B Honor Roll or any Subject Area Year End Awards.**

**Progress Reports:** In order to keep parents informed of their child's progress, interim progress reports will be given to students midway through each quarter. It is the duty and obligation of parents to be aware of the academic progress of their children and take the necessary measures to assist them.

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## FAMILY/TEACHER/STUDENT LED CONFERENCES

Parents/guardians are required to attend two formal Family/Teacher/Student led conferences each year. The conferences are held at the end of the first and third grading quarters. Parents or teachers may request additional conferences during the calendar year if there are issues or concerns about a student's academic or social performance. Parents/guardians may feel free at any time to e-mail the teacher, fill out a Conference Request Form, or call the school office to request a conference with a teacher. The teacher will contact the parent/guardian to set a date and time for the conference via e-mail, Conference Request Form, or telephone call.

Teachers will likewise feel free to request a conference that is mutually convenient with the parent/guardian during the school year whenever needed for the good of the child.

The teachers, staff and administration would request that they do not receive calls at home. They also have families and other obligations that need attention in the evenings.

## FAMILY VOLUNTEER HOURS

Our school children benefit from the work of family volunteers. Some of these opportunities are aides, office help, cafeteria help, lunchroom or playground monitors, morning drop-off monitors, fundraiser volunteers, and room parents. **Each Santa Cruz family is required to serve our school with at least 25 volunteer hours each year. Those families on Tuition Assistance are required to give 40 hours of service. Service hours are to be recorded in RenWeb by the parent. Unfulfilled service hours shall have a charge of \$10 per hour payable to the school.** Annual attendance and clearance through the Diocesan "Protecting God's Children" (EIM) is required for all volunteers. All volunteer positions require a criminal background check.

## GRADUATION

Santa Cruz will recognize this traditional hallmark for our 8<sup>th</sup> grade students with a liturgical celebration. Graduation for the 2019-2020 school year will be held on May 21, 2020 at the church followed by a luncheon.

## HARASSMENT

Harassment of any type will not be tolerated. The Principal will investigate and determine all complaints of harassment. Students involved in harassing behavior could face detention, suspension, and/or expulsion.

## HEALTH/FIRST AID/MEDICATIONS

**Health Program:** The State of Texas and the Diocese of Austin requires that all students be immunized against Hepatitis B, Diphtheria, Tetanus, Pertussis, Poliovirus, Measles, Mumps, Rubella and Varicella. Immunizations should be completed prior to the beginning of school. According to Texas law, a student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school.

The state further requires that health records be kept current throughout the school year. Please notify the school office whenever your child receives an immunization by providing

## SANTA CRUZ CATHOLIC SCHOOL

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the name of the immunization, date it was administered (mm/dd/yyyy), and child's name on a form from your doctor or health clinic. .

**Communicable Diseases:** Santa Cruz adheres to the following guidelines directed by TCCED for excluding students with communicable diseases from attending school:

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100 or above	Fever free for 24 hours
Vomiting, nausea, diarrhea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice free/ nit free
Other symptoms suggestive of acute illness	Written physician release

**Infectious Disease Policy and Procedure:** It is the policy of Santa Cruz to provide a quality Catholic education to any child who desires to attend, provided that the child does not constitute a health hazard to any Santa Cruz student or employee. Santa Cruz follows the policies as given in the Diocesan Policy Book and State Health policies.

**First Aid:** At the beginning of each school year all parents must fill out an Emergency Form. First aid supplies are available in our office for illness, minor cuts, bumps and bruises. Parents are notified as soon as possible in case of serious injuries. In case of serious injury/illness and the parents cannot be reached, the child will be taken to the hospital or 911 called, at the discretion of the Principal, according to the information of the Emergency /Medical Release Form.

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**Medications:** A Medication Authorization Form must be completed and signed by the parent/guardian for dispensing medications to their child during school hours. **All medication should be given outside school hours if possible.** Only medication that cannot be given at home will be given at school. Medications prescribed three times a day should be given before school, after school, and at bedtime for optimal coverage. There are consequences for failure to follow any of the following requirements on medication.

**A student may take medication at school ONLY if:**

1. a license physician, nurse practitioner, physician assistant or dentist has prescribed the medication, or a parent requests the administration of non-prescription medication (over-the-counter);
2. the parent/guardian delivers the medication to the school office or nurse;
3. the medication is delivered in its prescription container with a current pharmacy prescription label or, if the medication is over-the-counter medication, in the original labeled and sealed container (unopened),;
4. the staff or nurse administers the medication to the student; and
5. the parent/guardian completes and returns this form to the school office or nurse.

[Item 4 above does not apply if a parent authorizes a student to self-carry and self-administer medication through an epi-pen, inhaler, insulin pump, or glucose meter and completes and delivers this form to the School.]

**The school may NOT:**

1. accept any medication that is not in the proper container as described above;
2. accept any medication from the student or any person other than the parent/guardian;
3. administer experimental medication or dosages;
4. administer any herbal medication, dietary supplements, or other nutritional aids which are not approved as medication by the Federal Drug Administration (FDA);
5. administer any medication with an expiration date that has passed;
6. administer any medication via a central line at school; or
7. administer any medication for which the school personnel, in its sole discretion, is not qualified or licensed to administer.

**A student may NOT:**

1. carry any medication on their person or in their belongings, unless permission granted below for an inhaler, epi-pen, insulin pump, or glucose meter; or
2. give any medication to other students.

**The school WILL destroy or dispose of any medication:**

1. that a parent/guardian does not timely retrieve after the school has requested the parent/guardian to retrieve;
2. that is in a vial (for example, insulin) once started (opened) and not used in 30 days; or
3. that has an expiration date that has passed.

## HOMework

Homework is studying at home and is ordinarily an extension of classroom instruction. Our students ordinarily have homework. This may be written or study work.

The purpose of homework is the improvement of the learning process by reinforcing newly acquired skills, by engaging in preparatory activities such as reading for background, and by extending and applying classroom learning for developing new and deeper

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understanding. Students should be encouraged to read or drill in areas of weakness even when no formal homework has been assigned.

**Students are expected to put effort into their studies outside of school on a daily basis according to these approximate guidelines:**

<b>Kindergarten</b>	<b>15 minutes</b>
<b>Grades 1 &amp; 2</b>	<b>30 minutes</b>
<b>Grade 3 &amp; 4</b>	<b>45 minutes</b>
<b>Grades 5 &amp; 6</b>	<b>60 minutes</b>
<b>Grades 7 &amp; 8</b>	<b>90 minutes</b>

**In addition to the above homework guidelines, all students are expected to read or be read to a minimum of 20 minutes each night.**

Please realize that this time will vary according to the nature of the assignment and the ability of the student. *If your child(ren) consistently spends more than the suggested time on homework, please contact his/her homeroom teacher for assistance.* Parents are requested to see that homework is completed in an atmosphere conducive to study and the student's learning style. Homework is not normally assigned over the weekends in an effort to promote and foster family activities. There will be times, however, when long term projects or extended assignments will be expected after a weekend.

When a student misses school due to illness, the following policy will apply regarding making up homework and missed class work. The student will be responsible for obtaining his/her missed work assignments from the teacher on the day s/he returns to class. The student will have the same number of days as missed to complete the work, unless specified otherwise by the teacher. That is, if the student was absent 3 days, s/he will have 3 days after the return to school to complete the work. Due dates for long term projects are not extended due to absences. Make-up tests must be scheduled with the individual teacher according to the teacher's availability either before or after school. Credit for work missed at the end of a grading period may possibly be applied to the next grading period.

Students will be penalized for not turning homework in on the due date. The amount of points taken off and allowances for late work vary by grade level.

### **LEARNING DIFFERENCES**

Flowing from our school philosophy that each student is unique in God's plan and possesses individual gifts and talents, we respect and nurture individual differences. We explore different ways to help the students learn and retain new and/or difficult information and skills more easily, increase their academic performance, and self-concept.

### **LIBRARY**

The Library is a quiet area for reading, study, and reference work. Therefore, it is expected that students conduct themselves in a proper manner. Students are given regular opportunities to visit the library to check out/return books. Fines may be assessed for lost or damaged library books. The annual Book Fairs support the growth of the Library.

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## LUNCH PROGRAM

Santa Cruz students eat in Deane Hall at the tables assigned for their class. All students are expected to use good table manners. It is also the responsibility of students to pick up after themselves by leaving the Hall floor and tables clean. All trash and food waste should be thrown away in the trash containers. No food may be taken outside the lunch area.

Students pray and wash hands before lunch. Each teacher will establish standards for table manners, cleanliness of the environment and appropriate lunchtime behavior. Students end their lunchtime with a prayer each day.

Students bringing their own lunch must provide utensils needed. We are unable to warm, cook or refrigerate lunch items for the students. Milk may be purchased by those bringing lunch from home by the semester, for cold daily delivery. Refunds are not available for absent days.

The school will offer daily hot lunch. Monthly menus will be sent out and billing will be through FACTS. The lunches will include milk and the cost per lunch will be \$4.75.

We suggest that lunches be simple and nutritious in nature so that your child can enjoy and manage them as independently as possible. In order that your child's mealtime is as safe and pleasant as possible, the following are not allowed:

- **Fast food (whether brought in the morning or delivered at lunchtime)**
- Glass containers or any type glass
- Soft drinks
- Food or drink with red or purple dye
- Sharing or selling lunch items of any type

Families are welcome to enjoy lunch with their child(ren). In order to make the transition to school smoother for your child; we ask that you wait until September 1<sup>st</sup>. Please notify the school as early as possible if you plan to have lunch with your child(ren).

## Snacks and treats

Students in all grades bring their own nutritious snack each day. Parents who wish to send a snack to the homeroom to share in honor of a student's birthday are welcome to do so, by notifying the teacher ahead of time and by choosing a nutritious and non-allergy item from the list below. Parents of students with summer birthdays are invited to select a school day for this observance. Recommended treats include:

1. Decorated cookies (single large or several small)
2. Muffins or cupcakes *with light icing*
3. A special morning snack for the class such as popcorn, trail mix, donuts, etc.

Parents are asked not to send any type of snack or birthday treat that requires utensils, such as cakes.

## MEDIA RELEASE FORM

Students who attend SCCS are occasionally asked to be part of school and/or Diocese publicity, publications, and /or public relations activities. Signature of the SCCS Media Release Agreement form indicates your approval for your child/student's name, picture,

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voice or verbal statement to appear in school or parish publicity or Diocese publications, video or on the school or parish Web site. SCCS has no control of media use of pictures/statements that are taken without permission.

Student and Parent/Guardian understand that signature of the SCCS Media Release Agreement Form provides consent and agreement to the following:

- The photo, video or student statements may be used in subsequent years;
- Consent and release have been given without coercion or duress;
- All rights are waived to inspect and approve the finished product or copy that may be used in connection with an image that the Diocese has taken of your child(ren), or the use to which it may be applied.
- No compensation will be made for these uses, and that the Diocese and/or SANTA CRUZ CATHOLIC SCHOOL exclusively own all rights to the images and recordings.
- **Signature of the SCCS Media Release Form is binding upon heirs and/or future legal representatives.**
- Signature of the SCCS Media Release Form releases THE CATHOLIC DIOCESE OF AUSTIN and/or SANTA CRUZ CATHOLIC SCHOOL, its successors, employees, and agents from any and all claims for compensation, damages or rights to monies arising out of the use by THE CATHOLIC DIOCESE OF AUSTIN and/or SANTA CRUZ CATHOLIC SCHOOL or any other parties to whom such videos, images or other media has been distributed.
- If the student and/or parent/guardian wish to rescind this agreement, they may do so with written notice to the school office prior to publication and or production of materials.

### NEW STUDENTS

All new students of Santa Cruz Catholic School are on a *30 day probation period*. At the end of this time the student's behavior, attitude, performance and potential will be evaluated by teachers and Principal to determine if SCCS is the best environment for the child's learning needs.

### OFF-CAMPUS CONDUCT

The administration of Santa Cruz Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

### PLAYGROUND

During recess periods, the playground/recess area is under the supervision of staff and parent supervisors. Students should always be in the play areas they are assigned. Students may never leave the school grounds during the lunch or recess period.

To ensure the safety of our students, once outside for recess, no student can return to the building until the entire class comes in with the teacher—this includes restroom visits. Emergency need for restroom and nurse are at the teacher's discretion. Students should use the restroom before their lunch period. At recess and at dismissal, the students are to walk in and out of the building quietly and orderly.



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No equipment other than school issued will be permitted at school for recess use. All other equipment will be confiscated. The safety of the entire playground is to be considered at all times.

Balls may not be kicked or thrown against any building or fence. Should a playground ball be accidentally kicked out of the play area, the student responsible must inform the supervising adult or teacher immediately.

### **PROMOTION / RETENTION REQUIREMENTS**

Promotion to the next grade will be conditioned upon the following according to the Diocese of Austin Handbook of school policies

*Pre-kindergarten and Kindergarten:* As developmental programs, these programs recognize that students make progress at different rates. While student mastery will be monitored, promotion is based more on a holistic picture of the student's readiness for the expectations of the next level.

*Elementary grades (1-5):* To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for language arts, mathematics, social studies, science and religion. In addition, a student shall attain an average of 70 or above in language arts and in mathematics. Grades for health, fine arts, and physical education may be determined by local school regulations using numerical grades, letter grades, or indications such as Excellent, Satisfactory, or Needs Improvement.

*Middle School Grades (6-8):* To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, a student shall attain an average of 70 or above in the following subjects: language arts, mathematics, social studies, science, and religion.

Close communication with parents will be maintained during the school year in order to provide the proper support and reinforcement needed by the child.

### **RECESS**

Students should be encouraged to play outdoors when weather permits. If your child needs to remain indoors for serious health reasons, please send a detailed note—but let this be the exception. No student may remain indoors at recess for longer than 3 days without a written note from the doctor.

### **RELIGIOUS FORMATION**

In carrying out the Philosophy of Santa Cruz Catholic School as stated previously in the handbook, the faculty strives to form committed Christians by means of a planned program in catechesis and liturgy. To this end, the parents are **required** to attend the parent meetings prior to the reception of a Sacrament by their child. The SCCS community encourages all our families to participate in weekly Sunday masses and regular reception of the sacraments together. During the school year, the faculty and students participate in the following Religious Formation Activities:

- a. Attendance at Mass as a school community
- b. Daily religious instruction

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- c. Preparation for and reception of the Sacrament of Reconciliation and Sacrament of Holy Eucharist in Grade 2
- d. Stations of the Cross weekly during Lent
- e. Special sacrifices and prayers for the Missions
- f. Experiences of various forms of prayer, such as the Rosary, spontaneous prayers, reflections, etc.
- g. Participation in service projects in school, parish and community

The following prayers **or** religious facts are taught at these grades:

Pre K-Kindergarten	The Sign of the Cross, Grace
Grade One	Our Father, Hail Mary, Glory Be
Grade Two	Formula for Confession and Act of Contrition
Grade Three	Apostles' Creed
Grade Four	The Ten Commandments
Grade Five	Commandments of the Church
Grade Six	Mysteries of the Rosary
Grade Seven	Eight Beatitudes
Grade Eight	Spiritual and Corporal Works of Mercy

**\*\*Prayers are at the end of the Handbook\*\***

### **SAFETY**

**School Security:** All persons entering the school area during school hours must sign in and obtain an ID badge to be worn at all times while in the building. Please return the badge and sign out before leaving.

Santa Cruz Catholic School has a Crisis Management and Response Manual that encompasses all aspects of any disaster. The following are the student and parent responsibilities as detailed in the plan.

#### **The parents are asked to:**

- a. Be certain that the Emergency Form is accurately and completely filled out and returned to school on or before the first school day. ***Any changes made during the school year (phone number, address, etc.) must be sent to the school immediately.***
- b. Make certain your child/ren understands and uses the safest and most direct route to and from school.
- c. Make certain your child/ren understands where to go when an emergency arises in route to and from school.
- d. Be aware of, support and reinforce the emergency procedure information your child receives at school.

#### **Fire & Safety Drills:**

- a. Adequate instructions are given to the faculty and students regarding procedures.
- b. Students are instructed to evacuate in an orderly manner and to remain calm in order to avoid panic.
- c. Fire evacuation procedures are posted in every classroom.
- d. Fire drills are conducted at intervals according to regulations.

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## **Inclement Weather Drills:**

- a. Adequate instructions are given to the faculty and students regarding procedures.
- b. Students are instructed how to evacuate the classrooms and go to a place of shelter.
- c. Periodic drills are conducted.

## **SCHOOL ADVISORY BOARD**

The Santa Cruz School Advisory Board is an **advisory body** consisting of nine lay people, the Pastor, and the Principal. The School Advisory Board advises the principal and pastor on policies for the operation of educational programs in Santa Cruz Catholic School, subject to regulations and policies that proceed from the Diocesan Board of Education.

Each spring applications are requested to fill vacancies on the Board. To qualify to be a voting member of this Board, it is necessary that the candidate be at least 21 years of age and not be an officer of any other parish board. All members must be affiliated with the parish either by being a member of Santa Cruz Catholic Church, an active Catholic from one of the supporting parishes in Hays County, have a child enrolled or be a supporter of the Philosophy of Catholic Education. Parent membership is limited to 20% of the Board Members at any one time.

The Advisory Board remains open at all times to parent comments, opinions and questions pertaining to school policies. If you wish to address any comment or ask any questions of a board member, please feel free to call any member. The Advisory Board meets every other month on the last Wednesday of the month at 6:30 P.M.

## **SCHOOL DIRECTORY**

Santa Cruz Catholic School Directory is an effective and necessary tool to support school and/or parish-related communications. Each school year an updated directory containing addresses, phone numbers, and e-mails will be available to all registered school families through RenWeb.

## **SCHOOL PICTURES and YEARBOOK**

Individual pictures and group class pictures with students in full dress uniform are taken annually in the fall. A second photo session featuring specialty shots with students in free dress is offered in the spring. It is the parent's option to purchase any pictures. A school yearbook is produced each year and is available for purchase by families and friends. A separate order form will be sent home for yearbook purchases.

## **SCHOOL PERSONAL SAFETY**

Santa Cruz Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest and/or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## **SEXTING**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

## **STUDENT SERVICE HOURS**

We believe that service is an integral part of living out our Catholic faith. We have numerous service opportunities throughout the year for all grade levels. Students in the National Junior Honor Society (Grades 6-8) are required to complete service hours as part of their membership.

## **TECHNOLOGY – CODE OF ETHICS**

Santa Cruz Catholic School is committed to providing an environment for academic excellence for our students, integrating all of the basic elements of education with a continual emphasis on emerging technologies. We are proud to offer all students access to our school's technology networks. Access to these network services is given to students who agree to act in a considerate and responsible manner. This access is a privilege – not a right.

**Equipment Responsibility:** Equipment includes computer/monitor, keyboard, mouse, cables, printer, diskettes, mouse pads, scanners and all other technological equipment the student will have access to.

All equipment **must** be treated with respect.

- No food or drink is permitted when students are utilizing technology.
- Equipment should be handled safely and should never be moved, plugged, unplugged, or otherwise adjusted except by teacher or lab administrator.
- Keyboards must be used carefully; hard tapping or hitting of the keys will break the keyboard. Keyboards must be on tables only, not in laps.
- Any use of flash drives must be approved by teacher or lab administrator, and checked to make sure they are free of any viruses.

**Certain equipment is restricted to teacher and lab administrator use only:**

- File servers
- Teacher workstations (which are clearly marked)
- Televisions and other presentation units

## **PERSONAL RESPONSIBILITY**

- A student will work only at his/her assigned computer, unless asked by the teacher or lab administrator to change computers
- A student is responsible for all equipment at his/her assigned computer. A student will **immediately** report anything missing, moved or unusual to the teacher or lab administrator.
- All computer work must be the student's own. It is unacceptable and unethical to use school computers to help you turn in someone else's work.
- It is unacceptable to utilize the network or Internet to plagiarize or violate copyright laws. The student in his/her own words must complete all work.
- All computer work must be consistent with school standards for appropriate content. A student's use of technology shall not contain or access materials that is profane or obscene, that advocates illegal acts that advocates harassment,

## SANTA CRUZ CATHOLIC SCHOOL

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violence or discrimination toward other people, which would be employed for commercial purposes.

- Permission of the network administrator must be obtained to download any software from the Internet.
- The Santa Cruz Catholic School Student Behavior Code applies when working around any technology equipment.

### **FILE SECURITY Passwords are strictly confidential.**

- A student shall NOT give his or her user identification to anyone else.
- A student shall NOT attempt to get or use another's password.
- A student shall NOT ever work in another's folder or file.

### **CONSEQUENCES OF VIOLATION**

Violation of the policies and procedures of Santa Cruz Catholic School concerning the use of technology and networks will result in disciplinary action.

**First Offense:** Student can lose computer privileges/Internet access. Length of privilege suspension will be determined by the administrator/teacher. Restitution of damages will apply.

**Second Offense:** A student can be removed from class and recommended for in-school suspension. Restitution of damages will apply.

**Third Offense:** Expulsion may be considered for flagrant violations that blatantly corrupt the educational value of computers, of the Internet, or instances when students have used SCCS Internet access to violate the law or to compromise another computer network. Restitution of damages will apply.

### **TEXTBOOKS**

All students are required to have a school bag or backpack that fits in the cubby to protect their textbooks, papers, notebooks, etc. Students who lose or damage books will be required to pay either a fee or the cost of the book. All hardcover textbooks **must be covered with a sturdy book cover** at all times. Damaged or lost textbooks will be assessed fines for repair or replacement. Rolling book bags do not fit in school cubby and will be permitted only on approval of an individual's need.

### **TESTING**

Students in grades 1-8 take a traditional achievement test, the Iowa Assessments, in the fall of each year, and the kindergarten takes this test in the spring. This standardized test will compare the students' scores with grade-level counterparts on the national level and provide some diagnostic information, as well as a broad picture of our school's performance. Copies of the student individual results will be shared with the parents.

### **TEXTING**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

## TRANSFERS

When a student transfers to a public school or a Catholic school outside the Diocese, a copy of his/her cumulative record is sent upon receipt of a signed parent request from the receiving school. We will provide additional copies of cumulative records for a fee of \$2.00 each. No records will be sent to another school until **all** fees (lunch account, library fines, textbook fines, etc.) and/or tuition due has been paid.

## TUITION/INCIDENTAL PAYMENT POLICY—THE FACTS PROGRAM

All tuition payments are handled through FACTS Tuition Management, Inc. All incidental billing (lunches, field trips, athletic fees, etc) will also be handled through FACTS. All families need to set up an account at <https://online.factsmgt.com>.

### Payment Options

Pay in full by August 1<sup>st</sup> or

- Pay ½ annual tuition by August 1<sup>st</sup> and the remainder by January 1<sup>st</sup>, or
- Pay in ten, eleven or twelve monthly installments.
- Monthly payments not received on time shall have a ten percent late fee charged to the account.

### Enrollment/Re-Enrollment

- The \$150.00 Application Fee for new students must be submitted with the application.
- Returning students must reserve their spot by paying the registration by the date designated.
- All Application Fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for any check made payable to Santa Cruz that does not clear the bank.

### Tuition/Incidental Delinquencies

- Written notice will be given 10 days after any tuition/Incidental payment delinquency.
- If delinquency amount is not paid within thirty (30) days a meeting will be requested by the administration to work out a plan for payment.

## UNIFORM DRESS CODE

Our school uniform helps to identify the student as a member of the Santa Cruz Community.

**Neatness, cleanliness, and modesty** are admirable virtues and we expect our students to strive to acquire them. Every **student** and **parent** is expected to abide by our guidelines at all times. General points to be considered are:

1. It is the parent's responsibility to check student for complete and/or proper uniform before dropping them off at school.
2. It is expected that all students be in a complete, appropriately worn uniform daily beginning on the first day of school.

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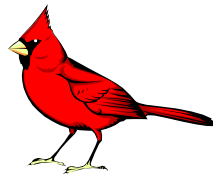
4. The dress code applies to arrival and departure from school, unless the student is engaged in special school activities, authorized by the Principal, which demand a change of clothes.
5. All clothing should be of proper fit, clean and neat at all times.
6. Hair length/style/color must be appropriate. No out-of-the-ordinary haircuts or hair colors will be permitted. If a haircut causes a distraction in the classroom the student will be asked to adjust it.
7. If any student must be out of uniform for any reason, a note from the parent must be presented to the student's homeroom teacher or office before school on that day to obtain a uniform pass for the day.
8. No dress code can possibly cover all eventualities or possibilities. The Principal will ultimately decide what is acceptable and what is not.

### VIRTUAL REALITY SITES

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

### SPIRIT INFORMATION

School Song:	"Lift High the Cross"
School Motto:	"Growing in the <u>S</u> pirit, with <u>C</u> ourage, <u>C</u> ompassion and <u>S</u> ervice to others"
School Colors:	Hunter Green and Gold
School Mascot:	CARDINAL



School Emblem: Cross

**Monday of each week is Spirit Day.**  
**Students and Staff may wear school spirit shirts.**



## Morning Offering Prayer

Heavenly Father,

I praise you and thank You for your great love  
and I lift up this day for your blessing!

With your help, I will live today as a  
responsible, generous and honest person.

Like Jesus, as taught by his mother, Mary, I will try today  
to treat everyone I meet with dignity and respect.

With Jesus' spirit alive in me, I will witness my  
love by thinking of others first and myself last.

Help me today Father, to put into action  
what I have said in words.

I ask this in Jesus' name.

Amen



## **PRAYERS**

### **The Sign of the Cross**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

### **The Apostles' Creed**

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He arose again *from* the dead. He ascended into heaven, sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead.

I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### **The Lord's Prayer**

Our Father, who art in heaven, hallowed be thy name; Thy kingdom come; Thy will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

### **Hail Mary**

Hail Mary, full of grace, the Lord is with you; blessed are you among women, and blessed is the fruit of your womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

### **Glory Be**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

### **O My Jesus**

O my Jesus, forgive us our sins, save us from the fires of hell, and lead All souls into heaven, especially those most in need of thy mercy.

### **Prayer before Meals**

Bless us, O Lord, and these Your gifts, which we are about to receive from Your bounty, through Christ our Lord. Amen

### **Prayer after Meals**

We give You thanks, almighty God, for all Your benefits, who lives and reigns world without end. Amen

### **Morning Prayer**

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: the salvation of souls, the reparation of sins, the reunion of all Christians. I offer them for the intentions of our Bishops and all our associates, and in particular for those recommended by our Holy Father for this month.

### **Evening Prayer**

O my God, I adore You, and I love You with all my heart. I thank You for having created me and saved me by Your grace, and for having preserved me during this day. I pray that You will take for Yourself whatever good I might have done this day, and that You will forgive me whatever evil I have done. Protect me this night, and may Your grace be with me always. Amen.

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## The Angelus

The angel of the Lord declared unto Mary.  
And she conceived of the Holy Spirit. Hail Mary, etc.  
Behold the handmaid of the Lord.  
Be it done unto me according to your word. Hail Mary, etc.  
And the Word was made flesh.  
And dwelt among us. Hail Mary, etc.  
Pray for us, O Holy Mother of God.  
That we may be made worthy of the promises of Christ.

### *Let us Pray*

Pour forth, we beseech You, O Lord, Your grace into our hearts that we, to whom the Incarnation of Christ, Your Son, has been made known by the message of an angel, may, by His Passion and Cross, be brought to the glory of His resurrection through the same Christ, our Lord. Amen,

## To My Guardian Angel

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

## How To Say the Rosary

- |  |   |
|--|---|
| 1. Make the Sign of the Cross and say the Apostles' Creed. | 11. Say O My Jesus,                                       |
| 2. Say the Our Father.                                     | 12. Announce the third mystery; then say the Our Father.  |
| 3. Say three Hail Mary's.                                  | 13. Say ten Hail Mary's.                                  |
| 4. Say the Glory be to the Father.                         | 14. Say the Glory be to the Father.                       |
| 5. Announce the first mystery; then say the Our Father.    | 15. Announce the fourth mystery; then say the Our Father. |
| 6. Say ten Hail Mary's.                                    | 16. Say ten Hail Mary's.                                  |
| 7. Say the Glory be to the Father.                         | 17. Say the Glory be to the Father.                       |
| 8. Announce the second mystery; then say the Our Father.   | 18. Announce the fifth mystery; then say the Our Father.  |
| 9. Say ten Hail Mary's.                                    | 19. Say ten Hail Mary's.                                  |
| 10. Say the Glory be to the Father,                        | 20. Say the Glory be to the Father.                       |

## Hail, Holy Queen

Hail, holy Queen, Mother of mercy; hail our life, our sweetness and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious Advocate, your eyes of mercy toward us, And after this our exile show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary.

V, Pray for us, Holy Mother of God;

R. That we may be made worthy of the promises of Christ

## Rosary Prayer

O God, whose only-begotten Son, by His life, death and resurrection, has purchased for us the rewards of eternal life; grant, we beseech You, that meditating upon the mysteries of the most holy rosary of the Blessed Virgin Mary, we may learn imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.

## Act of Contrition

I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against You, whom I should love above all things. I firmly intend, with Your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior, Jesus Christ suffered and died for us. In His name, my God have mercy. Amen.

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## The Mysteries of the Rosary

### Joyful Mysteries

1. The Annunciation
2. The Visitation
3. The Nativity
4. The Presentation
5. The Finding in the Temple

### Sorrowful Mysteries

1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning with Thorns
4. Carrying of the Cross
5. The Crucifixion

### Glorious Mysteries

1. The Resurrection
2. The Ascension
3. Descent of the Holy Spirit
4. The Assumption
5. Coronation of Mary

### Luminous Mysteries

1. Baptism of our Lord
2. Wedding at Cana
3. Proclamation of the Kingdom
4. Transfiguration
5. Institution of the Eucharist

***A school's strength is vitally dependent on the cooperation of parents/guardians and teachers in the educational process. Together we will help each student become the person God intended him/her to be. May God be with us to strengthen and support us as we begin each school year. May He work through each of us - parents, teachers, and students and help us "to grow in wisdom and grace..."***

