

St. Monica Catholic School



2021-2022

RIGHT TO AMEND STATEMENT

St. Monica Catholic School and its administration reserves the right to amend this handbook. Written notice of update(s) will be given to employees and families. Please be aware that this handbook does not necessarily cover all policies and regulations. The school administration reserves the right to modify existing policies or add new policies as necessary. These guidelines replace any previous oral or written policies and practices regarding matters covered in this handbook, and it supersedes all previous versions.

ACCREDITATION AND LICENSING

St. Monica Catholic School maintains the accreditation standards of the Texas Education Agency (TEA) through the Texas Catholic Conference Education Department (TCCED) for grades PreK - 8th. The school is a member of the National Catholic Educational Association (NCEA). Re-accreditation occurs every seven years and will occur again in 2021.

St. Monica Catholic School: *Firmly Rooted*

August 2021

Dear Dragon Families,

We are excited to welcome you home for another year of being ***firmly rooted*** in academic excellence, service, and faith. On behalf of the St. Monica's team, I extend my gratitude for your investment in your child's academic and spiritual formation.

The revised handbook reflects the policies in place for our new school year. Please take some time to read through the pages carefully to familiarize yourselves with our expectations. **Edited sections, important reminders and new additions are highlighted in yellow.** **Please sign the family agreement on the last page and return a copy to each of your student(s)' homeroom teachers no later than August 31, 2021.** For your convenience this handbook will also be found online at www.saintmonica.net.

Come visit us! Join the Parent Teacher Council, to provide your thoughts or to be on the board, plan events, cheer your students on at games, performances or pray with us at Mass. We want to see you! Always know St. Monica's is your home.

Our success is when you partner with us, together to communicate, listen, and patiently seek understanding to help your student become their best version of who they are in Christ. I look forward to hearing from you and supporting your families. We are a team, all part of the incredible Dragon Team.

Together we are daring greatly in faith, academics, and service to make God known, loved, and served.

Peace and Blessings to you,
Paz y Bendiciones



Sara Martinez | Principal
Saint Monica Catholic School

WE ARE FIRMLY ROOTED: SMCS FOUNDATIONS

MISSION STATEMENT

The mission of St. Monica Catholic School is to provide all students a challenging academic curriculum within a program where Catholic values reflecting God's love are taught, practiced, and ever present.

PHILOSOPHY

St. Monica Catholic School is committed to excellence in its educational ministry through the objectives of a rigorous academic program, personal spirituality, social and physical growth, and community service in accordance with the policies of the Archdiocese of San Antonio.

The St. Monica community embraces students of all faiths and is enriched by their presence. As declared by the Second Vatican Council, "While belonging primarily to the family, the task of imparting education requires the help of society as a whole."

St. Monica School faculty and staff encourage students to strive for academic excellence. Instruction is based on the belief that students will progress to the best of their ability and make responsible choices. We believe the education and guidance our students receive today will help them become extraordinary citizens of tomorrow.



SCHOOL CREST

COLORS Red, Black, and White

SYMBOLS

Book for Academic Excellence and Holy Scripture

Flames for guidance by the Holy Spirit

St. Monica's praying hands with tears as she prayed for her son, St. Augustine's, conversion

Dragon, school mascot voted by the student body. Symbol of daring greatly in faith, academics, and service.

ROLE OF PARENTS AND SCHOOL

Pope John Paul IV affirms the role of parents in their child's education declaring "since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators." He further defines the role of schools, stating education institutions are "designed not only to develop with special care the intellectual faculties but also to form

the ability to judge rightly, to hand on the cultural legacy of previous generations, to foster a sense of values, to prepare for professional life.”

Declaration on Christian Education
OCTOBER 28, 1965

Our educational community takes our spiritual leader’s words as the foundation of our profession. We are here to partner with parents, legal guardians and your family members that are critical to the formation of your student. Thus, the proceeding section is critical and essential in our partnership to support your student.

FAMILIES AS PARTNERS

As legal guardian of my student, I will partner with St. Monica Catholic School by:

- Setting expectations so that my student receives adequate sleep.
- Arriving with and picking up my student on time.
- Dressing my student according to the school dress code.
- Ensuring my student completes class assignments on time.
- Providing lunch money or a healthy sack lunch every day.
- Supporting the religious and academic goals of the school.
- Meeting all financial obligations to the school.
- Supporting and cooperating with the discipline policy of the school.
- Treating the St. Monica’s Team with respect and courtesy.
- Actively participating in school activities, including fundraisers.
- Reading school notes and newsletters, keeping current contact information with the office, and sending notes for tardies or absences.

ADMISSION POLICIES

NONDISCRIMINATION STATEMENT

St. Monica Catholic School affords students equal opportunity and access to all programs and activities without regard to race, religion, ethnicity, or gender.

ADMISSION REQUIREMENTS

- PRE-KINDER 3: students must be at least three years old by Sept. 1 of the current school year and must be toilet trained.
- PRE-KINDER 4: student must be four years old by Sept. 1 of the current school year
- KINDERGARTEN: students should be five years old by Sept. 1 of the current school year.
- 1ST GRADE: students should be six years old by Sept. 1 of the current school year. Exceptions may be granted in the case of a student who has completed Kindergarten in another state where the entering age is lower, provided there is also a written statement from the prior teacher that the student is ready for the 1st Grade and that the student can demonstrate readiness for our program with testing. Any exceptions to the above must be made with the principal’s approval.

ADMISSION RECORDS

Before acceptance **all students** need to provide the following:

- Official birth certificate
- Baptismal certificate (when applicable)
- Current immunization record
- Verification of academic record: current year and prior year report card.
- All standardized testing results.
- Any current legal court documents including divorce, restraining order, adoption decrees, custody agreements, etc.

SCHOOL COMMUNICATION

All families must provide an email to receive weekly Administration/Teacher newsletters and or updates. Each Sunday evening starting at the end of the first week of school and ending the last week of school, weekly school updates, sign ups and important reminders will be sent in one communication to alleviate multiple emails throughout the week.

Families must have a current email address on file in Renweb or notify the front office in writing if email access is not feasible. All changes must be emailed to bookkeeper@saintmonica.net or given by signed/dated letter at the front office.

PROBATIONARY PERIOD

The school reserves the right to accept a student for enrollment; he/she will be placed on a six week probationary period, if the academic performance and conduct are inconsistent with our expectations, the principal will notify the family.

TUITION AND SCHOOL INCIDENTAL PAYMENTS

Parent/legal guardian(s) must be enrolled in RenWeb/FACTS for registration, tuition, lunch and other fees. Failure to complete any of the admission requirements will delay the student's enrollment.

Registration can be completed at <https://online.factsmgmt.com/signin/45CZ7>

ADMISSION OF STUDENTS WITH SPECIAL NEEDS

St. Monica strives to provide the accommodations within the scope of our school's resources for students who are identified as having special learning needs. We will collaborate with guardian(s), the public school, appropriate agency and/or professionals when providing school's services for the child. In some cases St. Monica School will not be able to meet the needs of every child and the family will meet with administration to develop a plan of action.

ADMISSION OF STUDENTS FROM PUBLIC AND OTHER NON-PUBLIC STATE APPROVED SCHOOLS

Admission of students transferring from public and other state approved non-public schools is the decision of the principal based on testing records, observation and other assessments. This

decision is made if it is deemed in the best interest of the student and the placement is agreeable to both parents and the principal.

ADMISSION OF STUDENTS FROM HOME SCHOOLING AND NON - ACCREDITED SCHOOLS.

Admission is the decision of the principal and shall be based on testing and records from home-schooling.

ADMISSION OF INTERNATIONAL STUDENTS AND EXCHANGE VISITORS (SEVIS)

International students must submit an I-20 form. Before an I-20 form can be completed, the student must be formally accepted by the school and in compliance with all of the school's admission requirements. The school bookkeeper, Ms. Rosa de la Rosa, will work with the student's parent/guardian to complete the computerized I-20 form via the SEVIS system.

MORALITY

St. Monica School's mission is to provide a quality education while guiding student growth in Christian values. At times the school will need to address issues concerning premarital sexual relations, pregnancy, abortion, and marriage/cohabitation. Each situation will be handled individually and confidentially in accordance with Roman Catholic teachings.

DAILY SCHEDULE

ARRIVAL

Classes begin promptly at **7:45 AM. Students will be marked tardy starting at 7:46AM.**

Morning Care opens at 7:00 am.

DISMISSAL

Grades PreK **7:15 am - 2:30 PM**, Kinder **7:20 am -2:35 PM** , 1st **7:30 am - 3:00 PM**, 2nd **7:30 am - 3:00 PM** attend classes **Monday – Friday.**

Grades 3rd - 5th attend classes from **7:35 am – 3:15 pm, Monday – Friday.**

Grades 6th– 8th attend classes from **7:40am – 3:30pm, Monday – Friday.**

After School Care (ASC) closes at 5:30 pm Monday – Friday.

EARLY DISMISSAL

On early release days grades PreK-Kinder attend classes from 7:15AM - **11:45PM**

Grades 1st-8th attend classes from 7:45 AM to 12:00PM.

Lunch is not provided for students going home on early dismissal days. There is no cafeteria service on early dismissal days.

Students staying for the After School Care program will have lunch at 12:00 PM and 12:15PM. Students not enrolled in ASC will be charged hourly as a drop in starting 15 minutes after early dismissal.

AFTER SCHOOL CARE (ASC)

After School Care begins 15 minutes after dismissal. The ASC program provides services for students who are in need of after school and/or summer care. Families can choose a monthly program rate or choose to use the hourly rate on an as needed basis. Summer program information will be available later in the school year. **Students not picked up by the end of ASC at 5:30 PM will be charged \$5 per minute late.**

AFTER SCHOOL CARE RELEASE OF STUDENTS

For safety reasons all students must be signed in and out of After School Care. Students will be released only to an adult who has been authorized by the parent/guardian to pick up the student. Authorizations must be made in writing at the time of registration. Any changes must be in writing and given to front office reception or emailed to bookkeeper@saintmonica.net.

ATTENDANCE POLICIES

Texas State Law requires that a student is in attendance for at least 90% of the instructional days per year to receive credit. Therefore, 18 absences may result in a student repeating a grade or attending summer school to make up their hours. When a student has accrued 10 absences, the parent/guardian will be notified by a phone call and in writing of the student's attendance status, and administration will determine if any further action should be taken.

FULL DAY ATTENDANCE

To be recorded present for the full day, a student must be in attendance for at least four hours between 8:00 a.m. and 3:00 p.m. A student missing more than three and a half hours of the school day, regardless of whether the day is a half or full day of instruction, is considered absent for a half day.

TARDIES

Students are marked tardy starting at 7:46 a.m. Academic Success is dependent on regular and punctual attendance, and tardiness disrupts the learning environment in the classroom. Prompt arrival at school is expected of all students. Tardy students must report to the office before entering class.

TARDY POLICY

- **5 tardies= 1 Absence.**
- **25 tardies per quarter = 5 Absences**
- Further tardies will necessitate a meeting between the family and the administration to determine the best course of action going forward, including summer school and/or retention.

The following additional consequences may also be imposed to handle tardiness and absences: Ineligibility for Honor Roll and/or for extra curricular activities, Retention, Summer School and/or blocked enrollment. Excessive absences are taken into consideration for Catholic High School scholarships and tuition assistance.

ABSENCES

It is the parents'/legal guardians' responsibility to notify the office before 9:00 a.m. that their student(s) will be absent.

Students are required to make up all work missed during absences. Acceptable reasons for absences include:

- Personal sickness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel hazardous
- Any other cause acceptable to the administration

Recreational travel is not usually considered necessary and may not be excused. Considering the school calendar, summer vacation, Thanksgiving, Christmas, Spring Break, and Easter weekend, it is requested that parent/legal guardian(s) make every effort to work around the school schedule. Absence due to travel where a significant family occasion is scheduled may be excused. However, teachers will not be required to honor requests for work prior to a student's planned absence and will make an effort to do so at the parent/legal guardian(s)'s request. The work can be made up upon the student's return to school. The administration is the final arbiter of what constitutes a significant family occasion.

RETURN TO SCHOOL AFTER ABSENCE

- A written excuse is required for a student to return to school following an absence including dates and reason for absence.
- After 3 consecutive absences, a doctor's note is required indicating their clearance to return to school.
- Students that are absent from school due to fever must be med/fever free for 24 hours before returning to school.

MAKE UP WORK

Students will be expected to make up any missed work or tests. Students will have a week to complete missed assignments. After a week, any missing assignments will be counted as zeros.

- Homework requests should be made before 9:00 am to give teachers sufficient time to prepare.
- Homework assignments may be picked up at the school office after 3:00 pm unless prior arrangements have been made.

MEDICAL APPOINTMENTS

Families are asked to make medical appointments outside of school hours whenever possible. If appointments must be during school hours, parent/legal guardian(s) must sign students out and back in through the school office, and should bring a doctor's note as verification of the

appointment. The school calendar provides for extended weekends throughout the school year. Missed assignments are the student's responsibility.

RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER

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

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

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

STUDENT RECORDS

EMERGENCY INFORMATION

St. Monica School requires that an emergency information sheet is filled out for each student at the time of registration. It is imperative that this information is complete and up to date in case of injury or illness. Please inform the office personnel immediately in writing of any changes in address, phone numbers, emergency contacts, health information, pick-up authority, etc. throughout the school year.

NON CUSTODIAL PARENTS

SMCS requires up-to-date information on file to abide with respect to the rights of non-custodial parents. Disputes will be resolved with an official copy of a court order and/or custody section of the divorce decree.

PUBLICATION OF PERSONAL INFORMATION

Any personal information re: students, parents/guardians, and school employees will not be released or published without written consent.

USE OF STUDENT PHOTOS AND VIDEOS

Throughout the school year, school and yearbook staff will photograph and video students participating in classroom and school events for educational and promotional purposes. You may request to exclude your student from participation in photograph and video publication. A release form is included with the handbook signature page.

PERMANENT RECORDS

A permanent record of student grades, health information, summative assessment results, and emergency information is maintained in the school office for each enrolled student. The contents of this folder are forwarded when requested by a new school. A copy of the permanent record is kept on file for all graduating or transferring students.

ACCESS TO RECORDS AND RELEASE OF RECORDS

Legal guardians have the right to request that statements in student files be amended. St. Monica School will provide access to student records with a 24 hour written notice.

Student records are confidential and accessible only to legal guardians, students 18 and older, school administration, and professional school staff with vested educational interest in student support.

REQUEST FOR AND TRANSFER OF STUDENT RECORDS

Student records will be released to a receiving school when that school requests them from St. Monica Catholic School in writing. A copy of the student's records will be retained by the school. Parents/guardians must sign a release of information form for the school to transfer any special education, medical, or psychological evaluation information in possession.

STUDENT SELF REGULATION AND DISCIPLINARY POLICIES

Our goal is to walk with students to develop their self regulation and self respect based on Catholic values and the dignity of the human person. We are here to guide students to the realization that their conduct should not infringe on the rights of others or in any way disrupt the learning environment. The importance of motivation cannot be overestimated. Our team crafts well planned lessons rooted in students' interests to set the foundation for success.

Parents/guardians will be informed of, and in many cases, directly involved in the disciplinary process of their child. In matters of school discipline, however, the school staff and administration are the final arbiter of student conduct that occurs during school hours, on school grounds, and/or affects students or the school negatively. Depending upon the severity of an offense, consequences will be determined at the discretion of administration, faculty and/or staff.

School administration has the right to question and discuss situations with students without the presence of a parent or guardian.

DRAGON RULES

1. Show respect for yourself, adults, others, the St. Monica uniform, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep your hands and feet to yourself.
6. Be honest.

DISCIPLINARY ACTION

In establishing appropriate disciplinary regulations, the following guidelines are used:

- In dealing with student behavior, respect for the personal dignity of the student is primary.
- Emphasis is placed on positive values, self reflection and problem solving rather than on punishment.
- Conferences and written communication between home and school regarding infractions and reasons for continued dissatisfaction are documented and kept on file.
- Guardians will be notified as soon as Administration and/or Teacher are able to ensure safety and provide thoughtful investigation of all parties involved.
- School team members can only share information with the legal guardian of the student.

The following disciplinary measures are **forbidden**:

- Corporal punishment (e.g., but not limited to: spanking, shaking, slapping, pinching, etc.);
- Language that is sarcastic or calculated to bring ridicule on the student, his/her parent/legal guardian(s), or background
- Sending a student outside the classroom where he/she is deprived of supervision;
- Using religious exercises or important class assignments as punitive measures;
- Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive.

DISCIPLINE REFERRALS

Each teacher develops a firm, fair and consistent classroom plan with Dragon rules and leveled consequences and reporting procedures to be communicated with guardians. All disciplinary issues should first be addressed with the supervising teacher before turning to administration unless the student receives an office referral.

OFFICE REFERRAL

A teacher or staff member may refer a student to the office for a conference with one of the school administrators for moderate to severe and/or chronic infractions. Depending on the circumstances, this referral may result in the issuance of formal discipline action and can affect the student's conduct grade. Parent/legal guardian(s) and student signatures on the discipline form indicate that communication has taken place, not necessarily that the signers approve of the administrative action. Discipline referrals will be sent home with the student, communication of a phone call or email will occur and referral signed must be returned to the school office the following day.

SEARCH AND SEIZURE

The school principal or his/her designee may search student desks, lockers and belongings including, but not limited to, handbags, backpacks and other items in a student's possession.

DETENTION

Detention may be assigned to students who commit offenses mild to moderate in nature and will take place as scheduled by administration. A student who receives an after school detention will

not be able to participate in school related activities on that day. Parents/legal guardians will be notified of the date and duration of the detention.

1) First infraction: Lunch and/or After School Detention from 3:45PM to 4:30PM

2) Three detentions will result in a conference with the parent/legal guardian(s), student, administrator, and/or the school counselor to determine a plan of action for addressing the behavior.

SUSPENSION

An In-School Suspension (ISS) or Off-Campus Suspension (OCS) may be issued by the school administration for offenses deemed severe or chronic in nature. Any student bringing prohibited items to school, using obscene or offensive language or gestures, refusing to comply with directives, exhibiting public displays of affection (PDAs), physical aggression, destroying property or any other offense deemed serious enough by the school administrators can be grounds for ISS or OCS.

Parents/legal guardians will receive written notice of the suspension and its duration which may be assigned **as deemed appropriate by the administration**. A student who is issued a suspension is not eligible for field trips or other school or extracurricular activities for the duration of the suspension.

EXPULSION

Serious infractions warrant immediate administrative review with the possibility of expulsion from St. Monica Catholic School.

Examples of offenses which may result in expulsion include, but are not limited to:

- Participating in disruptive activities by a group such as a gang.
- Possessing, using, delivering, or being under the influence of any controlled substance including narcotics, dangerous drugs or alcohol.
- Smoking or using any tobacco products on school property or at any school related activity.
- Possessing, using or concealing a weapon (any instrument which may produce bodily harm or death) on school property or at a school related activity.
- Threatening bodily injury or harm or assaulting a student or school personnel.
- Vandalizing school property or the property of others.
- Sexual, verbal, or physical harassment (please see harassment-free policy).
- Engaging in chronic or repeated behavior that disrupts the learning environment.
- Setting off false alarms.
- Serving multiple suspensions in a school year.

SUBSTANCE ABUSE

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

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

Definitions: “Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.”

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Students who violate this policy shall be subject to disciplinary action including expulsion. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.

CONDUCT & EXPECTATIONS FOR ATHLETICS & EXTRACURRICULARS

Students must also exhibit appropriate behavior and conduct by maintaining at least an “S” in all classes in order to participate in extracurricular activities. Students receiving an “I” may not compete in the activity for 2 weeks, but may be allowed to practice. At the end of the 2 weeks they may return only upon receiving written verification from their instructor indicating a change in conduct. Students receiving a “U” may only participate after the conduct grade has improved to an “S” as indicated on the progress report/report card.

Students who are ineligible are not allowed to miss a school day to attend an athletic event or extra curricular activity. Failure to follow rules on field trips or extracurricular events may result in a consequence given by the teacher, sponsor, athletic director, and/or administration.

HARASSMENT-FREE ENVIRONMENT FOR STUDENTS

The schools within the San Antonio Archdiocese do not allow harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment in any form including bullying and cyberbullying is prohibited.

All employees and volunteers at SMCS are to be treated with dignity and respect. It is the responsibility of all members of the SMCS community (all students, regular or temporary, part-time or full-time employees; volunteers, instructors, and consultants) to ensure that a safe, positive and productive working environment is established, where no person shall be subjected to bullying, discrimination/harassment, cyber-bullying, or retaliation.

If a member of the St. Monica’s community threatens legal action, it is best advised to discontinue the conversation and bring the matter immediately to the principal’s attention.

REPORTING

To report bullying or harassment by any member of the SMCS community please schedule a conference with school principal, Sara Martinez via email smartinez@saintmonica.net or in person or at <https://saintmonica.net/dragons-against-bullying>. When a bullying incident is reported it will be immediately investigated by the school administration. Based on the severity of the situation, the school administration may involve the pastor, the Department of Catholic Schools, or the local law enforcement agency.

Definitions

Bullying means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, during or outside of regular working hours and that:

1. Has the effect or will have the effect of physically harming an employee/volunteer, damaging an employee's or volunteer's property, or placing an employee in reasonable fear of harm to the employee's or volunteer's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive work environment for an employee/volunteer.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the perpetrator and the victim; and
2. Interferes with the victim's ability to work and substantially disrupts the operation of a school.

Harassment is defined as physical, verbal, or nonverbal conduct based on the employee's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects an employee's or volunteer's ability to work or participate in or benefit from a work activity, or creates an intimidating, threatening, hostile, or offensive work environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the employee's or volunteer's performance; or
3. Otherwise adversely affects the employee's work opportunities.

Bullying, a form of abuse, can be defined as intentional acts of manipulation and/or aggression by one or more persons against a person. For bullying to occur there must be an imbalance of power or intent to harm. This prohibition against acts of harassment or retaliation of reported bullying or harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

EXAMPLES OF BULLYING

Examples of bullying include but are not limited to:

Physical: hitting, kicking, biting, scratching, pinching, pushing, pulling hair, spitting, throwing objects at someone

Verbal: teasing, name calling, taunting, gossiping, mocking, spreading rumors, obscene language

Social Intimidation: threatening gestures, obscene gestures, racial slurs, deliberate exclusion from a group, damaging or hiding property

Cyber (email, social media, texting, etc.): name calling, obscene images, belittling messages, spreading rumors, offensive language

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

Verbal harassment may include derogatory remarks, jokes, slurs, and can include belligerent or threatening words spoken to another.

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

It is the responsibility of the school to:

1. Implement this policy through regular meetings with all administrators, including the Pastor in the case of a parish school, ensuring that everyone understands the policy and its importance.
2. Make all staff members, students and parent/legal guardian(s) aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive environment.
4. Establish practices designed to create an environment free from discrimination, intimidation, or harassment. To provide instructional and support services for students, which would include, but not limited to, available counseling services.
5. Active and positive communication with parents and families regarding concerns of harassment and bullying.

It is the responsibility of the student to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report incidents of discrimination or harassment to the Assistant Principal or Principal. If he/she is not available, report incidents to another school personnel, for example the counselor, a Team Leader or the After School Care director.
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

The following procedures must be followed for filing and investigating a harassment claim:

1. The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the assistant principal or principal. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.
2. If the complaint is against the principal, the person must report the incident to the pastor or the Superintendent of Catholic Schools with the Archdiocese.
3. As soon as the verbal report has been given, the school personnel must report the incident to the parent/legal guardian(s) and the Superintendent.
4. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained to the greatest extent as is possible.
5. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
6. Once the facts of the case have been gathered, the assistant principal or principal, in consultation with the pastor and superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include disciplinary actions up to and including expulsion.
7. If the complaint is against a non-employee such as a parent, legal guardian, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

HUMAN SEXUALITY_

REASONS FOR A POLICY ON HUMAN SEXUALITY

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).

Catholic schools are committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.

These truths extend into every facet of our lives, including-and perhaps especially--- our sexuality.

Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (Catechism of the Catholic Church ("CCC"), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). Pope Francis stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (Amoris Laetitia ("AL"), #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person

experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

BULLYING/HARASSMENT/VIOLENCE AND HUMAN SEXUALITY

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

CHASTITY

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

SEXUAL ORIENTATION AND SAME-SEX ATTRACTION

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

GENDER DYSPHORIA (TRANSGENDERISM)

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms (with rare exceptions only on a limited, case-by-case basis, to be determined by the principal of the school); titles, names, and pronouns; and official school documents (*See Policy 3706 Official School Documents*). If a student's expression of gender, sexual identity, or sexuality should cause confusion or disruption at the school, or if it should mislead others, cause scandal, or have the potential for causing scandal, then the matter will first be discussed with the student and his/her parents. If the issue is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

OFFICIAL SCHOOL DOCUMENTS

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

DRESS CODE

St. Monica students are required to wear a standard uniform for school, which will promote **dignity, cleanliness, unity, respectfulness, and good health**. Uniforms should not be altered or adapted in any way. It is important that parents and students alike keep in mind that while in uniform, both on and off campus, students represent St. Monica School. School uniforms serve the family in three ways: it assures equality in dress and it reduces the cost of clothing for children who are at a rapid stage of growth. Our school uniforms also unite us with a sense of pride for our school. However, as the term "uniform" denotes, the dress must be standard; it is not uniform if there is a prescribed article of clothing missing or substituted. All uniforms must be sized appropriately; oversized uniform clothing may not be worn. Students are expected to follow the dress code expectations of their biological sex throughout the school day and during all school events, which include, but are not limited to, athletics, extracurricular and social activities. Students out of uniform without a written an excusable explanation from a parent/legal guardian(s) or medical exemption from a physician will be sent to the office. Parent/legal guardian(s) will be called to provide the proper uniform before the student will be admitted back to class. Information regarding the uniform vendor and pricing is available in the school office or at <https://saintmonica.net/school-uniforms> or <https://flynnohara.com/shop/st-monica-catholic-school-tx036/> SCHOOL CODE: TX036.

The official uniform vendor is Flynn O'Hara. The school crest may not be reproduced and the school official uniform may not be altered or changed.

BOYS UNIFORM- PREK

- *Gray pull-on elastic waist pants or black pants (daily wear and Mass)
- *White button down collared shirt and tie (daily wear and Mass)
- *Black crew socks (daily wear and Mass)
- Grey pull-on shorts or black shorts (optional daily wear)
- Red or gray school polo (optional daily wear)

BOYS UNIFORM-KINDER TO EIGHTH GRADE

Black pants (daily wear and Mass)

Black Belt (daily wear and Mass)

White button down collared shirt and tie (daily wear and Mass)

Black crew socks (daily wear and Mass)

Black shorts (optional daily wear)

Red or white school polo (optional daily wear)

GIRLS UNIFORM PRE-KINDER TO SECOND GRADE

Red plaid jumper (daily wear and Mass)

White collar blouse (daily wear and Mass)

Black crew socks or knee-highs (daily wear and Mass)

Red plaid skort (optional daily wear)

Black pants (daily wear)

Red or white school polo (optional daily wear)

GIRLS UNIFORM THIRD TO EIGHTH GRADE

Red plaid skirt (daily wear and Mass)

Black pants (daily wear)

White blouse with red sailor tie (daily wear and Mass)

Black crew socks or knee-highs (daily wear and Mass)

Red, white, or black** school polo (optional daily wear)

Black shorts (optional daily wear)

Black crew socks or knee-highs

****Black polo may only be worn with plaid skirts or skorts.**

MIDDLE SCHOOL: SIXTH TO EIGHTH GRADE PE UNIFORM

The required PE uniform is the St. Monica's PE T-Shirt, black mesh gym shorts no shorter than a dollar bill's width above the top of the knee, white or black socks, and tennis shoes. **For the PE uniform, only the t-shirt is required to be purchased from Flynn O'Hara.**

UNIFORM SHOES

Uniform shoes do not need to be purchased from Flynn O'Hara. Solid black tennis shoes, solid black loafers or black Mary Janes. Shoelaces must be the same color as the shoes and be **appropriately laced and tied.** Students must change into tennis shoes for P.E. class. No high tops, heels, sandals, boots, or "heelies" are allowed.

WINTER CLOTHING

When 50 degrees or below, girls may wear black tights.

All students may wear long sleeve undershirts that **match the color of the uniform shirt or blouse.**

St. Monica sweaters, fleeces and jackets may be worn in the building, if necessary.

Any non-St. Monica external covering may ONLY be worn when traveling outside when the weather is reported to feel like 50 degrees or below.

*****ALL STUDENTS are to take off hoodies and fleeces for MASS.***

Only the red cardigan may be worn, if needed, at Mass.

PE WINTER CLOTHING

During winter on cold days, students may wear black sweat-pants (no yoga pants, leggings or tight pants).

EXTREME HEAT CLOTHING

Any day that is reported to feel over 95 degrees, students may wear uniform shorts and crew socks.

HAIR

Hair should be clean, natural color, neatly groomed, non-distracting and should not interfere with vision.

Facial hair is not allowed.

Fad haircuts or hairstyles are not allowed;

Spiked haircut may not be longer than a half inch.

Hair may not be higher than 1 inch from the top of the scalp.

The differentiation between sections of hair should not be more than 2 clipper lengths.

Hair may not be artificially streaked, highlighted or colored.

No feathers or hair weaves are allowed.

Boys' hair must be CLEAN CUT, above the eyebrows; over the ears.

Hair may not cover a student's eyes.

Hair must be kept **clean, neatly combed** or brushed at all times.

The Principal or designee will be the final judge of what hairstyles will be acceptable.

Facial hair (7th & 8th grade Boys) such as a mustache or sideburns is not permitted. Students with facial hair are expected to be clean-shaven.

Writing and drawing will not be allowed on any part of the person or any part of the school uniform, including footwear, except on the field day t-shirt on field day.

Bows or hair ties should be simple and matching the colors of the uniform (black, white or red). No decorative headbands (cat, bunny ears, unicorns, etc.) are allowed EXCEPT on uniform free or designated school days.

Haircuts, hairstyles, or hair color that is deemed inappropriate by the Administration will be subject to an immediate required change.

JEWELRY

Dangling jewelry--earrings, rings and bracelets-- can be dangerous during school activities and should not be worn at school. A simple religious necklace no longer than the collar area may be worn. Girls are allowed to wear one set of stud earrings on the earlobe --multiple and cartilage piercings are not allowed. Boys may not wear earrings of any kind. Body piercing, body art, and tattoos are not allowed. One watch may be worn (not Smart Watches or other watches with internet capabilities). One ring and one religious bracelet may be worn.

The school is not liable for any misplaced/lost jewelry.

Should items of jewelry become distractions from the learning process, teachers may ask students to not wear them to school.

No other jewelry will be permitted.

MAKEUP/NAILS

Nails must always be short and CLEAN. No fake nails or nail polish are allowed at any time, except for 8th grade graduation **for graduates only**. No make-up may be worn, unless designated by administration for a special occasion.

FREE DRESS DAYS

Some of these days will be school fundraisers, others may be awarded such as when a student earns it for some achievement or their birthday.

The purpose of this is to raise funds to provide special events for the students throughout the school year. Other non uniform (FREE DRESS) days are at the discretion of the school administration.

FREE DRESS PARAMETERS

- Birthday (or half birthday of birth date falls during school holiday).
- Taking a picture of yourself in full, proper St. Monica gear out in the city at a local tourist attraction or historical landmark and emailing the picture to Mrs. Martinez smartinez@saintmonica.net (limit, one per month)
- Attending school meetings (Parent Conferences, PTC, etc) and after school events (Music concerts, designated home games/tournaments, Talent Show, etc.)
- Appropriate attire can include jeans, capris, dresses/skirts/shorts no shorter than a dollar bill's width above the top of the knee with shorts under dresses/skirts. **No skinny jeans, pajamas, jeggings, yoga pants or leggings are to be worn.** All shirts must cover the midriff and completely cover shoulders – tank tops, spaghetti straps are not allowed. T-shirts may not contain inappropriate graphics, gang symbols, messages, or markings. Any torn/ripped clothing or extremely form-fitting clothing will not be acceptable. Undergarments must not be visible.
- Free Dress Shoes: Only flat, closed toe shoes with a back may be worn. No sandals, heels or wedges.

ST. MONICA TECHNOLOGY APPROPRIATE USAGE POLICY

“Technology is one of the most marvelous expressions of the human spirit in history; but it is not an unmixed blessing. It can enrich life immeasurably or make a tragedy of life. The choice is (yours), and education has a powerful role in shaping that choice. (National Council of Catholic Bishops, 1972 #33)

ST. MONICA STUDENT TECHNOLOGY GUIDELINES

All students should ask themselves when using electronic communication if he or she would be engaging in the media together with Fr. Thumma, a parent, a legal guardian or grandparent. If the answer is no, then don't do it. Whether occurring within or outside of school, use of electronic communication should never jeopardize the safe environment of the school or be contrary to Gospel values.

Good digital citizenship involves practicing safe, responsible, and legal use of technology. A **good digital citizen** is someone who understands the rights and responsibilities that come with being online and someone who uses technology in a positive way.

Teaching good digital citizenship to our students is EVERYONE's responsibility, not just our Technology Teacher. All SMCS team members will model positive digital citizenship and help students connect their everyday actions with their choices in a digital society.

Students will never have "free time" on school devices. Teachers will always have approved sites posted.

Students are not allowed to use personal electronic devices or communication (i.e. personal email) at ANY time to communicate with our team members. Exceptions may be made for summer credit recoveries as necessary with administration.

Students may NOT bring their own device to school to use.

SECURITY AND PRIVACY

The school employs filters that block 99.5% of all offensive materials, but some students may still find a way to access something that offends them. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's rights to decide whether or not to allow access.

Privacy- Administrators and or teachers may review activity to maintain system integrity and ensure that employees and students are using the system responsibly.

The use of the Internet and school devices are a privilege, not a right, and will be revoked if abused.

TECHNOLOGY DIGITAL CITIZENSHIP

1. **Technology is only to be used for learning directly tied to our curriculum.** Students are not to view or display anything offensive. **Any student using their device at school or home to bully another student will be subject to school disciplinary consequences.**
2. **School devices must be cared for at all times as any damage outside of normal wear and tear will be billed to the student's account.** This includes but is not limited to running with the device, leaving the device on top of papers, carrying the device with less than two hands, or solely by the screen. Food and drinks are never to be anywhere near the device. All devices must be supervised and never left unattended.

3. Absolutely nothing should be downloaded onto your school device.
4. Students are never to employ “incognito” mode when using their browser.
5. Students are not to stream music or videos on a device without permission from the supervising teacher.
6. Students must never violate copyright laws.
7. Students are not to share passwords with anyone or attempt to discover passwords that are not assigned to their person.
8. Printing is only to be done with supervising teacher’s approval.
9. Under no circumstances is any student to touch another student or teacher’s device.
10. Students are to notify an adult immediately if, by accident, materials are encountered that are not appropriate for school.
11. Students will be held accountable for their digital actions and for the loss of privileges if any of these rules are violated.

DUE PROCESS/APPEALS

LOCAL GRIEVANCE PROCEDURES (NON-EXPULSION)

All complaints that do not result in expulsion or termination will be resolved at the local school level. The Archdiocesan Council of Conciliation will not hear these matters.

Grievances may be heard from individuals, and parents, but in all cases the opportunity to be heard shall be forfeited if the procedures outlined below are not followed precisely.

As used in this procedure a “grievance” shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies, and/or regulations.

OUTLINE OF REDRESS PROCEDURES: STUDENTS AND PARENTS

Prior to the initiation of a formal grievance procedure, parents who seek redress for their child(ren) in matters of policy, regulation, or discipline **MUST** first confer directly (either face to face or by telephone), with the teacher, staff member or administrator complained against, for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure.

- (1) A written statement of the complaint, including a brief summary of the issue, must be submitted within 5 school days of the initial conference.
- (2) Presentation of the complaint to the principal. (If complaint is lodged against principal go directly to the Parish Council President.)
- (3) If no satisfactory solution results, go to the Parish Council President who informs the three member Grievance Council.
- (4) If aggrieved party is not satisfied with the Grievance Council's decision, an appeal may be made to the Pastor.

GRIEVANCE POLICY FOR STUDENT EXPULSION

This policy and procedure shall only apply to instances of student expulsion.

PROCEDURE

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal ("conference") for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

- (1) A written statement of the complaint to initiate grievance, including a brief summary of the initial conference must be prepared and filed with the Parish Council President.
- (2) The Parish Council President will inform and forward the grievance to the Local Grievance Council.
- (3) If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the pastor.
- (4) If the aggrieved party remains unsatisfied with the decision of the pastor, the avenue of further appeal would be the Archdiocesan Council of Conciliation
- (5) Pending outcome of the formal grievance, only the principal or pastor may, with or without condition, abate the expulsion or the termination.

COUNSELING OPPORTUNITIES

St. Monica provides a Counseling and Guidance Program to meet the needs of our students. It is staffed by a professional counselor who assists students in their educational, career, personal, social and emotional development. The guidance program is designed to provide developmentally appropriate services to our students. Guidance Curriculum addresses topics such as self-confidence development, motivation to achieve, decision making and problem solving, interpersonal effectiveness, communication skills, cross cultural effectiveness and responsible behavior. Responsive Services address the immediate concerns of students with both prevention and intervention.

COUNSELING REFERRAL

Students may self-refer, teachers or administration may refer or guardians may refer. Counselors respond to students' needs both individually or in small groups.

The school counselor has a right to speak to a child without notifying a parent/guardian and if multiple sessions are required, the counselor will notify parent/legal guardian for permission. For ongoing individual and small group counseling a parent or guardian must provide consent. Conferences with counselors are encouraged for students, their parents or guardians, and teachers when assistance or guidance is needed.

Contact: msink@saintmonica.net or call (210) 658-6701.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

St. Monica 5th-8th grade middle school students may participate in Archdiocesan Interscholastic Athletic League (AIAL) sports competition. Every middle school student has a right to try out for sports activities and to be evaluated fairly. While as many students as possible will be allowed to participate, there is no absolute right or guarantee to play. Student interest may exceed the number of available slots available for certain sports, resulting in tryout evaluations of all student athletes based on talent, sportsmanship, and knowledge of the game. Students will be fairly evaluated by using a rating system that will rank each athlete in several categories that pertain to each sport tryout. Team selection results are considered personal in nature and will only be disclosed with St. Monica coaching staff and administration. 5th graders will only be able to participate in track and field as a transitional sport for middle school.

A student must have a 75% or above in all core classes, a 70% in elective classes and maintain an S or higher in conduct in order to participate in sports activities. **ALL FAMILY FINANCIAL RESPONSIBILITY TO THE SCHOOL MUST BE CURRENT FOR A STUDENT TO PARTICIPATE IN A SCHOOL SPORT.** All student athletes must sign the "Athletics Guidelines" prior to participation in a sport.

All parents of children participating in these sports activities must contribute five service hours per sport to our athletic program.

There is a registration fee of \$75 per child per sport, non-refundable, regardless of the number of practices or games attended; **AND ALL FINANCIAL RESPONSIBILITY MUST BE CURRENT.** Some sports may incur additional expenses such as socks, hats, etc.

Although these athletic programs are competitive and St. Monica takes great pride in winning, at no time does our program condone "winning at any cost". The athletic program is conducted as an educational activity and promotes good sportsmanship and Christian character at all times. Students must adhere to all sport rules. Failure to follow these may result in a consequence given by the athletic director and/or administration. Inappropriate behavior on the part of students or spectators representing St. Monica School may result in being asked to leave the game.

SPORTS UNIFORMS

Uniform shirts and some bottoms will be provided. Students participating in athletics are responsible for the care of their school issued uniform(s). Uniforms must be returned within two weeks after the end of each sport season. If the uniform is not turned in by the deadline, the student will not be able to participate in any athletic or school event until the uniform is returned. If the uniform is lost or damaged, the parent/legal guardian will be charged for the replacement of the uniform.

AFTER SCHOOL PRACTICE

Students participating in sports or any other after school activity are to report to their designated site. Security rules forbid students roaming around for any reason without the direct supervision of authorized personnel.

PARENT/GUARDIAN SPORTS MEETING

Parents/Guardians will be required to attend an athletic meeting and sign an athletic handbook agreement form. The form must be turned in to the coach or athletic director. If the form is not turned in, then the student will not participate in practice or games until the form is received.

PHYSICAL EXAMINATION

Every student athlete must have a physical examination before participating in any practice session, scrimmage, or game. This is necessary to safeguard against possible physical problems which may not exhibit themselves in normal activity.

ELECTIVES, CLUBS, AND OTHER ACTIVITIES

Student development is enhanced through participation in a number of activities, such as field trips, academic competitions and clubs. Many of these activities are subject to academic requirements; poor academic performance or negative behavioral conduct may result in restrictions or probation from these activities.

ELECTIVES/SPECIALS

PreKinder to 5th Grade will have Spanish, Music, Technology, Library, and PE for their specials.

3rd to Fifth Grade will have a STREAM class as well.

Sixth to Eighth Grade will vote on electives before the first week of school and begin by the end of the first week of school. For the 2021-2022 school year, MS students may choose from: Earth Savers, Public Speaking, Personal Finance, Yearbook, Spanish, and Orchestra.

- **Electives are a privilege and ANY STUDENT who uses class time poorly will lose elective time.**
- **Students will be pulled for intervention during elective time as well; as needed.**

SMCS TEAM SPONSORED CLUBS

In an effort to provide our students with diverse experiences outside of the classroom, we will offer clubs in mid fall and mid spring semesters. Each member of the SMCS faculty will sponsor a free student club from 3:45 pm to 4:15 pm with start dates noted on the school calendar found at saintmonica.net. Families must pick up students by 4:15 pm or students will go to After School Care and incur a charge if not on a monthly plan.

MIDDLE SCHOOL CLUBS: 6TH TO 8TH GRADE

Students must remain in good academic standing in order to participate in these activities. A student must have a 75% or above in all core classes and a 70% or above in elective classes. Students will not be able to participate in the activity or practice while the academic deficiency exists. Ineligibility lasts until the deficiency is removed, as indicated by the progress report or report card. Each MS club may have a fee associated with membership and additional service hour requirements. Please see each clubs' guidelines with the designated sponsor.

COMMITMENT TO LIVING OUR FAITH

SERVICE HOUR REQUIREMENTS

- All students/families are required to complete 20 hours of service, 10 per semester. Students will have many opportunities at school, during the school day to complete service hours. Once complete, service hours should be documented on the "Service Hour Form". [DRAGON SERVICE HOUR FORM 2021-22](#)
- Eighth Grade Confirmation students are required 25 apostolic hours from the parish. 8th grade confirmation students may not use community service hours as Apostolic service hours. A retreat sponsored by the church may be required before confirmation. Some examples of Apostolic hours, but not limited to, are: altar service, church choir, volunteering at GRASP, the food bank, animal shelter, public library, Hope for the Future or assisted living facilities.

ST. VINCENT DE PAUL AND PARISH THRIFT STORE

Our parish collects non-perishable items and toiletries for our community in need through St. Vincent de Paul starting in September. We will have a monthly collection. Additionally, if you need to donate items from home, consider utilizing our Parish Thrift Store. Will count towards service hours.

MASS ATTENDANCE & SACRAMENTS

As part of our Religion curriculum, all students will attend Mass on Friday mornings at 8:15 am. Students will also attend Mass on Holy Days of Obligation if they fall during the school week. Students in 2nd Grade will prepare for the sacraments of First Reconciliation and First Communion, and students in 8th Grade will prepare for the sacrament of Confirmation.

STUDENT HEALTH AND SAFETY

INSECT REPELLENTS (I.E., BUG SPRAY)

School employees including, but not limited to, coaches are not to purchase or provide a student with insect repellent. School employees may not share their own insect repellent with a student or apply repellent to a student.

SUNBLOCK

Sunscreen shall be treated like any other medication and require an appropriate and complete medication permission form on file with the school in order to be applied during the school day. No SMCS team member may apply or provide sunblock.

HOMEOPATHIC MEDICINE

All homeopathic medicine, including but not limited to essential oils, sunscreen, cough drops, must have a prescription or doctor's note and be administered in the office.

ILLNESS

If a student becomes ill in school with an oral temperature of 100.4 degrees or greater, shows signs or symptoms of illness, or is vomiting or has diarrhea, the student will be cared for apart from other students and the parent/guardian will be contacted to pick up the student immediately.

We have eliminated the Perfect Attendance Award as we do not want to encourage sending students to school ill. Please do not send your student to school ill. Students should remain at home when they exhibit the first symptoms of an illness. Parents/Legal Guardians will be advised when the school experiences many absences due to a contagious illness/disease. **Students must be fever free for 24 hours without the aid of fever reducers (Tylenol, Ibuprofen etc.), symptom free, or have a written release from a physician that they are no longer contagious in order to return to school.** Students sent home for illness cannot return to school the same day for any and all after school activities.

HEAD LICE

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

A parent/guardian shall accompany the student to school following exclusion. The student must be checked by school personnel before re-admittance to school and found to be lice and nit free. The health coordinator will be involved in detection of head lice and is trained. The importance and difficulty of correctly diagnosing an active head lice infestation is emphasized.

The health coordinator will notify the parent(s) or guardian(s) of the student who has lice. Letters of notice for the parent/guardian of the student with lice and classmates will be sent home.

In order to prevent a widespread problem and to avoid the spread of misinformation, parents/guardians will be instructed on how to recognize nits and given tips on treatment and prevention. If parents have any questions please send directly to our Health Coordinator, Mrs. Molly Sandoval at secretary@saintmonica.net.

IMMUNIZATIONS

All students shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

INJURIES

If a student is injured during school hours, first aid will be administered and the incident will be documented. If the injury is serious, parents/guardians will be notified, and if/when necessary emergency medical services will be contacted.

MEDICATION

Only medication, which is necessary for a student to remain in school, will be given during school hours. The ***Medication Permission Request Form*** must be completed by the parent/guardian and the health care provider in order for any medication, including “over-the-counter medication” (including but not limited to sunblock, acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel. Medication must be prescribed by a licensed physician or dentist and labeled by a registered pharmacist. All medication must be in the original container labeled with the student’s name, Physician/Dentist name, date, name of medication, directions for administration, and duration of administration. Non-prescription medication must be in the original container, and labeled with the student’s name and the date the medication was brought to school. School administration must administer any medication as stated on the label directions and not after the expiration date. Whenever possible, parents/guardians should administer medication to students at home. School personnel will only return medication to the parent/guardian.

Under no circumstances should a student ever carry on their person any type of medication, either prescription or non-prescription.

MEDICAL SCREENINGS

In accordance with State and local requirements, vision and hearing tests are performed on all students attending St. Monica by a certified screener. Additionally, students in 6th grade are screened for scoliosis, and students in 1st, 3rd, 5th and 7th grades are tested for Acanthosis Nigricans. When a condition is found that could impair a student’s performance or cause additional medical concerns, parents/guardians will be immediately notified in writing.

ALLERGIES

Parents/guardians are responsible to report any student known allergies to the school office and teacher. No perfume, cologne, essential oils, or body sprays may be used on campus. Any child diagnosed with food allergies must submit a Food Allergy Emergency Care Plan signed by the physician and parent. The school does not assume responsibility for treatment in the absence of such a protocol. Children who are no longer allergic or no longer require a single dose epinephrine auto injector must present written notice from their allergist.

ANIMALS

With the exception of service dogs, animals are not permitted on campus, unless written permission is obtained from administration or on the Feast of St. Francis Pet Blessing.

STUDENT TRANSPORTATION

Our school bus is certified in all state regulations regarding licensing, insurance, safety and other legalities. Any driver transporting students in an archdiocesan vehicle must be approved by the insurance company of the Archdiocese of San Antonio. The National Transportation Safety Board has determined that 15-passenger vans are unsafe and, therefore, are not to be used to transport students.

CHILD ABUSE

The Catholic Schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools comply with the requirements of Texas Statutes Family Code Chapter 261-Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.
4. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

If you suspect a child is being abused you may report it to Dept. of Family Protective Services. You may call the San Antonio office at (210) 270-4000 or the 24-hour toll free abuse hotline at 1-800-252-5400 from anywhere in the United States to report abuse or neglect that happened in Texas. You may also make a report online at www.txabusehotline.org.

INCLEMENT WEATHER

St. Monica Catholic School will follow decisions made by the Judson Independent School District regarding school closure, late start, or early dismissal because of inclement weather or any other emergency.

Starting and closing times will be dictated by the safe travel of teachers, families, and students. Because weather and road conditions can differ throughout our area, families should use their best judgment to determine if travel is safe from their location.

MAKE UP DAYS

Instructional time lost due to cancellation is made up on Inclement weather days, April 8th and April 18th.

LATE START

In the event of a late start, students who arrive at school early must remain with the individual(s) dropping them off until school staff arrives.

NOTIFICATION

In the event of a school closure, school administration will notify families via Parent Alert on RenWeb, via email, on school Facebook/Instagram and our website.

PARKING LOT

Parents/Guardians or Authorized Pick Ups may not, even for a short period of time, park in handicapped parking spaces in either parking lot without appropriate authorization (license plates or window decal).

If parents witness any unsafe practices in the parking areas (i.e. driving too fast, vehicles “cutting in” to the carpool line, handicapped parking violations, etc.) please notate the vehicle, license plate, date and time, and report the information to the school office. Remember that leaving a child unattended in a vehicle is a crime and will be reported.

Carline begins at 7:00 AM with staggered times per grade group and at the end of the day at 2:30 PM with staggered times per grade group; see above listed schedule.

FIELD TRIPS

No student may participate in a school-sponsored field trip without prior written consent from his/her parent/guardian. Field trip permission slips are sent home well in advance of the planned activity to ensure adequate time for return of the signed slips. All students must travel to and from the field trip in the assigned school vehicle, and all students must return to campus at the completion of the field trip. Any exceptions must be requested in writing and approved by the principal no later than the day prior to the field trip. Individual teachers, in consultation with administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Students should wear the St. Monica red polo shirt, uniform bottoms, and appropriate shoes unless stated otherwise by their teacher.

In accordance with Archdiocesan policy, all adults accompanying students on field trips must be current with an Archdiocese-approved criminal background check and VIRTUS online training, www.virtusonline.org (required every three years). Please allow at least three weeks for approval. It is recommended that you submit the background check at the beginning of the school year. Forms may be picked up in the school office. Parents, please bring proof of VIRTUS online training to the school office to keep on file.

GANG FREE ZONE

Any area within 1000 feet of our school property is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

FIRE ARMS

Peace officers as listed in the Code of Criminal Procedure and security officers commissioned by the Texas Private Security Board, who are trained and certified to carry a firearm, on duty may have firearms and ammunition on the premises.

CAFETERIA SERVICE

Meals provided by CRAVE-IT Nutrition.

COST

- Small Portion \$4.50
- Large Portion \$5.50
- Healthy Portion \$6.00

If your family finds that CRAVE-IT's menu does not meet your student's dietary needs, please bring lunch. No food items will be heated in a microwave for, or by the students.

BILLING

Guardians and/or student will notify teacher if purchasing hot lunch for the day or meals can be pre-ordered at anytime in Renweb. Meals will be billed bi-weekly. Payments must be up to date to continue hot lunch ordering opportunity.

In an emergency if a lunch is not brought, the student will be given a sack lunch consisting of a peanut butter sandwich and billed through FACTS.

VISITORS AT LUNCH

Saint Monica is a CLOSED CAMPUS and does not allow lunch visitors.

SNACKS

St. Monica does not provide snacks for the students. Guardians must provide a morning and afternoon snack daily for PreK and Kinder. Please provide healthy, nutritious items that will aid in your student's well-being and physical stamina throughout the course of the day. Energy drinks (i.e. Red Bull etc.) AND SODAS are prohibited on campus. If a student is in possession of an energy drink, it will be confiscated and thrown away.

CAFETERIA STEWARDS

Students are asked to throw away their own trash, clean the tables and assist in sweeping the floor in their eating areas as assigned. Each teacher will have a system of assigning students by roster so responsibility is evenly distributed. By having our students clean up their areas we are teaching them about service, stewardship and responsibility.

ASBESTOS NOTIFICATION

This is our annual notice of the approved Asbestos Management Plan, which is in the principal's office and is available, upon request. On March 1, 2017, a three-year re-inspection was accomplished and the school will receive periodic surveillance every six months, which will be conducted by ASTEX Environmental Service. The results of the inspections and surveillances are recorded in the school's Management Plan. The contact person for ASTEX is Leonora Becknal, License #10-5662. She can be reached by contacting (210) 828-9800.

FINANCIAL POLICIES

Participation in FACTS MANAGEMENT Tuition payment plan is MANDATORY. School fees must be paid in a timely manner and as determined by school administration. The amount and types of fees will be determined by school administration each year and may include, but not be limited to:

- Registration fees (non-refundable)
- Athletic fees (non-refundable)
- 3rd-8th grade technology fees (non-refundable)
- 8th grade graduation fee (non-refundable)

TUITION PAYMENT

Annual school tuition is divided into ten or eleven monthly installments. Students attending school for any part of the month will be charged the full month's tuition. Our default option is ten months. To receive the 11 month option, please email bookkeeper@saintmonica.net and smartinez@saintmonica.net.

Tuition and fees are billed through FACTS Management Company. Complying with this method of payment, it is agreed that all rules, regulations, policies and procedures implemented by the school and the tuition management company will be followed. This includes the payment of any and all fees for services as well as late charges that may be assessed.

If you choose to pay by credit card or debit card you will be charged a rate of 2.75% paid through FACTS. This fee will be charged every time you use your credit or debit card to pay your tuition or incidental fees and is subject to change if the credit card company decides to raise or lower the rate.

Please understand that St. Monica School is not charging this fee. The fee is a charge from the credit card companies and will be collected through FACTS.

TUITION FEES

\$30.00 non-sufficient fund (NSF) fee will be applied to any check(s) or automatic debit(s) returned by your bank for any reason. St. Monica School will charge a \$25.00 late fee for any delinquent account. These fees will be charged through FACTS. Delinquent accounts may result in a student's dismissal from St. Monica School.

TERMINATION OF TUITION FEES

If you choose to withdraw your child from St. Monica School and/or Extended Care, you must put the notification in writing and submit it to the office, or you will continue to be charged your monthly tuition/fees.

ARREARAGE POLICY

A family will not be allowed to register their child(ren) until all their financial obligations have been satisfied; this includes unpaid tuition at previous Archdiocesan Schools.

DELINQUENT TUITION AND FEES PAYMENT AGREEMENT

The success of our Catholic school hinges upon the commitment of families to make Catholic education a financial priority, be involved in their child's education, and make their tuition and fees payment(s) on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's Bookkeeper AND Principal via email to request a conference as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan.

When payments are not made in accordance with the tuition agreement, the following steps will take place:

30 days past due:

- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive an email notification from FACTS and an email from the school Bookkeeper requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the school's Bookkeeper to bring the account up to date or to create an alternative tuition payment plan with the school.

60 days past due:

- When an account becomes 60 days past due, the school's principal will issue the financially responsible party a written notice. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification student(s) will not be permitted to take part in after school activities, pre-register for the following academic year or return after the current semester until the balance is paid in full or an alternative plan has been approved.
- Eighth graders cannot take part in graduation exercises.

Exclusion Policy:

- Non-payment of a prior year's tuition will result in non-admission for the following school year.
- All tuition and fees must be current the first day of class or the student(s) will not be seated.
- Student(s) will be dismissed at the end of the semester for non-payment of financial obligations when the financially responsible party has failed to demonstrate sufficient good faith in attempting to meet these obligations.
- Students will be allowed to complete all academic work in progress before terminating enrollment for non-payment of tuition and/fees.

The school encourages all responsible parties to maintain open communication with the Bookkeeper to ensure a complete understanding of each family's financial circumstance. The goal of the school is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

AFTER SCHOOL CARE (ASC)

Extended Care program fees will be charged to those students requiring after school care, or drop-in care. Students signed up for monthly extended care, or drop-in care will be billed on a monthly basis.

Students not signed up for monthly extended care or are not picked up within 15 minutes after release from school will be placed in extended care and incur a \$10 per hour drop-in charge that will be added to the monthly tuition bill. This also applies to students who are "waiting" for any after-school activities, i.e. dance, karate, athletics etc. or in the rare occurrence an after school activity is canceled.

Our staffing and budgeting is determined by an on time departure by 5:30PM. Please be respectful of our teams' time and commitments. Students not picked up from After School Care by 5:30 pm will be charged an additional fee based on \$5 per minute late.

TUITION ASSISTANCE

All families interested in tuition assistance must apply for Hope for the Future, our Archdiocesan assistance program. If Hope for the Future does not fully meet your financial obligations, please discuss with the Principal. Please go to www.hopeforfuture.org for assistance. As our resources allow, we will work with you to set up an alternate payment plan and/or additional assistance.

EMERGENCY PROCEDURES

SCHOOL CRISIS RESPONSE PLAN

St. Monica School is proactive in protecting the safety of all our students and staff members. The school uses the Emergency Response Procedures resource provided by the Archdiocese of San Antonio for crisis intervention and management. The school emergency procedures include a plan for responding to critical incidents such as fire, severe weather, intruder, etc.. Our staff and students practice these drills regularly. The actions taken during any type of emergency depends

on the specifics of the incident. For example, a school may evacuate, lock down, or initiate a shelter-in-place response. The main goal is to protect our students and staff members.

School administration has been advised not to put out a phone call to parents/guardians during an emergency, as this would impede an emergency team response. A letter of information will follow if an incident should occur.

BUILDING SAFETY PROCEDURES

All entrances to the educational facilities will be secured during school hours. Although there are some doors that remain unlocked, all areas where there is access to classrooms and other student facilities such as the gym and cafeteria, have a security door/lock for which only St. Monica staff has access.

SCHOOL AS WEAPON-FREE ZONES

It is a crime for any unauthorized person, student or non-students to carry a weapon within 1,000 feet of school property, on campus, or at a school sponsored event. Anyone in violation of this policy will be immediately reported to law enforcement.

FIRE DRILL

St. Monica School consults with local city ordinances regarding fire drill requirements. The school conducts regular fire drills throughout the year to practice the school's evacuation plan.

BOMB THREAT

If the school receives a bomb threat, the school's evacuation procedures are followed.

TORNADO/INCLEMENT WEATHER WARNING

The school conducts drills to practice procedures in the event a tornado warning is in effect.

LOCK-DOWN DRILLS

Lock-down drills are conducted periodically to practice the response to a campus intruder, active shooter, drive-by shootings in the area, or other emergency situations that may arise on the campus or in the surrounding areas.

AFTER SCHOOL ACTIVITIES LED BY NON-SCHOOL EMPLOYEES

1. While the student is in after-school activities they are the responsibility of the sponsor.
2. If the student is in Extended Care, the sponsor must have a signed letter from guardian.
3. If guardian is not available to pick up student at end of activity, student will go to Extended Care.

SMCS SAFETY PATROL

Safety Patrol is for students 5th - 8th grade. While serving as a Safety Patrol each student must set an example for other students and display a positive attitude. Safety Patrol Service may be counted towards the students' required service hours. Patrols will begin promptly at 7:30 a.m. and end at 8:00 a.m.

The students who participate in Safety Patrol must let the staff on duty know they are at school for duty and sign in the spiral notebook for Safety Patrol and will not be counted tardy to their morning class.

PARENT/GUARDIAN AND COMMUNITY RELATIONS

VISITORS ON CAMPUS

Security procedures have been implemented for the safety of our students, staff, parents, and anyone having a vested interest in our school, and to minimize distractions from the learning environment. Visitors are not allowed on campus during the instructional day. Students are to bring all supplies they will need for the day with them in the morning. Drop offs will not be allowed. When visitors are entering campus after school hours, they must show identification and sign in at the school office to obtain a visitor badge. They must sign out when leaving campus and return the Visitor's Pass to the office.

Should you need to pick up your students or drop something off for them during these hours, please sign in through the office and follow the applicable procedures.

SCHOOL COUNCIL

St. Monica Catholic School has a School Council that consults with the pastor and principal in matters of finances, school enhancement, policy, development, and strategic planning. The School Council consists of elected, appointed and ex officio members as set forth in its Constitution. The School Council follows the Constitution and by-laws approved by the Superintendent of Catholic Schools for the Archdiocese of San Antonio.

PARENT-TEACHER COUNCIL (PTC)

The purpose of the PTC is to foster unity and understanding between the home and the school. St. Monica Catholic School receives significant financial and volunteer support from the PTC. All parents and teachers are automatically members of the PTC and are strongly urged to become active in its mission and to support its projects, which benefit all of the students in our school. PTC meetings are held 4 times a year, once per quarter.

VOLUNTEERS, BACKGROUND CHECKS, SAFE ENVIRONMENT (VIRTUS) TRAINING

All volunteers on our school campus must have a current background check and sexual misconduct training which can be accessed through www.virtusonline.org. Both are required by the Archdiocese of San Antonio and must be updated every 3 years. Volunteers can obtain the required information and forms along with the cost from the school secretary. Please allow 2-3 weeks for approval of background check. After completing **VIRTUS** online training, print the certificate and bring a copy to the school office to keep on file.

PARENT/GUARDIAN COOPERATION

Good communication and cooperation is critical to maintaining a positive relationship between families and the school. Parents/guardians are invited to seek clarification in matters both of schoolwork and of student discipline. The tone of such inquiry, however, should be in the spirit

of cooperation and mutual support. Personal attacks, badgering, harassment, intimidation, abusive or discourteous conduct, and threatening behavior, etc. against faculty or staff by parents/guardians will not be tolerated. The education of a child is a partnership between parents/guardians and the school. If, in the opinion of school administrators, the partnership is irretrievably broken, parents/guardians may be required to withdraw their child from the school.

COMMUNICATION PROCEDURES

The process for addressing school-related concerns is to go through the recommended channels. For example, concerns about situations in the classroom should be addressed with the teacher first. **Every effort should be made on the part of the parent/guardian, student, and teacher to satisfy all concerns.** Situations at the immediate level that are not adequately addressed by the staff member should be referred to the school administrators.

Parents/guardians who wish to schedule a conference with a teacher or administrator should call the school office for an appointment during their designated conference times.

ACADEMIC POLICIES

TEXTBOOKS

Textbooks are inspected by the teachers at the beginning of the school year. Students are responsible for keeping textbooks covered and in good condition. Textbooks are not to be highlighted, written in, torn or damaged and require a book cover. In case of a damaged or lost book, a fee will be assessed and added to the student's account.

CURRICULUM

Curriculum implementation for all Catholic schools should follow the curriculum guides of the Archdiocese of San Antonio that are developed using the Texas Essential Knowledge and Skills (TEKS) and National Curriculum Standards with the integration of Gospel values and teachings of the Catholic Church.

GRADING FREQUENCY AND COMMUNICATION

- 1) For classes taught every day, two grades will be entered into RenWeb per subject per week. For classes not taught every day, one grade will be entered into RenWeb per subject per week
- 2) Legal Guardian will be notified via phone call or email for any student with a 70 or below to set up- action plan for student (ie tutoring, homework organization, etc).

EXTRA CREDIT AND HOMEWORK PASSES

Everything we ask students to do is essential to mastering content. Thus, students are not exempt from any HW assigned. Extra credit is not allowed. See policy for grades below a 70 and credit recovery.

HOMEWORK: BEGINS BY WEEK 2

Homework is essential to practicing skills and involving families in learning. Homework is ONLY to be a review of what has already been learned. Too much homework impinges on family time and can lead to unwanted behaviors such as cheating, limited sleep, and more. **Homework is NOT a time to finish work not completed in class or to introduce a new concept.** When planning homework, teachers will coordinate with their grade level team teachers to ensure that students are not overloaded.

- 1) **Required Monday to Thursday** for Math and ELA.
- 2) **Science, social studies, religion, and spanish** required at least 1/week for PK to 5th grade and 2/week for 6th to 8th grade.
- 3) No HW is to be given on Fridays, except for 20-30 minutes of reading.
- 4) Daily HW assignments are appropriate for 3rd to 8th grade. Weekly HW (i.e. a packet assigned Monday and due Friday) is appropriate for PK to 2nd grade.
- 5) **Recommended TOTAL amount of HW per night**
PreK and Kinder: Not to exceed 10 minutes
1st to 2nd grade: Not to exceed 30 minutes
3rd to 4th grade: Not to exceed 40 minutes
5th to 6th grade: Not to exceed 1 hour
7th to 8th grade: Not to exceed 1.5 hour

GRADING

St. Monica Catholic School is on a quarterly (nine weeks) grading period schedule. Numerical grades are used from second (2) grade through eighth (8) grade.

Progress reports will be sent home between grading periods.

Report cards are emailed via Renweb at the completion of every 9 weeks.

ACADEMIC HONOR ROLL

High Honor Roll: 94-100 grade in all core subjects..

Honor Roll: 85-93 grade in all core subjects.

Core subjects include: Religion, ELA (English Language Arts), Social Studies, Science and Mathematics.

GRADING KEY

For PK through grade 1, the following
Evaluation Key is used:

N = Needs Improvement

N/A = Not Applicable

E = Excellent

S = Satisfactory

P = Progress

For grades 2nd through 8th, the following Evaluation Key is used:

94-100 Exceptionally High Achievement

85-93 High Achievement

75-84 Average Achievement

For electives such as physical education, art, music, technology, and foreign language (for PK to 4th), the following Evaluation Key is used:

E = Excellent

S = Satisfactory

P = Progress

70-74 Low Achievement

0-69 Failure to Master Material

SR = Summer School Required

SE = Summer School Enrichment

N = Needs Improvement

CONDUCT GRADES

For **PK through grade 8**, conduct grades are indicated in the following manner:

O = Outstanding Effort

S = Satisfactory Effort

I = Improvement Needed

U = Unsatisfactory Effort

N = Not Observed

Middle School (6th to 8th grade) is to use comment codes on RenWeb.

The following Comment Codes are for 6th – 8th grade

1. Listens attentively
2. Completes assignments on time
3. Works well in groups
4. Works well independently
5. Contributes to class discussions
6. Applies skills learned
7. Has difficulty staying on task
8. Has difficulty completing assignments
9. Study skill / improvement needed

FAILING ASSESSMENTS

Any grade on an assessment (test or quiz) below a 70, the assessment will be sent home and must be signed and returned.

PROMOTION

Per Archdiocesan Policy, social promotions and skipping grade levels are prohibited. Students are promoted to the next grade level based on their academic achievement.

Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion. Factors leading to the decision for retention made by the superintendent and principal, in consultation with the parent, include the following:

- age of student,
- maturity of student,
- degree of deficiency in the student's learning as per grade level requirements,
- achievement and instructional data,
- review of academic interventions, and
- any other special circumstances that have hindered academic progress for the student.

The following are the specific regulations for promotion for various grade levels:

PreK: Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.

5K-1st: A student must have at least a "P" final average in Reading and Mathematics.

2nd-5th: A student must have at least a "70" final average in Religion, Reading, English, and Mathematics. A student who fails Reading and Mathematics may not be promoted; it is under the discretion of the Principal.

6th-8th: A student must have at least a "70" final average in all core subjects – Religion, ELAR, Mathematics, Science, and Social Studies. A student who fails more than 2 core subjects may not be promoted; it is under the discretion of the Principal.

For each core subject below "70" a student must demonstrate the successful completion of work in summer school. If summer school is not available, work will be assigned and the student will be tested prior to advancement to the next grade level.

ACADEMIC AND CONDUCT COMMUNICATION WITH PARENTS/GUARDIANS

Teachers are on duty during morning arrival, lunch and dismissal. Families are NOT to meet with teachers during arrival and dismissal or unscheduled times. Please email the teacher directly to schedule a conference. Teachers will communicate available times.

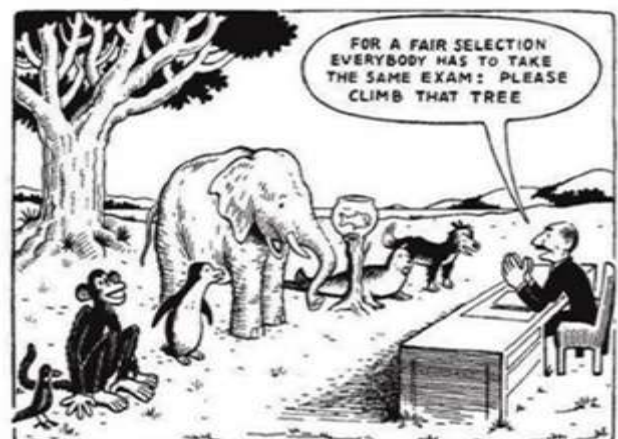
SCHOOL WIDE SEMESTER CONFERENCES

- 1) Student Progress conferences will be prior to the 1st Quarter Progress Report and the beginning of the 2nd Quarter.
- 2) Teachers will have 15 minutes for each conference to update on academic progress.
- 3) Students will only meet with a HOMEROOM teacher. Full time elective teachers will be available in the Cafeteria for 15 minute sessions.
- 4) Families will receive an electronic sign up sheet via the Weekly Update and Teacher's newsletters.

LEARNING ACCOMMODATIONS: BUILDING STRONG FOUNDATIONS

Catholic schools are called to serve justly and inclusively ensuring success for all learners. We believe all are welcome, creating a vibrant, Christian community that celebrates the God-given potential of every student.

Pope Francis calls us to "build an educational relationship with each student, who must feel welcomed and loved for what he or she is, with all of their limitations and



potential". Therefore, Catholic schools must do more to embrace their calling to serve all learners, including those who struggle with physical, learning, or behavioral challenges.

We will be continuing our Building Strong Foundations program this year to support students who need accommodations. The Administration staff along with a TEAM of teachers create the organization. Assistant Principal along with lead Teacher are the points of contact for supporting any student needing additional support to master the curriculum.

As a team, the administration, teachers, and parents will work together to decide what is best for the student. It is never the teachers' sole call to determine if the student is a "right fit" for our school. The decision will be a collaborative effort with our BSF team, parents/guardian and student. Together, we have developed a process for reporting, documentation and classroom support for the 2021-2022 year.

ACADEMIC DISHONESTY / CHEATING

Cheating is not tolerated at St. Monica School. All students as members of the SMCS community, acknowledge that it is our responsibility to learn and abide by the principles of intellectual honesty and academic integrity, and therefore will not participate in or tolerate academic dishonesty.

Students cannot learn if they are not completing their own work. Students who provide other students with their work so that it can be copied are also contributing to dishonesty and will face consequences. A student found to have participated in academic dishonesty might be subject to loss of credit for the work in question. A teacher will also notify the parent/guardian.

STANDARDIZED TESTING

Standardized tests for all students are mandated by the Archdiocese to measure student growth. We have replaced Iowa with NWEA (Northwest Evaluation Association) it's a global not-for-profit educational services organization. NWEA partners with over 3,500 educational organizations worldwide to provide research-based adaptive assessments, professional development, and research services. NWEA's mission is partnering to help all kids learn. As a result of NWEA tests, educators can make informed decisions to promote your child's academic growth. The Archdiocese uses the tests in Fluency, Reading, Language, Math, and Science assessments. A Religion Standardized Test (ACRE) is administered to students in grades 5th and 8th.

MISCELLANEOUS

BEVERAGES IN CLASSROOM

WATER in a refillable bottle is the only acceptable drink in the classrooms for PK - 8th grade. No powdered, soda or sugary drinks are allowed. The exception to this rule is classroom parties. Middle school students will not be provided a snack time.

PERSONAL BELONGINGS

*****CLEARLY LABEL ALL STUDENT BELONGINGS WITH FIRST AND LAST NAME*****

All personal belongings, including clothing items, jackets, lunch boxes, etc., must be well marked with the student's name. "Lost and Found" items are in the ANNEX/GYM office; all unclaimed items will be donated to the St. Monica parish Thrift Shop.

Students are not authorized to bring personal iPads, iPods, Laptops, MP3 players, electronic games, cameras, watches with internet capabilities, toys, fidget spinners etc. to school unless specifically requested by the teacher, or for "Show and Tell." Any other personal items of excessive value or items whose loss would cause inordinate sadness or hardship should not be brought to school and are also considered unauthorized items.

Unauthorized and/or inappropriate items will be confiscated and brought to the office, and the parent/guardian will have to claim them.

Students should refrain from bringing money to school, unless it is needed for a specific activity or field trip that day. Money brought to school should be in an envelope clearly marked with the child's name and purpose of the money.

St. Monica Catholic School is not responsible for damage, theft, or loss of personal items or money brought to school.

CELL PHONES

Cell phones are to remain in the "off" mode during school and/or Extended care hours. Students are not allowed to carry cell phones on their person and must turn them into their homeroom teacher. Students who disregard this policy will have the cell phone confiscated, **receive a warning** and the parent/guardian will have to claim it from the office. Additional violations will result in a \$25 fine charged to FACTS account. St. Monica Catholic School is not responsible for damage, theft, or loss of cell phones brought to school.

BIRTHDAYS

Birthday parties are NOT allowed during school hours. If parents wish to celebrate, it must be done in the following manner:

1. Do not send balloons, flowers and/or gifts to students (if they are sent, they will remain in the office until the end of the school day).
2. PreKinder to 5th: Treats may be sent with the child in the morning and will be served in the classroom and/or playground area at the end of the day.
3. 6th to 8th Grade: Treats will be served immediately after lunch.
4. **No homemade baked goods are allowed, items should be pre-packaged.**
5. Birthday invitations may be passed out at School only if the whole class is included OR all the girls OR all the boys are invited. SMCS will not release emails or addresses for party invites.

CLASSROOM PARTIES

These are allowed on the last day before Christmas Break and the last day of school. Additional parties may occur after the teacher/PTC has obtained approval from the principal a month in advance.



STUDENT CODE OF CONDUCT & HANDBOOK ACKNOWLEDGEMENT

Due August 31, 2021

I. PERSONAL DIGNITY

I pledge to protect the dignity of my mind, body, and spirit by refusing to drink alcohol, take illegal drugs, smoke, use inappropriate language or engage in unacceptable acts that are against school/church policy and the law. I will report to my teacher and parents anyone who attempts to touch me inappropriately or have me touch them inappropriately.

II. DIGNITY of CLASSMATES

I pledge to demonstrate on a daily basis my respect for fellow classmates. I will not bully, threaten or physically harm other students. I will honor and

celebrate diversity of race and creed among my peers. I will be helpful to my friends when they are in need.

III. DIGNITY of FAMILY and ELDERS

I pledge to maintain family values that promote kindness, honesty and sharing.

I promise to respect and uphold the positive and inspiring values of my elders.

I will work diligently to reach my fullest potential, so I may continue to be an honorable and productive member of society.

IV. DIGNITY of LAW & COMMUNITY

I pledge to contribute to the general good of my community. I will respect my school, technology, church and community's rules and lawmakers. I

vow never to carry or use weapons in my school or church. I will report any students who carry or use weapons to my principal.

I will follow my Dragon Rules:

1. Show respect for myself, adults, others, the St. Monica uniform, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep my hands and my feet to myself.
6. Be honest.

V. DIGNITY of INSTITUTIONS, CULTURE and RELIGION

I pledge thoughtful tolerance and the habit of understanding so we may all live in a world that honors the dignity of creation.

☐ I have read and agree to uphold and be governed by the Student Code of Conduct, Dragon Rules, and policies/procedures of the Saint Monica Catholic School Family/Student Handbook and updates for the 2021-2022 school year.

Failure to cooperate with the administration and staff in all educational and disciplinary matters may jeopardize continued enrollment at Saint Monica Catholic School. I understand this handbook is subject to change at any time and will become effective immediately. Any circumstance or occurrence not explicitly described in this handbook will be addressed at the discretion of the principal.

Student Name (please print)

Student Signature

Grade

Date

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Student Media Consent

August 1, 2021

Dear Dragon Families,

Our new website will be live this week! We have a proud tradition of celebrating our student accomplishments by sharing them with our community. According to our 2021-2022 Handbook, any guardian that does not wish for their student to be featured on our media platforms is to send an email to Mrs. Martinez at smartinez@saintmonica.net. We are sending this consent form as an addendum in order to secure all student privacy.

We will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes biographical data including full student name, video, photo, residential addresses, e-mail addresses, and phone numbers.

Please understand that your child will be asked to make accommodations if you do not want your student featured. For example, your student may be asked to step out of a class picture. We support your request with vigilance. If you wish to rescind this agreement, you may do so at any time in writing by sending a letter to the Principal, Sara Martinez, and such

rescission will take effect upon receipt. **Please complete the information requested below.**

Name of Student _____ Grade Level _____

Parent/Guardian is to check one response below:

I grant St. Monica Catholic School to use the photos, videos, audio recordings, interviews or work/artwork of my child for the purposes of promoting students and St. Monica Catholic School in the following ways:

- School Communications including school newsletter, yearbook and classroom displays.
- Promotional and informational materials on public media sites, (such as Facebook, Twitter, Instagram) as well as school website, pamphlets or videos.
- Print and electronic newspaper and media articles, photographs, interviews and videos by the Archdiocese and news media.

____ Yes, I approve the release of such information.

____ No, I do not approve the release of such information.

******Please note that approval is for all forms of media.******

Parent/Guardian's Name _____

Parent/Guardian's Signature _____ Date _____