

Parent–Student Handbook

2025-2026

St. Mary's Catholic School

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www.stmarys-temple.org



School Mission

The Mission of St. Mary's Catholic School is the commitment to spiritual development and the academic excellence of our students toward a life of prayer, service, and love.

St. Mary's Catholic School is a Catholic Parochial School of the Austin Diocese School District.

The school is dedicated to the Christian education of boys and girls from Pre-kindergarten through Grade 8.

St. Mary's Catholic School is accredited by the Texas Catholic Conference Education Department (TCCED) through the Texas Commissioner of Education of the Texas Education Agency.

Member of the National Catholic Education Association (NCEA)
Participant of the Education Service Center, Region 12

St. Mary's Catholic School complies with all applicable State and Federal laws on discrimination. Preference may be given in admission of Catholic students.

The Principal and School Pastor retain the right to amend this handbook for just cause at any time.

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The St. Mary's Way

Fostering Excellence:

Excellent Christians.

(Striving to always increase in virtue to grow closer to God and loved ones.)

Excellent people who strive to be the best version of themselves.

(Desire to be healthy, cheerful, brave, and trustworthy people of honor.)

Excellent scholars curious about and always seeking truth, beauty, & goodness.

(Motivated, dedicated, and on a quest to be our best)

Education Objectives of St. Mary's Catholic School

The school fosters:

- A Catholic identity through the religious atmosphere, which permeates the total instructional program.
- Gospel values as modeled in school procedures and actions of staff and students.
- A faith community expressed through religious experiences through classes; programs for personal spiritual formation; opportunities to worship; service to others; sacramental preparation; and the sponsoring of adult programs.
- Active interaction between the school and parishioners.
- The formation of behavior in accord with Christian standards.
- Sensitivity and responsiveness to Catholic social teaching and economic justice.
- Development of Christian attitudes towards life, human sexuality, and the family.
- Formation of students to set goals and work toward them, be self-disciplined, responsible, responsive, compassionate, empathetic to the feelings and needs of others, and to respect individual differences.

The administration and staff will:

- Communicate regularly about school activities and general accomplishments.
- Provide systematic reporting to parents about student progress.
- Communicate expectations for student academic performance to students and parents.
- Provide a safe and orderly environment with a clear disciplinary code.
- Inform parents of school policies and regulations concerning the rights and responsibilities of staff, students, and parents. (i.e: grievance procedures, discipline code, school policies, grading system, and compliance with laws and regulations)
- Provide a social-emotional learning environment through all grades.
- Provide reasonable programs of instruction to meet students' diverse learning needs.
- Develop excellence in education through compliance with TCCED and diocesan guidelines.

The Students are expected to develop the following:

- Knowledge and understanding of the Catholic faith and personal relationship with God as evidenced by attitude and practice.

- Proficiency in Mathematics, Science, History, Fine Arts, English Language Arts (ELA), and Foreign Language.
- Higher-order thinking skills, including research, analysis, evaluation, and problem-solving.
- Proficiency in the use of communication skills and technology.
- An understanding and appreciation of cultural diversity with skills needed within the global community.
- An understanding of the importance of physical and mental health in one's life by developing a Catholic attitude regarding human sexuality, nutrition, and healthy life skills.
- Knowledge of the democratic process and develop an understanding of the privileges of citizenship and learn to assume its responsibilities.
- An understanding of human geography and world cultures of today.
- Knowledge of government practices, political principles and current activities suitable to grade level.
- Awareness of the principles of consumer economics.

Parents as Partners in Education are expected to:

- Meet all financial obligations to the school.
- Support the religious and educational goals of the school.
- Be respectful of faculty and staff at all times.
- Support the discipline policy by encouraging students to take responsibility for their actions.
- Adhere to the school's attendance and tardy policy.
- Notify the school office of absences and changes in important contact information.
- Inform the school of any special situation regarding the student's well-being, safety, and health.
- Actively participate in school activities.
- Read the newsletters and the website to keep current on school information.

School Hours

The Instructional Day

Pre-K through 8th Grade: 8:00 a.m. to 3:20 p.m., Monday through Friday.

St. Mary's Catholic School will not accept responsibility for supervising students before 7:40 a.m. or after 3:30 p.m. other than through school-supervised activities such as clubs, sports, or Falcon Care.

Office Hours:

7:40 a.m. to 3:30 p.m. Monday through Friday. The office will be closed during Mass.

When classes are in session, school doors will be locked or monitored.

Before School Care

The school provides free morning care for all students from 7:00 a.m. to 7:40 a.m. in the cafeteria

Afterschool Care (Falcon Care)

- Pre-K 3 through 8th Grade Falcon Care: 3:30 p.m. to 6:00 p.m. Monday through Friday. See our website for more information: www.stmarys-temple.org
- Children who are not picked up by 3:30 p.m. will be sent to Falcon Care as a drop-in. Parents will be billed.

Admissions

As a condition of admission, parents agree to submit their child to the rules and regulations adopted by the school. The application process may include an interview with the Principal for prospective students in grades 5-8. All students will be placed on a probation period for the first nine weeks upon admission.

Age Requirements

Age must be documented with an official birth certificate.

By September 1st of the academic year, a child must be ...

- Three years old (and fully toilet-trained) to enter Pre-Kindergarten 3*
- Four years old (and fully toilet-trained) to enter Pre-Kindergarten 4*
- Five years old (and fully toilet-trained) to enter Kindergarten*
- Six years old to enter Grade 1*

* Indicates regulation of the Diocese of Austin

Non-Discrimination Policy

The schools within the Diocese of Austin do not discriminate based on race, color, national or ethnic origin in (i) the admission of students, (ii) the offerings of rights, privileges, programs, or activities generally made available to their students, or (iii) the administration of educational policies, admissions policies, loan programs, athletic programs, employment practices or policies, or other school-administered programs.

Documents Required:

- Official Birth Certificate
- Current immunization record
- Social Security Card
- Signed Authorization to Release of Information form
- Most recent report card
- Most recent Standardized Test Scores (grades 1-8)
- Parish Affiliation Verification form
- Custody section of divorce decree or proof of guardianship, if applicable
- IEP/504 paperwork, if applicable
- **To be eligible for the Catholic scholarship, you must submit a copy of sacramental certificate for Baptism and First Communion for each student, and you must resubmit a parish verification letter each year.**

Admission Restrictions

St. Mary's Catholic School does not accept students on a part-time basis. St. Mary's Catholic School may not accept children with severe or habitual behavioral problems. The Principal determines if a student will be accepted into the school. The school may accept a student with a special physical or learning need, but only after a conference to ascertain the exact nature of the child's needs. The Principal may require parents of a student with special needs to agree to enrollment on a conditional basis.

St. Mary's Catholic School's staff deals with students individually; however, some needs may require resources our school cannot provide. In the child's interest, we reserve the right to refuse or revoke admission in such cases.

Should learning, behavioral, or physical problems surface, we will determine if the school can accommodate the child's learning needs or if other arrangements should be made. Such action will be done through consultation with the parents and staff.

Tuition and Fees

All tuition and fees are non-refundable.

An application fee is required for new students. Registration fees and a yearly FACTS fee are required for all students. If fees are not paid by the date specified, the application will be automatically placed on the bottom of our list—and a place will not be held for that student— unless the parent has initiated a special arrangement with the Principal.

Method of Payment

All tuition and other fees are paid through FACTS Management Company and subject to the terms agreed to on the online FACTS application. Without special arrangements, no in-house tuition payments can be made. Any payment that is not posted to FACTS by the due date is considered late and will receive a \$40 late fee. An NSF fee will be applied to the account for dishonored payments.

Delinquent Accounts

If your account becomes delinquent, FACTS will send notification to the parents/guardians. For payments two or more months delinquent, the family may be requested to withdraw the student(s) until the account is brought up to date. All accounts must be paid in full by June 30th each year. Readmission of a student for the following school year requires payment in full of outstanding tuition, fees, and fines or else a satisfactory arrangement with the School Principal.

Withdrawal

When a child is withdrawn from school, the parent/guardian is responsible for paying for the entire semester in which the child is enrolled. Under certain circumstances, the balance of the tuition owed may be waived if the family is moving a distance greater than 50 miles from the school. No refund can be given on tuition or fees (registration, resources, etc.).

Pre-Registration and Registration

Pre-registration begins in February for the next school year. For one month, current students and their siblings will be given preference in registration for the upcoming year. Thereafter, placement for all registering students will be placed into a wait pool. Priority for placement from the wait pool will be in this order:

1. Siblings of current students
2. Families who are members of our contributing parishes
3. Date of receipt of the completed application

Scholarships

Applications for ACE, Beacon of Hope, Folds of Honor, and TEFA open in early 2026. In order to be eligible for scholarships towards tuition from St. Mary's each family must apply for all applicable scholarship programs including but not limited to Folds of Honor, ACE, Beacon of Hope and TEFA.

Applications for the St. Mary's scholarship program must be completed for each school year at www.factsmgt.com/aid and are not automatically awarded.**

Catholic families qualify for the Catholic Scholarship if they are registered and active parishioners of a local parish. No application is required but St. Mary's Catholic School will verify a family's active status with the

home parish and will assign appropriate rates, standard or reduced, and reassess if this status changes during the year.

Additional scholarship opportunities are available through the Our Kids at Heart program with Our Lady of Guadalupe. Please apply directly with this parish.

Immunizations

SMCS follows Texas Department of Health Immunization Guidelines as detailed below.

DTP/DT/DTaP: 5 doses, with one after 4 th birthday	HibCV (Haemophilus influenzae type B): Primary series, or dose after 15 months of age for children under 5 years	Measles Booster: By Kindergarten entry date
Td (Tetanus/Diphtheria booster): <u>within 10 years of DTP</u> . Tdap (Tetanus, Diphtheria & acellular pertussis-containing vaccine: all students in grade 7 th , required 1 dose. Students in 7 th grade will require a booster dose if it has been 5 yrs have passed. Students in grades 8 – 12 require booster dose if 10 yrs. have passed.	Varicella vaccine (chicken pox): all students entering Kindergarten and 7 th required 2 doses. Documentation of chicken pox in lieu of immunization.	PCV 7 (Pneumococcal Conjugate Vaccine: 1 dose before age 5
Hepatitis B: 3 doses before age 5	Polio: 4 doses, with 1 dose after 4 th birthday	TB Skin Test: St. Mary's Catholic School requirement if exposed to TB. Date and results must be recorded on Immunization record to be considered valid.
Hepatitis A: all students entering Kindergarten, required to have 2 doses	MMR: (Measles, mumps, rubella): all students entering Kindergarten, required to have 2 doses	Meningococcal Vaccine: all students entering 7 th grade, required to have 1 dose

Records

According to the district, state, and federal requirements, student records are maintained as necessary. We utilize FactsSis. <https://familyportal.renweb.com> The school code is **SMAR**

Transfers and Withdrawals

A parent who wishes to arrange for a student's transfer or withdrawal must inform the registrar at least one week in advance, either by telephone or written note. After one week, the parent may report to the Registrar's office during business hours to complete the necessary forms.

No withdrawal or transfer will be completed if money is owed for tuition, fees, fines, books, or other items. The school will withhold the student's academic record until all debts are paid. Parents must request transcript copies *in writing*.

When a child is withdrawn from school, the parent/guardian is responsible for paying for the entire semester in which the child is enrolled. Under certain circumstances, the balance of the tuition owed may be waived if the family is moving a distance greater than 50 miles from the school. No refund can be given on tuition paid in advance or on any fees (registration, resources, etc.).

Attendance

Attending a Catholic School is a privilege. The Principal can mandate a child's withdrawal at any time pursuant to the procedure for resolving disputes when this is in the best interest of the school and/or the student. The Principal reserves the right to determine the acceptability of excuses for missing school.

In accordance with the Texas Catholic Conference Education Department and Diocesan Board policies:

- A student will be subject to failure in a class if he/she misses more than 10% of the school year.
- Attendance at Mass is an integral part of our school culture and identity; thus, a student could lose tuition assistance/scholarship if school Mass is frequently missed.
- Absent students shall be responsible for making up class assignments for any absence. Students have one day for every day absent to make up any missed assignments. Students absent the day before a test are not automatically excused from taking the test.
- Students are counted as present for a full day only if in attendance for the full day: 8:00-3:20. Students arriving after 8:00 a.m. or leaving before 3:20 will be marked accordingly. Students arriving after 9:00 a.m. or leaving before 2:30 will be marked with a half-day absence.
- All learning time is important to each child. Tardies result in missed instruction time and harm the child’s learning. It is essential that every child be on time for school. An absence will be recorded for each five tardies. Tardies will only be excused with a doctor’s note or due to unavoidable circumstances. Forgetting homework or oversleeping are not unavoidable circumstances.
- Students arriving after school begins are considered tardy and must be signed in by the parent or guardian in the office. No child should be “dropped off” after 8:00 a.m. This is for the safety of each and every child. Parents who do not come into the school to sign in for their child will be called back. The child will remain in the office until he/she has been properly signed in and receives a tardy slip.

Doctor/Dentist Appointments

Parents are asked to avoid making doctor/dental appointments during the school day to minimize disruptions in student learning. If taking your student out of school cannot be avoided, the procedure follows:

- At the appointed day and time, the parent signs out the student from the school office. Upon returning to campus, the parent & student must report to the office, sign in, and submit the doctor/dental excuse.

Middle School Class Tardy Policy

Attendance is recorded at the beginning of each class for Middle School. Teachers mark students tardy who are not in class when the bell rings.

Illness

A child with a fever should not go to school. A child who has been sick is not to return to school until fever-free for at least 24 hours without fever-reducing medication. We will call parents to pick up a child who develops a fever during the school day.

Conditions for keeping a child at home	Conditions for returning a child to school
Oral temperature of 100 degrees or higher	Fever-free for 24 hours without fever-reducing medication
Vomiting, nausea, or severe abdominal pain	Symptom-free for 24 hours
Marked drowsiness or malaise	Symptom-free
Sore throat, acute cold, or persistent cough	Symptom-free
Red, inflamed, or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	Written physician release
Skin lesion in the weeping stage -	Lesion covered,

physician-diagnosed as ringworm of the body	noninfectious
Earache.	Symptom-free
Other symptoms suggestive of acute illness	Written physician release
Bacterial Meningitis	Written physician or health dept. release
Strep Throat, Scarlet Fever	Keep home until strep test is negative, or 24 hours after antibiotics
Head Lice.	Students must be nit-free after treatment with Nix or permethrin products.
HIV/AIDS: Keep at home if open sores or lesions are present; if the student is incontinent; or if there is an outbreak of measles, rubella, or chickenpox in the school.	

Academic Program

St. Mary’s Catholic School's academic program is designed to help students achieve their highest potential.

The Catholic Schools in the Diocese of Austin (CSDA) use the Texas Essential Knowledge and Skills (TEKS) state standards, which have been adopted by the Texas State Board of Education. CSDA is accredited by the Texas Catholic Conference Education Department (TCCED), which is recognized by the Texas Education Agency.

In addition to English/Language Arts, Math, Science, Social Studies, and Religion, St. Mary’s Catholic School incorporates other key disciplines into the curriculum. Christian Service is core to our Faith and is integrated into our school through required community service projects and volunteer hours throughout the school year. Christian service is required in all grade levels and is part of the student’s Religion grade in grades 4-8.

Additional Offerings

Spanish in grades Pre-K-8th with the possibility of high school credit (8th grade), technology device utilization, Music and band programs, Fine Arts, Middle School Elective program, Physical Education, Junior Master Gardener, and Advanced mathematics in grades 5th-8th, including Algebra for high school credit (8th grade).

P.E. Medical Excuse

Students may be excused from physical education for health or medical reasons for a maximum of three consecutive days with a note from a parent. Excuses for more than three days require an order from a physician. In cases of non-participation in the program or participation on a limited basis, a statement from the doctor must be on file, giving the reason and the length of the restriction.

P.E. Uniforms

Students in Pre-Kindergarten through Grade 8 may be required to change into P.E. uniform to physical education. Only athletic shoes are permitted during the P.E.

Placement Level for Advanced Classes

The principal determines a student’s placement level in consultation with faculty and parents. Decisions are based on the student’s (1) past performance, (2) achievement test scores, and (3) emotional and physical needs.

Grading Policies

Each classroom policy is based on grade-level teacher-assigned criteria.

Students receive report cards at the end of each quarter (nine-week block) and a progress report at the midpoint of each quarter.

Parents must set up their ParentsWeb online account in order to access student grades. If questions arise

during the quarter, the parent(s) is expected to contact the teacher for clarification. The teacher is the first line of contact regarding academics.

Homework

Teachers are permitted to assign homework. Homework should be connected to the learning in the classroom and afford students the opportunity to:

- Review the material taught in class each day
- Reinforce skills previously taught
- Prepare for examinations
- Work on long-range assignments
- Catch up on missed work
- Complete written and extra projects
- Finish work not completed in class
- Preview the following day's material

The average expected amount of work per night (not including nightly reading) for each grade should follow these guidelines:

- Lower Elementary (K-2): 10-20 minutes per night
- Upper Elementary (3-5): 20-45 minutes per night
- Middle School (6-8): 45-60 minutes per night

If your student habitually exceeds these times, a conference of the teacher, principal and parent/s may be necessary.

Grading Codes (Pre-K and Kindergarten)

- | | |
|---------------------------------|--------------------------|
| 1- Developing | / - Not Applicable |
| 2 - Proficient | N - No Recognition |
| 3 - Outstanding | P - Partial Recognition |
| I - Improvement/Practice needed | C - Complete Recognition |

Grading Codes (Grades 1-8)

	<u>Knowledge</u> Scholarship	<u>Skills</u> Initiative	<u>Skills</u> Individual Improvement	<u>Attitudes</u> General	<u>Attitudes</u> Cooperation
"A" 90-100	Student exhibited an excellent understanding of the academic material.	Student showed tremendous amount of skill and initiative to complete the task required.	Student was able to exhibit a marked and significant improvement from the last grading.	Student exhibited a positive disposition and showed a high level of positive attitude in the face of challenging work.	Student exhibited a high degree of positive influence towards the group and showed excellent leadership and character.
"B" 80-89	Student exhibited good or above average understanding of the lesson objectives.	Student showed a high average amount of skill and showed above average ability to complete the assigned task.	Student was able to show a somewhat significant improvement from the last grading.	Student exhibited a good disposition and good attitude in the face of challenging work.	Student showed a positive influence towards the group and showed good leadership.

"C" 75-79	Student showed an average understanding of the lesson objectives.	Student exhibited an average amount of skill and completed the assignment satisfactorily.	Student showed some improvement as compared to the last grading.	Student's attitude is fair and satisfactory but needs improvement.	Student was somewhat able to satisfactorily contribute positively to the group.
"D" 70-74	Student barely met the minimum understanding to pass the lesson objectives.	Student showed very minimal or below average ability to complete the task.	Student showed minimal improvement as compared to last grading.	Student's attitude meets minimum standards and needs tremendous amount of improvement.	Student's ability to contribute to the group's overall performance was poor.
"F" 69 or less	Student did not meet the minimum to pass the lesson objectives.	Student did not show satisfactory skill or ability to complete the task.	Student was not able to show any improvement from the last grading.	Student does not show a productive or positive attitude.	Student's attitude is not wholesome for the group.

Promotion and Retention Standards

Pre-K 3/4-Kindergarten

To be promoted from one grade level to the next, a student shall attain for the year an overall average of satisfactory or above.

Grades 1-5

To be promoted from one grade level to the next, a student shall not accrue more than 5% absences (about ten full days) and attain for the year an overall average of 70 or above, which is derived by averaging the final grade for the following subjects: language arts, mathematics, social studies, science, and religion. In addition, a student shall attain an average of 70 or above in language arts and in mathematics. Grades for health, fine arts, and physical education may be determined by school policies using numerical grades, letter grades, or indications such as "excellent," "satisfactory," "unsatisfactory," or "needs improvement."

Grades 6-8

To be promoted from one grade level to the next, a student shall not accrue more than 5% absences (about 10 full days) and attain for the year an overall average of 70 or above, which is derived by averaging the final grade for the following subjects: language arts, mathematics, social studies, science, and religion. In addition, a student shall attain an average of 70 or above in language arts and in mathematics.

Grades K-8

In the event of a student not meeting the requirements for promotion to the next grade, parents can submit a request for placement to the principal. The request should include detailed explanations and proof of any medical reasons for the excessive absences, excessive tardies, or academic deficiencies. Additional classes and/or course work may be assigned on an individualized basis.

Testing & Assessments

As required by Diocesan Policy, Kindergarten through Grade 8 students take NWEA MAP assessment three times each year. St. Mary's Catholic School does not teach to the test nor modify the curriculum to influence our standardized scores.

- This assessment is online and computer-adaptive. Students are tested to their highest potential as the computer will adapt to each response, whether presenting more challenging or less difficult questions,

until the student reaches their true level.

- All levels of learners will be identified. Resources and techniques provided by NWEA and teacher expertise will be utilized to address each type of learner.

Subject Areas to be tested:

- English Language Arts Reading Foundations (K–2)
- Mathematics Math Foundations (K–2)
- Reading (2nd–8th)
- Language Arts (2nd–8th)
- Mathematics (2nd–8th)
- Comprehensive Science (3rd–8th)

Grades 2-8 students take the Assessment of Religious Knowledge (ARK) each year.

Students in grades 4-8 may take semester exams at the end of each semester.

Academic Assistance and Accommodations to Individual Students

St. Mary's Catholic School cannot employ special teachers to assist individual students, nor do the administrative team or teachers formulate Individual Education Programs (IEPs). The teacher will alert the parents when students struggle to achieve a passing grade. After a consultation with the Principal, an assessment may be obtained through the student's local public school at no charge.

In some instances, after consulting with the Principal, teacher(s), and parents, St. Mary's Catholic School may make minimal accommodations to assist individual students as long as standards or expectations in either the instructional or assessment phases of a course of study will not be altered or lowered.

360 Meetings for Middle School: Behavior and/or Academic Intervention

A 360 Meeting is a holistic review to remediate student academic and behavioral performance. The meeting includes parent(s), the student, and key teachers. Each teacher shares their observations and recommendations on how the student can improve and work successfully. The goal of the meeting is to create an academic and/or behavior plan with the student's involvement. Students who receive Ds and Fs on their progress reports and/or report cards or show consistent behavior issues in their classes will receive a 360 meeting. These are made upon request by teachers and/or parents.

Parent-Teacher Communications and Conferences

Teachers can confer with parents regarding their child's progress through a scheduled conference, phone call, and/or email. Impromptu meetings or hallway conferences are discouraged in the interest of privacy.

Classes may not be interrupted to speak to the teacher except in an extreme emergency. The easiest way to schedule a parent-teacher conference is by sending the teacher a written or email request.

School-wide parent-teacher conferences are mandatory at the end of the first quarter. Older students are encouraged to attend all conferences. The homeroom teacher will present the report card and or testing results and discuss the student's ongoing progress. Homeroom teachers conduct these conferences in their classrooms. Non-homeroom teachers conduct conferences at a designated area.

Teachers may communicate with parents through entries in the student's academic notebooks and assignment journals, phone calls, or via email. More personal communications are sent home in a sealed envelope.

Parents should expect a response time of up to one school day when calling or emailing a teacher. Teachers are not expected to respond after hours or on weekends. In an emergency situation, the principal should be notified via multiple means of communication.

The school cannot give messages to students during school hours except in emergency situations like illness, accident, or dismissal changes.

Community Service Requirement

To promote goodwill with those around us and help students learn the value and pleasure of serving God by serving others, St. Mary's Catholic School asks that grade 4-8 students serve our community. Community service is a component of the Religion curriculum and will be considered a part of the quarterly Religion grade.

Definition of Volunteer Work

Community service is defined as "any activity benefiting an organization or individual in need of such activity and leading to an improvement of the quality of life." Community service does not include work done on behalf of a family member or family business or tasks for which a student receives payment.

Examples of activities

Visiting a nursing home, completing a project for the school or community, participating in a clean-up campaign, performing housework or errands for ill or elderly persons, altar serving, singing in the choir at church, babysitting for someone unable to provide compensation (middle school only), or providing credible, needed assistance for an established community organization or institution.

A student may use his or her own money to purchase items for a shelter. However, the money may not be counted as Christian Service, only the time taken to purchase and deliver said items

Elementary Service Requirements Grades 4 and 5

3 service hours per quarter are required for grades 4-5.

Middle School Service Requirements:

Community service is a component of the Religion curriculum in the area of Social Justice and, therefore, will be reflected in the quarterly Religion grade. Incomplete Service requirements will result in the Religion grade being lowered. The minimum requirements are:

- Grade 6: 15 hours (3 to 4 hours per quarter)
- Grades 7 & 8: 20 hours (5 hours per quarter)

American Citizenship Award Eligibility

Students significantly exceeding the required service may become eligible for special awards during the year, including the American Citizenship Award:

- Grade 6: 25 hours by April 14th
- Grade 7 and 8: 35 hours by April 14th

Parent Involvement

St. Mary's Catholic School encourages parents to participate in their children's lives at school, and we depend

on that participation.

Volunteer Hours

Parents are required to offer 25 hours of volunteer work per family each year. Each family must complete at least half (12.5 hours) of the hours by December 1.

Recording Volunteer Hours

The volunteer logbook is on Parents Web. Parents are responsible for recording their hours. The volunteer coordinator will total the hours entered at the end of April.

If a family is unable or chooses not to volunteer, a \$25.00 per incomplete hour tax-deductible fee will be assessed in May. Alternatively, this fee can be paid at any time during the academic year (\$625 total). Be sure to notify the volunteer coordinator if this fee is paid beforehand.

Parent Association

All parents are welcomed and encouraged to take part in the Parent Association as it is a wonderful opportunity to be a huge part of our school community.

Parent Association meetings and any committee involvement may count towards the required volunteer hours. The PA has regular meetings throughout the year and makes decisions about and coordinates many of our school activities.

Parties

Class parties are at the teacher's discretion and only happen twice a year (Christmas and the end of the year). Birthdays may be celebrated during lunchtime. The homeroom parent coordinates class parties. The homeroom parent is a volunteer position that is available to volunteer for at the beginning of each school year for each homeroom class.

Invitations to parties outside of school may not be passed out at school unless the whole class -or- all girls/all boys are included.

Visitors

For our children's safety, ***all visitors must report to the school office*** and log in and out each time they visit the St. Mary's Catholic School campus, this includes lunchtime. Visitors may only enter the school through the front door. This applies to those dropping off an item and those staying to volunteer.

The word "campus," as used here, refers to any part of the campus, including buildings, parking lots, and fields. A visitor is one who is on campus for any length of time during the school day. Requesting permission to come onto the campus is not of itself an automatic "permission granted" for the time requested, nor for future visits. Permission must be requested each time a person wishes to visit the school campus during the school day.

Parents may observe their children in the classrooms. However, they must make an appointment through the school office before the observation date. The length of a visit should not exceed one hour. Parents are not permitted to enter the classroom or library without approval from the school office.

School officials provide school tours.

For security and safety reasons, students cannot open doors for anyone.

Volunteers

Our school welcomes volunteers. The principal must approve volunteers and parent instructional aides.

Ethics and Integrity Ministry (EIM)

To protect our children, the Diocese of Austin mandates that all individuals who have contact with them comply with the Ethics and Integrity in Ministry Policy. This policy equips each of us with the tools and knowledge to protect our children from possible abuse and perpetrators. All parents MUST complete (and regularly renew) this process to be able to chaperone field trips, volunteer in their child's class, and volunteer at the school. Volunteers gain clearance through completing the online application, including a criminal background check and EIM training. In order to become EIM Compliant please parents should go to <https://www.austindiocese.org/eim-instructions>

Once the workshop has been attended, please submit a copy of the certificate to the school office. Please contact the school office with any questions.

Awards

Honor Rolls

At the end of each grading period, St. Mary's Catholic School recognizes students in Grades 3 through 8 who have demonstrated academic excellence in the core classes (language arts, math, religion, science, Spanish and social studies) and who have maintained grades no lower than "B" in all classes and conduct.

- Pastor's Honor Roll (6 "A"s in the core subjects)
- Principal's Honor Roll (5 "A"s" and 1 "B" in the core subjects)

Eighth Grade Awards

The middle school teachers and administration will determine the special awards for graduating 8th graders.

Accelerated Reader (AR) Awards

In grades 1-8, students are recognized each quarter who completed their AR goal.

Virtue Awards

Students learn about several virtues each month. At the end of each month, teachers determine which students were excellent examples of each virtue, and those students receive a virtue award.

Awards Ceremonies

At the beginning of each month (September-May), a brief awards ceremony is held at the end of Mass. Students who earned a virtue award are recognized. In addition, other awards may be given at the end of each quarter and are recognized at the following awards ceremony.

Extracurricular Activities

Students must maintain passing grades in all subjects and have a good conduct grade (no unsatisfactory in conduct) to participate in school extracurricular activities, including sports. Grades are checked at the report

card and progress report time. PSIA competition is open to elementary and middle school students.

Enrichment Activities include field trips, classroom presentations, and participation in community service. Please refer to the website for each individual activity's policies.

[Band Handbook/Policy](#)

[National Junior Honor Society \(Middle School\)](#)

[Private Schools Interscholastic Association Competition\(PSIA\) \(1st-8th\)](#)

[Student Council \(6th -8th\)](#)

[Competitive Sports \(4th-8th\)](#)

Cheerleading (3rd-8th)

[Theater \(6th-8th\)](#)

Field/Study Trips

The teacher plans field/Study trips to be valuable educational experiences that fit into the curriculum plan.

Field/Study trips are a privilege, not a right. Only students who act responsibly, wear the permitted uniform, and have returned a properly signed school permission form will be permitted to go.

Unless otherwise stated on the permission form, regular school attire will be worn on trips, spirit clothes may be permitted for certain field/study trips.

Payment for field trips should be made directly to the school.

Siblings of a student going on a field trip are not allowed to accompany a class, even if the parent is chaperoning.

When students are allowed cell phones/tablets/personal electronics on trips, the school's technology policy is still adhered to, and the rules should be followed as it is a school function.

Volunteers/Chaperones

We are grateful to all who volunteer their time to our school through chaperoning and other volunteer opportunities.

The teacher chooses chaperones for field trips based on who is available. The number of chaperones may be limited per field trip. The number of male and female chaperones should closely correspond to the number of male and female students.

Those who go on a field/study trip must show proof of attending the Diocesan Ethics and Integrity (EIM) workshop. Drivers for field/study trips must possess a valid driver's license, show current proof of liability insurance before each trip, and have the driver information form filled out/on file.

Chaperone Expectations:

Chaperones are to be role models for the children. They will remain with their group, follow the teacher's directives, and always supervise their assigned group, frequently counting heads and ensuring nobody is left unattended when changing locations.

Dress Code

The Principal and Assistant Principal have the authority to determine the school uniform and appropriate dress and enforce standards for all St. Mary's students as needed during the school year.

St. Mary's students must be in full uniform before the first bell rings and until they leave the school campus and at school events where the uniform is required. Students who are not in uniform will be sent to the office and the parent will be called to bring the proper clothing. For students not following the dress code, the first offense will result in a discussion with the student. Repeated violations will result in disciplinary action.

Dress Code Violations

1st offense: Verbal warning

2nd offense: Written warning/demerit with parent notification

3rd offense: Demerit and Detention

Elementary Dress Code Specifics

Jumpers and Skirts/Skorts

- Jumpers must have the school logo. Jumpers, skirts, and skorts must touch the knee. Navy or black modesty shorts must be worn underneath the jumpers and skirts.

Ties and Belts

- If the pants have belt loops, a leather belt must be worn. Leather belts must be solid black, brown, or navy.
- Boys must wear a tie on Mass days. Pre-K and Kindergarten boys are not required to wear a tie.
- Ties must be pulled up to cover the shirt collar button.

Shirts

- Boys must wear the oxford blue and white striped shirt to Mass.

Pants/Shorts

Navy blue shorts are permitted for Elementary boys only on non-Mass days. Navy blue pants must be worn to Mass.

Middle School Dress Code Specifics

Skirts

- Skirts must touch the knee. Navy or black biker-style modesty shorts must be worn underneath.

Vests for Girls

- The navy blue vest with the school logo must be worn on Mass Days. The monogrammed polyester or sweater vest may also be worn.

Ties and Belts

- If the pants have belt loops, a leather belt must be worn. Leather belts must be solid black, brown, or navy.

- Both boys and girls wear a tie with their mass day uniform.
- Ties must be pulled up to cover the shirt collar button.

Shirts

- Boys and girls must wear the white oxford shirt/blouse to mass.
- Students must button the top button of their shirts/blouses.
- Shirts are to be tucked in at all times, with sleeves not pushed or rolled up when students are on campus or at school activities.

Dress Code Specifics All Grades

Hair

- Boys and girls must keep their hair clean and well groomed, with bangs above the eyebrows and hair kept off the face. No extreme hairstyles are permitted, including but not limited to mohawks, spiked hair, highlights, sides shaved while the top is long, and patterned shavings (patterned shavings include any lines shaved into the hair) The administration reserves the right to determine if hairstyles are inappropriate.
- Boys' hair must be cut above their shirt collars and trimmed above the ears and off the face.
- Hairstyles or ornaments that are distracting in the classroom are not permitted.

Makeup, Fingernails, and Body Decoration

- Middle School girls may wear light makeup, clear lipstick, and clear nail polish. Heavy makeup, tinted lipstick, and colored nail polish are not allowed. No French tip, gel, or fake nails are allowed.
- No writing, painting, stickers, or tattoos on the body or clothing may be visible.

Piercing and Earrings

- Body piercing, other than ear piercing (as described here), is prohibited. A single earlobe piercing —not in the cartilage— is allowed for girls. Only one earring of a matched set may be worn in each ear, and must be a stud, a button that stays close to the ear. (Hoops and dangling earrings pose a hazard and are always prohibited.) If earring violations continue after a warning, the student will be asked to surrender the earrings to the office, where a parent may retrieve them.
- Boys are not allowed to wear earrings of any sort.

Necklaces and Pins

- A thin chain or cord with a cross, crucifix, or a single medal may be worn outside the shirt/blouse. All other chains must be worn under the shirt; “chokers” are prohibited. Pins are allowed if they relate to a school-supported activity or cause.

Rings, Bracelets, and Watches

- One ring and one bracelet are permitted. Hair bands are not considered bracelets. Watches may be worn but must be kept silent. Smart Watches are not allowed. For the purpose of our school, a smart watch is defined as any watch with an internet connection allowing for communication.

Shoes and Socks

- Socks must be high enough to cover the ankles, crew-length socks for boys and knee-high or bobby socks for girls are options. Socks must be solid black, navy, or white in color. Socks may not have any logos or writing. Solid navy blue, white, or black tights may also be worn.
- Leggings are acceptable, provided the socks are the same color, and the leggings are long enough to

connect with the sock.

- Girls in all grades may wear either solid white or black athletic shoes (any brand) or black dress shoes.
- Boys in all grades may wear solid black athletic shoes or solid black dress shoes. Please remember that students in grades Pre-K through 5th must wear athletic shoes on P.E. days.
- No sandals, open-toe shoes, boots, or shoes with a heel over 1 inch are permitted.

Sweaters and Jackets

- With the understanding that temperatures in the classroom may have extreme differences and be difficult to control, students are advised to dress accordingly and appropriately. Only SMCS sweaters or fleece jackets may be worn in the classroom or in the school building.
- Hoodies/sweatshirts are not allowed during Mass.

Spirit Day

Spirit Day dress is as follows: gray or blue SMCS spirit shirt, with properly fitted jeans, pants, capris, or walking shorts. No athletic shorts or leggings of any kind. All pants must be hemmed, without holes or ragged edges. Students may wear any type of athletic shoe on Spirit Days. Students may not wear open-toe shoes, light up shoes, or crocs. SMCS sweatshirts, sweaters, or fleece jackets may be worn on Spirit days. Hoops or dangling earrings are never permitted. Hats/caps may not be worn in the school building.

Sunday Dress: (on designated days only)

Girls:

- Nice dress or skirt of appropriate length (knee or below). Dresses must have sleeves and a modest neckline.
- Dress pants with a nice blouse or sweater (no jeans or t-shirts).
- Nice shoes may be worn. No heels or open-toe shoes. Boots are fine as long as the heels are not high. School shoes are acceptable, but no non-uniform athletic shoes.

Boys:

- Dress pants with a collared shirt or sweater. (No jeans or t-shirts).
- Dress shoes or school shoes.

Cold Weather Wear

On cold days, students may wear their school sweaters or fleece jackets in the church and classrooms. They may also wear coats/jackets during the cold months outside. Girls may also wear white, black, or navy cotton tights. Long sleeve white, navy, or black shirts may be worn under uniforms on cold days.

School Uniform Specifics

Risse Uniform is our official company for uniforms. To purchase online: <https://www.rissebrothers.com/>

	Girls	Boys
Pre-K – K	<ul style="list-style-type: none">● Navy drop waist jumper with school logo, white Peter Pan collar blouse, and navy or black modesty shorts.● Black dress shoes or solid white tennis shoes (no high tops). Optional: <ul style="list-style-type: none">● Monogrammed navy cardigan sweater, vest, or fleece.	<ul style="list-style-type: none">● Navy pants with blue/white striped oxford shirt.● Solid navy, black, or white crew socks (no ankle socks).● Solid black tennis shoes or solid black dress shoes. Optional:

	<ul style="list-style-type: none"> Navy blue skort and light blue polo (with school logo) to be worn on non-Mass days only. Navy blue Risse pants. May be worn from Nov. 1 to March 1st. To be worn on non Mass days. Plain white, black or navy knee high or bobby socks or same color tights. Pantyhose is not permitted. 	<ul style="list-style-type: none"> Navy pull-on shorts to be worn on non-Mass days only. Monogrammed navy cardigan sweater, vest, or fleece jacket. Light blue polo with school logo to be worn on non-Mass days only.
Grades 1-5	<ul style="list-style-type: none"> Navy drop waist jumper, with school logo, white Peter Pan collar blouse, and navy or black modesty shorts. Plain white, black or navy knee high or bobby socks or same color tights. Pantyhose is not permitted. Black dress shoes or solid white or black tennis shoes (no high tops). <p>Optional:</p> <ul style="list-style-type: none"> Monogrammed navy cardigan sweater, vest or fleece. Navy blue skort and light blue polo (with school logo) to be worn Mon.- Thurs. only. Navy blue Risse pants. To be worn on non-Mass days. 	<ul style="list-style-type: none"> Navy pants, blue/white striped oxford shirt, and a navy tie. Navy, brown, or black leather belt. Solid navy, black, or white crew socks (no ankle socks). Solid black tennis shoes or solid black dress shoes. <p>Optional:</p> <ul style="list-style-type: none"> Navy shorts to be worn on non-Mass days only. Monogrammed navy cardigan sweater, vest, or fleece jacket. Light blue polo with school logo to be worn on non-Mass days only.
Grades 6-8	<ul style="list-style-type: none"> Glen plaid skirt, plain white oxford blouse, and navy tie with red striping or Glen plaid tie. Monogrammed navy polyester vest or cardigan vest. Plain white, black, or navy knee high or bobby socks or same color tights. Pantyhose is not permitted. Black dress shoes or solid white or black tennis shoes (no high tops) Navy or black modesty shorts <p>Optional:</p> <ul style="list-style-type: none"> Monogrammed Cardigan sweater or fleece. Navy blue polo with school logo to be worn on non-Mass days. Khaki Risse pants. May be worn from Nov. 1st to March 1st. To be worn on non-Mass days only. 	<ul style="list-style-type: none"> Plain white oxford shirt, khaki pants, and navy tie with red striping. Brown, navy, or black leather belt. Solid navy or white crew socks (no ankle socks). Solid black tennis shoes or solid black dress shoes. <p>Optional:</p> <ul style="list-style-type: none"> Monogrammed navy cardigan sweater, vest, or fleece jacket. Navy blue polo with school logo to be worn on non-Mass days. Khaki walking shorts to be worn on non-Mass days only.

Conduct and Discipline

Care of School/Personal Property

Books, electronic devices, or materials checked out to a student, or used by the student, are the student's responsibility. Fines and/or replacement costs are assessed for lost, damaged, or misplaced property.

Lost school books remain the school's property and must be returned to the school if recovered. If not recovered, a replacement fee will be assessed. Lockers, desks, and other storage spaces are school property. The school reserves the right to search possessions at any time. Prohibited items may be seized and retained in the school office for pickup by parents.

It is the duty of teachers and students alike to safeguard and protect the school's property. Students are prohibited from vandalizing or otherwise damaging or defacing any personal property belonging to, rented by, or used by the school or parish. No student shall steal any property; likewise, no student shall take or borrow any property that does not belong to him or her without the consent of the person to whom the property belongs. A person shall not, without the owner's consent, damage or destroy the owner's property. (Texas Penal Code 828.04)

Student Conduct

St. Mary's Catholic School is committed to the principle that teaching students to conduct themselves properly in all situations is a shared effort between parents and educators. This effort is vital to both the student's academic progress and self-discipline.

All students have a right to an educational setting that is orderly and free from disruption of a normal teaching/learning situation. In order to do this, all students must respect the principles of good conduct.

Student conduct regulations apply to all school-sponsored activities, whether on or off campus. Teachers and administrators can enforce conduct standards at all school-sponsored functions. Conduct detrimental to the school, whether in or outside of school, may be grounds for expulsion. Respect for those in authority must be shown at all times. Rudeness, discourtesy, or disobedience will not be tolerated.

Students who violate conduct standards shall be subject to disciplinary consequences. In general, consequences shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior, in keeping with the student's maturity level.

Disciplinary action will depend upon a careful assessment of all circumstances, including the nature and severity of the offense.

Bullying and/or Harassment

Bullying occurs when an individual or group, whether seriously or in jest, actively or passively, uses strength or power to cause harm, either physically, verbally, or emotionally, by intimidating or demeaning others. It is usually persistent, covert, and is a conscious action that hurts, threatens, or frightens someone. Bullying or harassment of any kind, matter, or means is taken very seriously and will not be tolerated by this school, its staff, its faculty, or the administration.

Bullying is, but is not limited to, the following types of conduct:

- The expression of any kind, whether written, oral, or physical conduct, that is determined to have the effect of physically harming a student, damaging property, or placing a student in reasonable fear of harm to the student's person or property.
- Conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment.
- Conduct designed or likely to result in causing physical, emotional, or psychological harm of a persistent nature.
- Physical assault against a person or group of people because of some perceived physical, economic, intellectual, cultural, or racial differences.
- Derogatory name-calling of an insulting and/or personal nature designed or likely to result in offending a person or group of persons.
- Verbal and/or written abuse and/or threats against another of any kind.
- Cyberbullying in the form of sending inappropriate texts, emails, or instant messaging, posting inappropriate pictures or messages about others in blogs, on websites, on cell phones or smartphones, in chat rooms, or home pages, or by any electronic means, or using someone else's username to spread rumors or lies or other information designed to embarrass, harass, or threaten someone.
- Demanding money, material, goods, or favors through threat or force.
- Ridiculing an individual or group of individuals because of physical, economic, sexual, intellectual, cultural, or racial differences.
- Graffiti or any form of vandalism designed to intimidate or embarrass.
- Incitement of others to commit acts of bullying.
- Any behavior that demeans or belittles individuals based on their race, ethnicity, religion, gender, sexual orientation, physical or mental abilities, or any other personal characteristic.

- Deliberate exclusion or isolation of an individual or group of individuals for any reason not rationally related to any activity approved by the school.

Students or faculty are to report all allegations or believed cases of bullying or harassment of any kind to the Principal/Assistant Principal or through the STOP IT app. All allegations of bullying, harassment, and cyberbullying will be taken seriously and promptly investigated. The student(s) found violating this policy will face disciplinary action determined by the Principal/Assistant Principal at their discretion and/or depending on the severity or pervasiveness of the offense.

Student Standards

A fundamental aspect of educating our students is to teach them to treat others with love and respect. School standards of behavior help the student learn self-control and proper social behavior. Our students are expected to meet school standards at all times throughout the day.

The following examples are prohibited both at school and school-sponsored activities:

- Failure to comply with school policies, standards, and regulations or with directives issued by school personnel.
- Showing disrespect for others. This includes rude behavior or insubordination.
- Spreading of gossip or slander.
- Use of profanity, vulgar language, or obscene gestures.
- Participating in classroom disturbances.
- Throwing of objects.
- Chasing or running in rooms or halls.
- Pushing, tripping, or fighting in school or on school grounds.
- Chewing gum, eating candy, or eating/drinking outside designated areas.
- Bringing toys, CD players, or other electronic entertainment items not used for class work to school.
- Selling, bartering, renting, or trading of goods.
- Tardiness, truancy, or skipping classes or other scheduled activities.
- Leaving school grounds or the classroom without permission.
- Cheating, forgery, plagiarizing, or copying the work of another student.
- Any public display of affection or other inappropriate physical contact.
- Sexual harassment (written, verbal, or physical.)
- Gambling for money, candy, etc.
- Possession and/or use of illegal drugs, tobacco products, and/or alcoholic beverages with or without the intent to distribute.
- Possession or use of fireworks, explosives, firearms, knives, or objects of any kind that may be considered a weapon.
- The distribution of group letters, newspapers, or other unofficial publications on school grounds and the posting of signs are prohibited (permission must be obtained through the school office).
- Possession of vulgar pictures or pornography of any kind.

Discipline

Disciplinary consequences may include, but are not limited to, these approaches and will be progressive in nature:

- Verbal reprimands
- Time out to reflect and pray on the problem
- Special assignments or duties, including written reports
- Withdrawal of privileges
- Temporary removal from class
- Detention after school

- Saturday Detention
- Partial or complete denial of attendance or participation in extracurricular or other special activities
- Behavioral contracts
- Staff counseling
- Individualized behavior modification program
- Probation
- In-school suspension with additional work to be completed
- Suspension from school
- Expulsion from school for the remainder of the year
- Other reasonable actions necessitated by unforeseeable a special circumstance

Cheating, plagiarism, insubordination, extreme disrespect, extreme verbal infractions, physical infractions, infractions involving destruction of property, and bullying/harassment will be automatically referred to the Principal/Assistant Principal. The Principal has the final determination in matters regarding discipline.

Detention

In the event a student is assigned detention by either an administrator or a teacher, a notification through RenWeb will be sent to the parent/guardian. Due to the requirement for adult supervision, a \$50 fee will be charged to the parents of any student assigned to detention. An additional \$25 no-show fee will be applied if the student does not attend as scheduled.

Detentions will take place after school on the Thursday following the issuance of the detention from 3:45 until 4:30. Students are to be picked up in the classroom after the detention. Students who receive detention may not participate in after-school activities on that day, including athletic practices and games. The fee must be paid before the student is allowed to participate in extracurricular athletic and academic activities.

If the student misses serving the detention for reasons other than absence from school due to illness, a second detention will be issued. In lieu of detention, the administration reserves the right to assign an alternative disciplinary action designed to improve or change student behavior.

Individual teachers may also provide a detention period for those students who habitually fail to turn in class assignments.

After the third serious behavioral misconduct detention, the parent/guardian will be contacted, and the student may be required to serve an in-school suspension.

Saturday Detention

Saturday detentions are issued by the Principal only and at the Principal's discretion. Due to the requirement for adult supervision, a \$200 fee will be charged to the parents of any student assigned to Saturday detention. An additional \$100 no-show fee will be applied if the student does not attend as scheduled. Students and parents will be informed in advance of any Saturday detention assignment, and students are required to attend in full school uniform. Students are expected to come with appropriate school work, and teachers may assign additional work and/or tests for the student to complete. The fee must be paid before the student is allowed to participate in extracurricular athletic and academic activities.

Suspension (in school and out of school)

A student may be suspended from school when other disciplinary measures have failed to bring about desirable behavior or when a student has made serious transgressions of school rules.

A parent conference will be held where the situation is explained, and specific requirements for the suspension and reinstatement of the student are outlined in a written notification.

Repeated offenses will result in a longer suspension. Further transgression of the school rules will result in the

student being expelled from school.

A student who acts in a disruptive, aggressive, or destructive manner may be required to leave school for the remainder of the day. This action may be deemed necessary, especially for students with excessive or repeated behavior or attitude problems. In such a case, the administration will contact the child's parent/guardian, who must come and pick up the student immediately. The parent/guardian may choose to have another responsible party, whose name is listed on the student emergency card, pick up the child for them. Additional days(s) of suspension from school may accompany this action if it is deemed necessary.

When a suspension occurs, the student is responsible for all work missed, including a suspension assignment. Suspension and class work must be completed before a student is able to return to class. The student may not participate in or attend any school-sponsored activity, including practice, games, tournaments, social activities, etc., on the suspension day(s). Any student who has been suspended three (3) times during the school year may be dismissed from St. Mary's Catholic School.

Expulsion

The expulsion of a student from a Catholic school is invoked only as a last resort. This serious disciplinary action will be entered into the student's record.

The following offenses committed by a student while under the jurisdiction of the school are grounds for suspension/expulsion:

- Actions gravely detrimental to the moral, physical, or spiritual welfare of other students.
- Committing an obscene act or habitual profanity or vulgarity.
- Assault, battery, or any threat of force or violence directed toward any person or their property.
- Open and persistent defiance of the authority of faculty, staff, or administrators.
- Verbal/physical abuse toward any person, including fighting.
- Continued willful disobedience, dishonesty, cheating, plagiarism, forgery, or general disrespect.
- Use, sale, distribution, or possession of tobacco, alcohol, narcotics, or intoxicants of any kind.
- Major theft or repeated thefts.
- Willfully damaging property belonging to the school, personnel, or another student.
- Habitual truancy.
- Possession of harmful weapons, objects, or materials that can be used as a weapon.
- The continued presence in school of the student is determined to be damaging to the general welfare of the student body as manifested by his/her activity.

After every effort has been made to correct the student's behavior and evidence is shown that the student's behavior and the philosophy and objectives of the school are incongruent, the parents, at the discretion of the administration, Pastor, and Superintendent, will be asked to withdraw the student from the school. Non-compliance with the request will result in expulsion from the school.

In especially grave cases, the option to withdraw may not be extended and the student will be expelled.

Disputes and Conflict

Fortunately, your students benefit greatly from a strong parent partnership, the vast majority of which is constructive, collaborative, and civil in nature. This policy is designed to address rare instances where that is not the case. The School Board and Administration wish to maintain safe, harassment-free school, meetings, and activities.

As in any family or community, disputes or conflicts occasionally arise. It is important that such matters be resolved as quickly and confidentially as possible. If the dispute/conflict is with a teacher, the first step for the parent/guardian is to discuss the problem with that teacher. If the problem is not resolved satisfactorily, the

parent/guardian may proceed to the second step and request a meeting with the Principal.

If the dispute/conflict is with the Principal or Assistant Principal, the parent/guardian's first step is to discuss the problem with them. If the problem is not resolved satisfactorily, the parent/guardian may proceed to the final step and request a meeting with the Pastor.

In our community, when conflict arises, gossip is strictly prohibited. This applies to all adults, including school personnel and parents. Gossip undermines the spirit of charity and respect that we are called to uphold as followers of Christ. It will not be tolerated and will be addressed individually as necessary.

Civility Code:

St. Mary's School Vision, Mission and Values are clear. All adults involved in our community are required to abide by the following code of behavior:

"As an adult member of St. Mary's Catholic School community, I hereby agree to conduct myself with conspicuous civility at all times. All of my exchanges with students, faculty, staff, parents, and visitors will be marked by respect and kindness, even (especially) in times of stress or disagreement.' In order to be an effective member of the St. Mary's community, I pledge to follow this Civility Code for the good of the whole community and, especially, for the children who learn from my example."

Behavior Standards

The Code of Conduct for employees calls for modeling of appropriate behaviors for our students. All employees seek to be courteous and helpful interacting with students, colleagues, parents, and other visitors. In turn, we expect civil behavior from visitors. Specifically, the following is unacceptable for employees and visitors:

1. Cursing, using other vulgarities, or personal attacks,
2. Disrupting or threatening school operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Threatening harm to individuals or property, rather through written, verbal, or physical actions,
5. Physical attacks intended to harm individuals or school property.

Intervention Actions

In cases of physical confrontations or other imminent threats of harm, employees must take immediate measures to protect themselves and others. If a threat is not imminent, employees are asked to politely attempt to defuse the situation by informing individuals of this policy. If these actions are not effective, employees are authorized, but not limited to the following:

1. Ending the call,
2. Ending the meeting,
3. Asking the individual(s) to leave the school,
4. Calling an administrator or campus security officer for assistance,
5. Calling law enforcement.

Following an incident of incivility, employees must contact the administration as soon as possible and provide a written summary.

Consequences:

The normal consequences for a violation of the Civility Code are listed below. Some violations may be so severe or extreme that they require immediate probation or separation of students and/or adults.

- The individual will be contacted to discuss the situation and its consequences.
- If the individual commits another violation, the person is placed on probation. The terms /length of this

probation are determined on a case-by-case basis and will be in writing.

- If the individual's behavior continues to be deemed a problem during the defined probation period or if he/she violates that probation, where applicable:
 - The child of the individual will be dismissed from St. Mary's Catholic School without a refund.
 - The adult will be restricted from the school campus.

All members of our community (parents, students, faculty, and staff) will be held to the same civility standard. While Civility Code violations are usually held in the strictest confidence, some civility code regulations may be so public or significant the Principal may inform the school community. In these instances, an individual name is not used.

Any questions regarding such policies or procedures should be directed to the Principal or Pastor.

Electronic Devices

Students may not carry or use cell phones or other electronic equipment during school hours. Cell phones and other electronic equipment brought for after-school use must be secured in the school office during the day, not kept in lockers, book bags, or given to the homeroom teacher, etc. If a student is found to have a personal electronic device, disciplinary action will be taken. Students may make emergency phone calls in the School Office. Students should not call home for forgotten homework or assignments.

Acceptable Use of Technology

Electronic media and telecommunications at St. Mary's Catholic School are used for education and research. Parents of children in all grades will be asked to sign the Statement of Acceptable Use, which applies to the educational use of electronic images and the Internet. Instructional applications may include distance learning and video-conferencing. "Acceptable use" includes proper iPad, Chromebook, and computer usage (including on-task vs. off-task behaviors), email etiquette, prevention of copyright violation, plagiarism, cyberbullying, texting, or access to non-approved materials, and other potentially harmful actions. Teachers will supervise and instruct students in these areas to achieve high moral, ethical, and social practices in the use of electronic communications. This includes all school functions on and off campus. There will be consequences for a serious or repeated violation of the Acceptable Use Policy.

Students involved in possessing or transmitting inappropriate photos face suspension and/or expulsion.

Students should not text during the school day. Students who do so face detention, suspension, and/or expulsion.

Technology Policies

Engagement in online social media may result in disciplinary actions (including expulsion) if the content of the student's or parent's online presence includes defamatory comments regarding the school, the faculty, other students, or the parish. Parents will not create a class/grade social media page without the written authorization of the principal. Teachers must be included in all forms of class communication, including group chats. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the student(s) of the parent being expelled from the school, with no reimbursement for tuition and/or fees.

Social Media Postings of Student Photographs

St. Mary's Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Mary's Catholic School adheres to these laws in its attempt to protect the privacy rights of all students.

Liturgical Celebrations and Holy Mass

All students in St. Mary's Catholic School develop their understanding of religion through attending school liturgies.

Parents and families are welcome and encouraged to attend each school Mass and liturgical celebration.

Our usual Mass schedule is Tuesday and Thursday at 8:15 a.m. For Holy Days of Obligation, it may be adjusted to a different day of the week, and this will be posted on the school website's calendar.

Special liturgical celebrations are scheduled throughout the year.

Eucharistic Adoration is available to all grades.

School Liturgies may include Stations of the Cross, the Living Rosary, and school Penance services. Confession will be available to elementary students about every three school weeks and weekly for middle school.

Standards for Mass Attendance

St. Mary's Catholic School students are privileged to participate in school Mass, an important and meaningful part of our school community. During Mass, students are expected to adhere to all school standards for dress and behavior. Because Mass is part of the regular school day, attendance and tardy policies fully apply.

Participation in school Mass is considered an essential component of the Religion curriculum. Habitual tardiness or failure to attend Mass will negatively impact the student's Religion grade. Since Religion is a core subject at St. Mary's, consistent noncompliance may result in a failing grade.

Sacramental Preparation (Catholic Students)

Rules governing Sacramental Preparation for First Reconciliation and First Communion will be sent to second-grade parents.

Cafeteria

Students may either bring lunch from home or purchase a hot lunch through the school's lunch program, which offers well-balanced meals. Hot lunches must be ordered by parents through their FACTS account no later than 8:00 AM each day. It is the responsibility of the parent—not the school—to ensure their child has lunch each day before their scheduled lunch period.

Parents have the option to pre-order lunches for the entire school year. If a student is absent, it is the parent's responsibility to cancel that day's lunch order in FACTS by 8:00 AM. Failure to do so will result in a charge for the ordered meal.

Students should use appropriate table manners during meal times and refrain from loud talking or horseplay.

The school invites parents and family members to eat lunch with students, especially on birthdays.

Collection Procedures

- Prepay through the FACTS account.
- Statements will be emailed on the 1st & 15th of each month. Statements during May will be emailed weekly.
- Outstanding accounts will incur a \$40 late fee per month and may be referred to the principal.

Dismissal Procedures

SMCS campus begins dismissal at 3:20 pm. Students must be picked up by a designated person by 3:30.

Students are dismissed using the Pikmykid app. All families should download and use the app to designate the intended dismissal area and assist in timely dismissal. Students whose families do not use the app may be held and dismissed last.

- Bus riders are dismissed to the science classroom, attendance is taken as they are escorted to the bus.
- Parents can walk into the school to pick up their student(s) but may not proceed to the classroom until after the dismissal prayer.
- Middle school students may assist and escort students in PreK to 2nd grade to Falcon Care or car line.
- Carline dismissal utilizes Pikmykid. Parents check in through the app when they are within one mile of the school. This will appear on the screen in the classroom. Parents who do not utilize the app may be asked to drive around the block and re-enter the carline at the end. Especially if you have cars behind you with children already waiting at the curb.

School Bus

As a service to our students, Holy Trinity Catholic High School (of Temple) runs school bus routes which includes a stop at St. Mary's. All school bus fees are collected through HTCHS's office. Consult HTCHS for information on schedules, routes, and rates.

Students who ride the bus must abide by all rules set by both schools. St. Mary's Catholic School may take disciplinary action against our students who violate these rules.

Bus transportation is a privilege for those students who display safe, appropriate behavior. A student who violates these rules, or does not follow the directions of the driver, will lose bus privileges.

Students shall conduct themselves with the same courtesy as if they were in school. All school policies extend to student conduct while on the bus.

Basic Rules and Safety Reminders

- At all times, be courteous to the bus driver and promptly follow all instructions.
- Remain seated in assigned seats until the doors are opened.
- No food, drinks, candy, etc. are allowed on the bus.
- Be careful not to leave any trash.
- Do not mark or otherwise deface the bus.
- Never stick your head or hand outside the bus windows.
- Never throw anything inside or outside the bus.

Lost and Left

Inquiries about lost, misplaced, or left articles should be directed to the school office. If your child is missing an item, check with the office immediately and frequently. A lost and left cart is located outside the office. Items are not held over a long period of time and are usually donated to St. Vincent DePaul at least twice a year. Please label your child's first and last name in clothing, binders, and supplies to make it easier to return misplaced items.

Valuables

Students are asked not to wear expensive jewelry or bring excess money or valuables to school. Cell phones, electronic equipment, cameras, and other unnecessary articles for classroom work are not to be brought to school. If a cell phone is brought to school, it must be turned into the office.

If a bus student brings personal entertainment equipment to the school, the item may be left at the school office for security and retrieved at the end of the school day.

Students, not the school, are responsible for their personal property.

Medication

According to the Catholic School Office of the Diocese of Austin:

Only medication necessary for a child to remain in school will be given during school hours. No medication will be given to any child without a signed permission form from the parent or legal guardian.

Authorized school personnel will administer only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist. "Over-the-counter" medication (acetaminophen, ointments, cold tablets, cough syrups, etc.) will not be given unless prescribed by a licensed physician and labeled by a licensed pharmacist with proper directions.

Students are not permitted to carry medication of any kind. Medicine must be brought to the school office by a parent or adult. A student must not give or accept any type of medication to or from another student.

Medications must be in a properly labeled container with the following information: student's name, physician/dentist's name, date, name of medication, dosage, directions for administration, including specific times (may not stipulate "as needed"), duration that medication is to be given. Medications may not be kept by a student or in the classroom.

Medications are kept under lock and key and may only be dispensed by previously instructed office personnel.

Safety

St. Mary's Catholic School makes every effort to ensure the students' safety. City and County personnel conduct regular sanitary and safety inspections. Teachers, staff, and administration are vigilant in spotting and correcting safety hazards.

Traffic Flow

Parents must always protect the safety of children by driving slowly and carefully on the streets around our

campus and parish facilities. It is of the utmost importance that everyone complies with posted signs and rules so that the children's safety may be foremost. Do not leave unattended vehicles blocking the traffic flow, including the school buses. All drivers must promptly follow instructions from a school traffic guard or any school employee.

Automobile traffic is our greatest concern and statistically the most dangerous place for our students. Parents should never drop off their children in areas where they must cross in front of oncoming vehicles. St. Mary's Catholic School has established a car line for drop-off (starting at 7:45 a.m.) and pick-up is on Avenue K. Parking is available in front of the school to walk students in. Morning care students may be dropped off at the cafeteria between 7:00 and 7:45 a.m.

Communication

Any change to the Emergency Notification is the parent/guardian's responsibility. This includes address, telephone number, parents' marital status, and changes in employment, guardianship, and/or custody arrangements, must be made known to the school office as soon as possible in writing with the appropriate documentation, and must be changed directly in FACTS. Instructions can be found on the school website.

A copy of custody or restraining orders must be given to the school by a parent or guardian if they affect pick up or visitation of the child.

Emergency Protocol

For major injuries, 911 is called, and first aid is given until paramedics arrive. Minor injuries receive first aid treatment. The school notifies the injured student's parent or guardian ASAP. The parent or guardian decides whether the child should remain at school for the remainder of the day.

Emergency Drills

Safety drills are held periodically. We follow the Standard Response Protocol (SRP) to effectively communicate with emergency responders. <https://iloveguys.org/The-Standard-Response-Protocol.html> Silence must be maintained during all drills and other emergencies for the students' safety. Drills are sometimes practiced with the Temple Police Department and/or Fire Marshall present.

SRP posters are hung in every classroom:

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

IN AN EMERGENCY

TAKE ACTION



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

Standard Response Protocol – Public Address

Medical Emergency	Hold in your Room or Area. Clear the halls.
Threat Outside	Secure! Get inside. Lock outside doors.
Threat Inside	Lockdown! Locks, Lights, Out of Sight!
Bomb	Evacuate to (location) Shelter for Bomb!
Earthquake	Shelter for Earthquake!
Fire Inside	Evacuate to the (location)
Hazmat	Shelter for Hazmat! Seal your Rooms
Weapon	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to (location) Shelter for Tornado!

Inclement Weather

In case of inclement weather, St. Mary's Catholic School will follow Temple ISD's determination for school closings and delays unless otherwise announced. However, St. Mary's Catholic School may announce a school closing during adverse conditions before Temple ISD. Closings are customarily announced on local TV stations,

including the cable Weather Channel. If icy conditions occur early the preceding evening, announcements may be made at ten o'clock TV evening news broadcasts or on the Weather Channel. Ensure your contact information is up to date in FACTS. Notice of school closings will be communicated via the oldest sibling's contact information in FACTS.

School Board

The purpose of the Consultative School Board is to assist the school community in its essential goal of educating young people and passing on the Catholic faith and its traditions to its students. In their pastoral statement, *To Teach As Jesus Did*, the U.S. Bishops state that "planning and implementing the educational mission of the Church must involve the entire Catholic community and that such involvement is achieved through such structures and processes representative of the Community."

By drawing on the expertise and experience of its members, the Board helps secure the school's future as an institution of education and formation in Catholic moral principles and traditions, and in all aspects of education. The purpose of the Consultative School Board is to promote broader participation, invite administrative and financial counsel in formulating policies for the school's operation, and assist in devising and maintaining plans of operation designed to ensure the successful permanent operation of the school.

The Board shall not conflict with the daily operation of the school or other existing or future organizations that are concerned with providing advice or activities in other areas. The Board is consultative only and does not in itself set policies for the school.

Note that the Consultative School Board does not oversee disciplinary matters, curriculum development, instructional materials approval, staff hiring and firing, regulations, and grievances.

Appendix

A: Acceptable Use Policy

Technology and Internet Safety Acceptable Use Policy

St. Mary's Catholic School believes in the educational value of electronic devices and services to support the curriculum and student learning. While on campus, students agree to access only the school's servers and the Internet using the infrastructure and filtering system provided by St. Mary's Catholic School.

By deploying a filtering system, St. Mary's Catholic School will try to protect students and teachers from misuse or abuse. This places St. Mary's Catholic School in compliance with the Children's Internet Protection Act (CIPA). Your and your child's signature will indicate acknowledgment, understanding, and agreement to comply with this policy.

All parents/guardians and students in 2nd-8th grade must sign this technology contract.

This policy applies to the following:

- School-provided technology resources such as computers, tablets, and one-to-one devices
- Student devices are defined as, any device brought to school by the student with the school's and the student's family's permission. This includes but is not limited to "smart" phones, tablets, laptops, e-readers, and any devices with WiFi capability.

The following policies are guidelines for appropriate use of technology:

1. I understand that this is not an exhaustive list and agree to ask a teacher or designated authority if I have a question about what is a violation of technology acceptable use.
2. I recognize the use of St. Mary's Catholic School technology is a privilege, not a right. Inappropriate use such as vandalism or intentional modification of system settings may result in immediate revocation of my technology privileges. I acknowledge that I may be financially responsible for computer or component misuse resulting in physical damage. I further acknowledge that the school is not responsible for technical support or physical damage to student devices.
3. I understand that technology use is for education to enhance learning of the designated curriculum. I will not access, store, or display non-educational material or inappropriate material, such as obscene writings, drawings, photographs, vulgarity, violence, gambling, etc. I also agree not to post, store, or display inappropriate language, or pictures that contain personal, prejudicial threatening, discriminatory, harassing, bullying, or false content.
4. I understand that St. Mary's Catholic School will use a CIPA Compliant Content Filter to and block harmful materials. I agree that St. Mary's Catholic School administrators and/or the technology personnel may audit or monitor my system, data, files, or network at any time. I realize that after prior notice files stored on the school's storage system may be deleted from the system.
5. I will not gain unauthorized access, including "hacking" or engage in other activities; such as attempting to log into another's account, use another's files without permission, attempt to learn others' passwords, disrupt computer systems by spreading viruses, installing unauthorized programs, threatening the safety of a person or engaging in any illegal activities.
6. I agree to safeguard my login and password information and will not give this information to other students. If I bring a student device I agree to secure it with a PIN or password to prevent others from

using it and provide antivirus protection, if available, for my device.

7. I understand that St. Mary's Catholic School does not provide a wireless infrastructure and will not allow any wireless access to the network. Student devices are not allowed at St. Mary's Catholic School without express permission from the principal and will be confiscated.
8. I agree not to use my personal email account while anywhere at St. Mary's Catholic School.
9. I understand that St. Mary's Catholic School will not provide any email service for me or my family at all. All electronic communications will be sent to my parents or legal guardians only and must be kept confidential.
10. I understand that all documents and/or files created on campus are the property of St. Mary's Catholic School and subject to all school policies.
11. I will respect resources by using the bandwidth on campus only as part of an assigned in-class activity.
12. I will not use instant messaging services such as texting or other forms of direct electronic communications such as electronic mail or chat rooms on campus unless they are part of an activity assigned by my teacher.
13. I will conform to safety and security measures when using electronic communications. I will not provide information about myself or others without permission of my parents, teachers, or the individual's permission. Personal contact information includes but is not limited to photos, addresses, phone numbers, email addresses, etc. I agree not to meet with someone I have met online without my parent's approval.
14. I will promptly disclose to my teacher or other school authority any message, file, or display I receive that is inappropriate.
15. I will respect privacy by not re-posting a message sent to me privately without the permission of the original sender. I will not post private information about another person.
16. I acknowledge copyright law violations concerning software and Internet-based content such as, but not limited to, downloading of copyrighted music, clip art, games, computer programs, web pages, etc. I will not plagiarize works that I find on the Internet or other resources such as books or files.
17. I acknowledge that cyberbullying is prohibited. I understand that no use of the Internet (in school or off campus) may be used for harassment. "Cyberbullying" is when a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student using the Internet, interactive and digital technologies, website postings, blogs, or mobile phones. If I believe I have been a target of cyberbullying, I agree to print a copy of the material and immediately report this to my teacher or designated authority.

User (Student) Technology Contract

I have read, understand, and will abide by the Technology and Internet Safety Acceptable Use Policy for St. Mary's Catholic School. I understand that any violation of these regulations is unethical and may constitute revocation of my access privileges. Furthermore, additional school disciplinary action may be taken, and/or appropriate legal action initiated.

User Name (please print)

User Signature

Date

Parent/Guardian Technology Contract

As the parent of this student, I have read the Technology and Internet Safety Acceptable Use Policy for St. Mary's Catholic School. I understand that technology access is designed for educational purposes. I understand that St. Mary's Catholic School uses a CIPA Compliant Content Filter to block Internet access to harmful materials. However, I am aware that the school can't restrict access to all controversial materials and I will not hold St. Mary's Catholic School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my student's use of the school's technology resources is not in a school setting. I hereby give permission for my student to use the school's technology resources including the Internet. If my student brings a personal device to St. Mary's Catholic School, I agree that it meets the school's requirements and I hereby give permission for its use at St. Mary's Catholic School. Furthermore, I understand that St. Mary's Catholic School is not responsible for damage or technical support to the student device. I certify that I have reviewed this information with my student.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Approved 06/2012, Updated 07/2025

B: Photo Consent:

I/We, the parent(s)/guardian(s)/legal custodian(s) of:

Student's Printed Name.

I GIVE permission for him/her to be photographed or videotaped during activities associated with St. Mary's Catholic School. I/We understand: (1) that said photos/videos may be used for future publicity within the surrounding community, St. Mary's Catholic School, St. Mary's Parish, Austin Diocese, and/or Catholic Church, (2) that said photos/videos may be posted, printed, distributed, digitized and/or displayed anywhere and in any format, and (3) that said photos/videos may become publicly available.

I DO NOT GIVE permission for him/her to be photographed or videotaped during activities associated with St. Mary's Catholic School. I/We understand: (1) that said photos/videos may be used for future publicity within the surrounding community, St. Mary's Catholic School, St. Mary's Parish, Austin Diocese, and/or Catholic Church, (2) that said photos/videos may be posted, printed, distributed, digitized and/or displayed anywhere and in any format, and (3) that said photos/videos may become publicly available.

This consent is subject to revocation at any time except to the extent that St. Mary's Catholic School has already taken action in reliance on it. If not previously revoked, this consent will terminate on July 31, 2026.

Date of authorization: _____

Signature

Printed Name

Relationship to child: (circle one)

Parent Guardian

Legal Custodian

Parent-Student Handbook Signature Page

I, _____, acknowledge that I have read and understood the policies and procedures outlined in the St. Mary's Catholic School 2025-2026 Parent-Student Handbook and that I will follow the policies and procedures outlined in the Parent-Student Handbook. I further acknowledge that I have discussed with my child(ren) the policies and procedures within this Parent-Student Handbook and that they also will abide by them.

I acknowledge that it is my responsibility to stay informed of the policy and procedure revisions to the St. Mary's Catholic School Parent-Student Handbook; as the Parent-Student Handbook is subject to change. I acknowledge that any such revisions will supersede, modify, or eliminate the current contents of the St. Mary's Catholic School 2025-2026 Parent-Student Handbook.

In the event I do not have internet access, I understand that I may obtain a hard copy of the updated St. Mary's Catholic School Parent-Student Handbook upon request to the front office. Moreover, I recognize that it is my responsibility to contact the principal of the school for any questions I might have about the contents of the St. Mary's Catholic School Parent-Student Handbook now and in the future.

Parent Signature _____

Date _____

Students in the 4th through 8th grades must sign this acknowledgment form.

I, _____, acknowledge that I have read and understood the policies and procedures outlined in the St. Mary's Catholic School 2025-2026 Parent-Student Handbook and that I will follow the policies and procedures outlined in the Parent-Student Handbook.

Student Signature _____

Date _____