

True Cross Catholic School

Parent-Student Handbook

2025-2026

In Wisdom and Grace

In Sapientia et Gratia



400 F.M. 517 East

Dickinson, Texas 77539

281-337-5212

Rev. Ricardo Arriola

Pastor

Amanda Smith

Principal

Purpose and Right to Amend

The purpose of this School Student/Parent Handbook is to provide parents and students with information that will help them understand school procedures and policies. Parents' and students' knowledge of the information in this handbook along with their cooperation will help make for a successful and productive year for all. It is important to carefully read all sections of the handbook and review them with your child.

Enrollment of a child in the community of True Cross Catholic school is an agreement on the part of students and parents to comply with all school procedures, regulations, and policies including, but not limited to, those in the handbook. Communities are successful to the degree to which the members are knowledgeable and are in accordance with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations. It is expected that families abide by the policies, procedures, and regulations set forth in this handbook.

This handbook, however, is not to be considered all-inclusive. True Cross Catholic School and the administration retain the right to amend the Parent-Student Handbook at any time. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

After reviewing this handbook with your child, sign the acknowledgment form (online), for each child enrolled in the school. If you have any questions about the contents of this handbook, please contact the school at 281-337-5212.

The policies and regulations contained herein are for informational purposes only. The school maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time. Parents and guardians will be notified of updates.

We Transform the World!

**CATHOLIC
SCHOOLS**

THE ARCHDIOCESE OF GALVESTON-HOUSTON



Organization of The Texas Catholic School System

Archbishop, Ordinary of the Archdiocese

The Archbishop, as the Ordinary of the Archdiocese, possesses full and complete authority in the Archdiocese and therefore is the head of all Catholic schools and all parish religious education programs in the Archdiocese. He has the ecclesiastical authority to watch over and inspect educational programs within the Archdiocese, including the right to issue directives concerning the general regulation of such programs.

The Archbishop, as the chief representative of the church's teaching authority, is the head of the Archdiocesan System of Schools. The Superintendent carries out the administration of the schools. Religious Education is under the guidance of the Director of the Office of Continuing Christian Education.

Superintendent

The Superintendent of Catholic Schools is appointed by and responsible to the Archbishop and represents him in the administration and supervision of Catholic schools in the Archdiocese. The Superintendent is a member of the Cardinal's Cabinet.

The Superintendent of Catholic Schools, under the authority of the Archbishop, shall be responsible for the establishment and implementation of Archdiocesan policies governing Catholic schools and for the direction of the Catholic Schools Office (CSO) in providing guidance and support services to Catholic schools in the Archdiocese.

CSO

The Catholic Schools Office serves the elementary and secondary school throughout the archdiocese. It recruits principals and teachers who share and respect Catholic values. The Catholic School Office provides leadership in developing curriculum guidelines for teachers and assumes responsibility for upgrading school programs in accordance with accreditation standards of the Texas Catholic Conference Accreditation Commission.

Catholic Schools Office Liaison

Each school is assigned a school Liaison from the leadership team at the Catholic Schools Office. This Liaison works in collaboration with the school's leadership to assist in compliance to TCCB ED and Archdiocesan policies, procedures, and requirements. The school Liaison also serves as a source of support and encouragement to the school community, especially the Pastor and Principal. TCCS' CSO Liaison is Dr. Christopher Pichon.

Archdiocesan School Council

The Archdiocesan School Council exists to provide support to School Advisory Councils in their work to advise the Pastor and Principal in the work of fulfilling the campus strategic plan.

Pastor

The school is a religious and spiritual ministry of the parish. The Archbishop, therefore, has ultimate authority over matters of faith at the school. However, the Pastor of the parish has ultimate responsibility for the operation and administration of the school.

The Pastor is the ex-officio head of the school. As such, he is responsible, for approving the policies of the school according to the needs of the parish, but always in harmony with the policies and regulations of TCCB ED, the Catholic Schools Office, and The Archdiocese of Galveston - Houston.

The role of the Pastor in the successful mission of the parish school is of vital importance. In union with the liturgical and sacramental life of the parish, the formation of faith and intellectual development illumined by the Gospel message to children, youth, and adults, is central to the life of the parish.

The Pastor delegates the direction of the school program and the ordinary administration of the school to the Principal. The Pastor, with the Principal, shall establish the terms of such delegation and the means of *regular and formal* communication on school matters. In the Cross Academies financial oversight is a collaboration between the Pastor, Principal, Archdiocesan Finance Office, and the Catholic Schools Office; however, it is the ultimate responsibility of the Principal and assistance should be sought when needed.

The Pastor is an ex-officio member of the School Advisory Board.

In order to remain accredited under the TCCB ED, a Pastor shall consult with the Superintendent of Catholic Schools with regard to hiring, supervising, and evaluating the Principal.

The Pastor supports the Principal in conflict resolution of school issues, according to the principle of subsidiarity, by referring individuals or groups back to the teacher or Principal.

Principal

As the educational head of the school, the principal is held accountable to operate the school in accordance with the Texas Catholic Conference Accreditation Commission and the guidelines of the CSO. Specifically, the principal is the school's spiritual, educational, and managerial leader.

The principal builds a Catholic, Christian community of faith in which the Catholic message and experiences of community, worship, service, and social concern are integrated in all areas of the school and throughout the curriculum. Additionally, a paramount responsibility is to promote and facilitate

student learning of the highest quality in accordance with Canon Law #806.2, which states “Directors of Catholic schools are to take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area.”

The principal has the following major responsibilities:

- Administers the total school program, including extracurricular activities and before and after school programs.
- Supervises and evaluates the teachers, the students, and the instructional program and hires an appropriate number of faculty and staff which is commensurate with enrollment and the financial ability of the school.
- Oversees the operation of the facility and should be present on campus when school is in session.
- Supervises all support staff members.
- Interacts with the parent, parish (es), and general public communities.
- Works to maintain and grow enrollment.
- Collaborates with and seeks counsel from the Catholic Schools Office.
- Prepares, follows, adheres to, and gets approval for the budget.
- Executes school policy.
- Fulfills accreditation criteria articulated by Texas Catholic Conference of Bishops’ Education Department and other accrediting agencies.
- Ensures that there is a person named as second-in-command when the Principal is off campus; this should be communicated to faculty, staff, parents, and students.
- Ensures that both the instruction and the teachers adhere to the principles of Catholic doctrine.
- Ensures that employees follow the term of their employment contract or letter of employment.
- Utilizes Archdiocesan offices to support their work in specific areas where departments can off expertise
- Consult with Legal Counsel for the Archdiocese of Galveston-Houston to vet contracts and understand legal documents related to school business.

About True Cross Catholic School

History

In 1946, Father Thomas A. Carney invited the Sisters of St. Mary of Namur to come start an elementary school. Four sisters traveled from Ft. Worth, Texas and opened the first mainland Catholic school in the area at the intersection of Highway 3 and Main Street. At that time, the school housed first through seventh grades. The school added eighth grade and kindergarten in the following years. Sister Justin Fox served as the principal until 1952, then again from 1968 through 1979.

In 1973 Monsignor Deslatte built a new church and school in the present location. Father Eugene Cargill took over as pastor March 1, 1977. During this next decade, True Cross Catholic School added a preschool program. The Sisters of St. Mary Namur continued to lead both the campus and classes well into the 1980s, with Phyllis Mitchiner joining the campus in 1973.

Hurricane Harvey caused extensive damage to both the school and parish in August, 2017. The school continued to hold classes at Our Lady of Fatima Catholic School in Texas City until the building was renovated and reopened in the fall of 2018.

Today, the school is a thriving ministry of Shrine of the True Cross Catholic Church's parish. Students continue to grow in faith and knowledge, as well as serving in the community.

Motto

"In Sapientia et Gratia"
"In Wisdom and Grace"

Mission Statement

Inspired by Christ's growth in wisdom and grace, we form students to integrate faith and reason, preparing them to live virtuously and engage the world with clarity, conviction, and charity, ever mindful of their supernatural destiny.

Vision

True Cross Catholic School, inspired by the classical model of education, is a Christ-centered Catholic community, united with our parish and collaborating with families, dedicated to the integral formation of students for their ultimate end in God. We achieve this through a curriculum framed within the classical vision of education. This rigorous approach cultivates intellectual and moral virtues, guiding students to discern truth, recognize goodness, and appreciate beauty in all creation, thereby preparing their souls for eternal beatitude and equipping them to live lives of holiness and service for the glory of God.

Accreditation

True Cross Catholic School is fully accredited by the Texas Catholic Conference Education Department. The Texas Catholic Conference of Bishops' Education Department (TCCB ED) is recognized by the Texas Education Agency (TEA) as the official accreditation agency for Catholic schools in the State of Texas. The Texas Catholic Conference Accreditation Commission

(TCCAC) was established to assist and give direction to the TCCB ED. Membership consists of the TCCB ED Director of Education, six Superintendents of the present 15 Archdioceses/Dioceses, six commissioners-at-large and two bishops who serves as Episcopal Liaisons. Standing committees of this Accreditation Commission have been formed to ensure smooth operation and ongoing planning of the accreditation process. The commission is responsible for the accreditation process, school compliance, and accreditation status.

Accreditation is the act of granting credit or recognition, especially to an educational institution that maintains suitable standards. Accreditation is necessary to any person or institution that needs to prove that they meet a general standard of quality.

Accreditation takes place every seven years. It includes an all-encompassing self-study process that reviews, Catholic identity, academics (curriculum, instruction and assessment), student services and activities, governance administration and management, and plant and facilities. Every year all Catholic schools are required to submit a shortened version of the self-study document to TCCB ED to maintain accreditation and update school data.

The accreditation took place in 2023. Faculty and school families participated in the self-study process which took place during 2022.

Strategic Plan Overview: School Goals

Catholic Identity

- Deepen students' understanding and appreciation of the Catholic intellectual tradition, particularly the harmony of faith and reason, through regular exposure to the lives of saints, Church history, and the works of Catholic philosophers and theologians integrated across the curriculum.
- Foster a vibrant liturgical and prayer life within the school community that actively prepares students' souls for eternal beatitude, including frequent opportunities for Sacramental participation, Eucharistic adoration, and devotion to the True Cross.

Academics

- Implement components of a classical curriculum that systematically develops students' proficiency in the liberal arts (grammar, logic, rhetoric, arithmetic, geometry, music, astronomy)

and provides a foundational understanding of philosophy and theology, thereby cultivating intellectual discipline and a unified vision of truth.

- Design assessments and learning experiences that not only measure knowledge but also evaluate students' ability to discern truth, engage in reasoned discourse, appreciate beauty, and apply moral principles, reflecting the integral formation aimed at their supernatural destiny.

Staff Development

- Equip all faculty and staff with a comprehensive understanding of classical Catholic pedagogy and its philosophical underpinnings, enabling them to effectively integrate the pursuit of truth, goodness, and beauty, and the *telos* of eternal beatitude, into their teaching and interactions.
- Provide ongoing formation for staff in Catholic spirituality and moral theology, ensuring they serve as exemplary witnesses to Christ and are capable of guiding students in the cultivation of intellectual and moral virtues.

Finance

- Secure and prudently manage financial resources to ensure the long-term sustainability and accessibility of a high-quality Catholic education, enabling the school to invest in the necessary faculty, curriculum, and facilities that foster integral formation and prepare students for their ultimate end in God.
- Establish and expand robust tuition assistance programs, including scholarships and bursaries, to ensure that no family desiring a Catholic education for their children is precluded by financial constraints, thereby making integral formation accessible to a wider range of students destined for eternal beatitude.
- Proactively identify and secure diverse funding resources, including grants, endowments, and philanthropic contributions, to ensure the long-term financial stability of the school, enabling an investment in classical curriculum components, faculty development, and facilities necessary to cultivate intellectual and moral virtues for the glory of God.

Community

- Strengthen the partnership between the school, families, and the parish, ensuring a consistent and mutually supportive environment that reinforces the school's mission of integral formation and preparation for eternal beatitude.
- Cultivate a school culture characterized by clarity, conviction, and charity, where students are encouraged to live virtuously, serve others, and engage the world as faithful Catholics, recognizing their role in bringing about the Kingdom of God on earth as a prelude to their heavenly destiny.

TCCS Advisory School Council

The role of local councils of education is advisory. Members consult with and assist the pastor and principal in developing policies and financing. The local council of education, in consultation with the

pastor and principal, is charged with the responsibility of implementing Archdiocesan Council of Education Policy.

The TCCS Council assists the Principal and Pastor in parish schools or the Principal and designated Pastor in Archdiocesan regional schools to recommend policy, identify and articulate the educational needs and aspirations of the school and school community, achieving enrollment goals, financial stability and engage in long-range strategic planning.

Council members are required to attend workshops each year for proper involvement in the educational process. Policies are developed when needs arise within the school community. The need for policy is usually initiated by the principal but can be initiated by anyone within the school community. Parents and parishioners are elected as members. The council meets monthly, with the exception of December, July, and August. The June meeting is replaced by the annual training workshop. Meetings begin at and are open to the public unless the meeting is designated as a closed meeting.

The TCCS Council Members for the 2025-2026 school are:

- Father Ricardo Arriola
- Mrs. Amanda Smith
- TBA

Persons may wish to address the True Cross Catholic School Advisory Council at regularly held Council meetings. Persons may address the Council on an issue or policy of the school. Discussion of Personnel is not an issue that can be brought to the Council. This is not to be confused with Due Process or Grievance Hearings. Grievances are handled through the Archdiocesan Grievance Procedure discussed above.

Persons who desire to address the School Advisory Council should contact the principal in writing at least 10 days prior to the next meeting. The Council president and the principal shall decide if the issue is appropriate for consideration and at which meeting of the Council the issue will be presented. Persons who attend a meeting of the School Advisory Council without first having been placed on the agenda will be allowed to address the School Advisory Council only if the president determines there is time and cause to hear the issue. During and following the presentation, questions of clarification may be asked. The Council will give no response during the meeting. In Executive Session Council members discuss the presentation and assist in formulating a response that the Council will send in writing to the person making the presentation.

Parent Teacher Organization (PTO)

The True Cross Catholic School Parent Teacher Organization (PSA) is a parent group under the direction and supervision of the school principal that provides parents and educators a vehicle to foster collaboration in educational and social endeavors. The PTO was established with the following objectives in mind:

1. Enhance cooperation and communication among parents/guardians, faculty, administration, school board members, and the pastor in order to secure for every student the spiritual, physical, emotional, and academic opportunity available at True Cross Catholic School.
2. Affirm, promote, and enhance a positive image of True Cross Catholic School within our parish community and the community at large.

As a parent, **EVERYONE** is a member. All TCCS students benefit from the work of the PTO, therefore parents are encouraged to become active members in this vital organization. If you choose to volunteer your time and resources, you too can be an involved member. We may ask you to select a project to lead or participate as a helper in one of the projects. You may choose to take another approach and remain on our email/call list so that we can contact to see if you are available when we need extra help on a project. Below is a list of projects that PTO has sponsored within the past few years at True Cross Catholic School. The parent contact for PTO is TBA. The school contacts are Mrs. Smith and Mrs. Martinez. Together we are working to build fellowship and memories for our students, families and faculty.

Opportunities for involvement include:

- Room Mom/ Dad/ Grandparent Coordinators
- Restaurant Nights
- May Crowning Flower Sale (PTO Fundraiser)
- First Sunday
- Shrine of the True Cross Catholic Church Fall Bazaar
- Steps for Students
- Teacher Appreciation Celebrations
- Spring Gala

School Schedules and Calendar

Regular School Schedule

- 7:45 A.M.** Students may enter buildings by the back entrance
- 7:55 A.M.** Tardy Bell – Back entrance locked at this time. Tardy students enter by the front entrance

Lunch Times:

- PK, K, 1st, 2nd, 3rd: 11:00
- 4th – 8th: 11:20

Dismissal Time:

- 3:15 P.M. All Students
- 3:30 P.M. Remaining Students move to Extended Day

Schedule For Early Dismissal Fridays:

- 12:00 P.M. Dismissal Bell for All Students
- 12:15 P.M. Remaining students move to Extended Day

Extended Day Schedule (PM ONLY)

- 3:15 P.M.** Afternoon Extended Day begins. Students may be picked up at the front entrance of the middle school.
- 6:00 P.M.** Extended Day ends.

School Office Hours:

Office hours are 7:45 a.m. to 3:30 p.m. The office will maintain regular business hours from August through May. The office will be open from 9:00 a.m. to 2:00 p.m. during June and July. We will be closed the week of June 28 – July 3, 2026.

2025 – 2026 True Cross Catholic School Calendar

FINAL



Academic Calendar 2025 - 2026

Aug 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2025						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Key

	Inservice- No School
	Holiday
	Noon Dismissal
	Conference Day; Noon Dismissal
	Holy Day- No School
	Inclement Weather Day

*No Extended Day Program on Noon Dismissal Days
*All students attend Mass on Wednesdays

Important Dates

Fall Semester Dates To-From

8/12 Meet the Teacher
8/13 First Day of Classes
8/15 Solemnity of the Assumption of Mary (Holy Day- No School)
9/1 Labor Day Holiday (No School)
9/11 Progress Reports (Online)
9/26 Conference Day; Noon Dismissal (NO EDP)
10/10 Inservice Day (NO SCHOOL)
10/17 Parish Festival Holiday (No School)
10/18 Parish Festival
10/20 Parish Festival Holiday (No School)
10/23 Report Cards
11/14 Progress Reports (Online)
11/24-28 Thanksgiving Break (No School)
12/8 Solemnity of the Immaculate Conception of the Blessed Virgin Mary (Holy Day- No School)
12/12 Feast of Our Lady of Guadalupe (Mass Day)
12/19 Noon Dismissal (NO EDP)
12/22-1/4 Christmas Break (No School)

Spring Semester Dates To-From

1/5 Inservice Day (No School)
1/6 Classes Resume for Students
1/9 End of Second Quarter
1/16 Report Cards
1/19 Dr. Martin Luther King, Jr. Holiday (No School)
1/25 Catholic Schools Week
1/30 Conference Day; Noon Dismissal (NO EDP)
2/13 Progress Reports (Online)
2/16 Teacher Day of Prayer and Reflection (No School)
2/18 Ash Wednesday
2/24-27 Camp Kappe
3/9-13 Spring Break
3/19 Solemnity of St. Joseph- Mass Day
3/20 End of Third Quarter
3/27 Report Cards
4/2 Holy Thursday; Noon Dismissal (NO EDP)
4/3 Good Friday (Holy Day- No School)
4/6 Easter Monday (Holy Day- No School)
4/17 Progress Reports (Online)
5/25 Memorial Day (No School)
5/27 Last Day of Classes; Noon Dismissal (NO EDP)
5/28 Inclement Weather Day
6/1 Inclement Weather Day; Teacher Inservice

New and Returning Student Information

Admissions and Financial Policy

All admissions forms and procedures must be done through the FACTS website.

Conditions of Admission

All required forms must be entered on-line through the FACTS/SIS System, and fees paid before placement is assured.

All new students are admitted to a school with the understanding that they are admitted on a conditional basis with the length of the conditional period and the criteria of evaluation to be evaluated, and the student's admission either confirmed or removed at the end of the first quarter.

Conditional students who fail to meet the expectations of the school or to follow school policies and procedures are subject to being administratively withdrawn from the school, pending approval from the Superintendent of Catholic Schools and the Chancellor and Moderator of the Curia.

The school gives preference to siblings of currently enrolled students; secondly, to Catholic students living within the parish boundaries; thirdly, to Catholic students living outside the parish boundaries; fourthly, to non-Catholics. For a student to be enrolled or re-enrolled in any Catholic school in the Archdiocese of Galveston-Houston, the student must be in good financial standing. The principal will make every effort to collect all tuition, fees, and any other outstanding financial obligations prior to re-enrollment. Principals shall also contact the student's previous Catholic School to ensure there are no outstanding financial obligations at that school. A family owing money to another Catholic School should not be admitted.

There shall be no expectation that a current student will be automatically re-admitted to or re-enrolled in the school. Each year, students will be invited to re-enroll at the discretion of the principal. Families who consistently violate policies or who do not promote the campus in positive communications will not be allowed to re-enroll. Students who consistently pose discipline concerns will not be invited to register online.

Nondiscriminatory Policy Regarding Student Admissions

True Cross Catholic School is an equal opportunity, fully accredited school, educating grades pre-kindergarten through eighth grade. True Cross Catholic School admits all students to the rights, privileges, programs and activities made available to the student body. The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston.

True Cross Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. True Cross Catholic School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

True Cross Catholic School reserves the right to accept or deny the enrollment of a child for any reason, according to the judgment of the school administration.

Admission of New Students

The school adheres to policies stipulated by the Archdiocese of Galveston-Houston for admissions and follows Texas State guidelines regarding age at admission. The following policies have been formulated in relation to student admissions:

Students entering a:

- PK3 or PK4 classroom must be 3 or 4 years old, respectively, on or before September 1;
- Kindergarten class must be 5 years old, on or before September 1; and
- First (1st) grade class must be 6 years old, on or before September 1.

Admission Requirements

All admissions forms and procedures must be done through the FACTS website.

All new students/ families are required to have an interview with the principal, principal's designee, or a designated teacher. The Principal will review current academic, social, medical, and psychological evaluations prior to admission. Documents that must be provided before admission include:

- A certified birth certificate for the child must be presented as proof of age
- Application
- Entire copy of the most recent legal custody agreement if parents are separated or divorced, signed by the judge, and stamped as the official court copy,
- Legal documents from the court related to CPS placement, if applicable,
- Release of Confidential Information/ Records form
- Academic records (including standardized test scores) from previous schools, mailed directly to TCCS from the previous school
- Baptismal and other sacrament certificates, if applicable
- Academic records (including achievement test scores)
- Health records
- Student Information form
- Special Needs Disclosure Form
- A complete immunization record indicating that requirements are met, with a physician's signature, is required at the time of registration.
- Archdiocesan policy requires that any new student present written evidence of TB testing and the results.
- Foreign students must present required Immigration forms.
- Filled out Emergency Contact Card
- New students may be asked to take a placement test or provide letters of recommendation from a previous teacher to be administered before acceptance.

The principal reserves the right to contact any former schools the child may have attended. It is TCCS policy that the principal has the authority to accept or refuse admittance of any individual as a student at this school for any reason. This decision is based on the State and Archdiocesan policies for admittance and on all information received from the applicant at the time the application for admittance is made. All new students are accepted on a probationary basis.

Vacancies must exist within the established teacher/pupil ratio.

Parents are expected to disclose with appropriate school personnel any significant confidential information which may affect their child's educational progress. Such sharing includes, but is not limited to, any of the following: diagnostic evaluations, medications, custody arrangements, or any other specific family situations. Please provide the most recent documents to the school office. The school and teacher cannot effectively help students or be considered accountable without having been kept abreast of the students' current needs and circumstances. Failure to disclose pertinent information and updates could result in subsequent dismissal from the school.

All new students are on probation for the first nine weeks of school. If the school cannot meet the needs of the student academically or behaviorally, the child will be withdrawn at the request of the school.

Students asked to withdraw or those removed from True Cross Catholic School for disciplinary reasons may reapply for the upcoming school year under the following conditions:

1. The student must be in good standing and have remained free of disciplinary actions at current school.
2. The student must have completed the academic grade level the student was in while at True Cross and been recommended to the next grade level by the current school.
3. Student's most recent report card must accompany re-admittance application. Applications will be considered no earlier than February 1st before the upcoming school year.
4. Space must be available in the student's grade level.
5. The True Cross principal and admissions committee will review the application and report card. Upon review the Principal and committee must agree that the student should be re-admitted. Re-admittance shall be probationary with nine-week periods set up for review. The review shall be performed by the school administrator every nine (9) weeks for the school year of re-admittance.

Prekindergarten notes:

A pupil entering Prekindergarten-3 must have reached his/her third birthday on or before September 1. Likewise, a child entering Prekindergarten-4 must have reached his/ her fourth birthday on or before September 1. The child must be able to use the restroom independently. The child's social, emotional, and physical development can be affected by a child who is not independent in the restroom and who has regular accidents in the classroom in front of other children. Some children will have accidents at the beginning of school until they know where the bathroom is located, but most of these problems stop by the end of the first week. If there is an accident, the nurse will assist the student in cleaning up.

After 30 days and 3 accidents, parents will be called to assist the student in changing. All students must be completely bathroom independent prior to the first day of school. For TCCS purposes, “bathroom independent” means that the child identifies his/her need to go to the bathroom, independently removes his/her pants and replaces his/her clothing, and calls for assistance, as needed. These skills are to be taught at home. If the child is not bathroom independent, he/she may be withdrawn from school until he or she can use the restroom independently.

RECORDS

Record Viewing

Parents/Legal guardians wishing to view records must make the request in writing twenty-four hours in advance. Parents/Legal guardians may not scan, photograph, or otherwise digitally capture student records using a mobile device while viewing them on campus.

Release of Student Information

No information contained in student records will be released to anyone, except under the following circumstances:

- Student information requested by the courts, governmental agencies, probation department or community agencies working with the school personnel will be furnished by the principal.
- Student information related to matters of litigation may be obtained by issuance of a subpoena to the principal.
- Individuals employed by Galveston County or Harris County Protection and Child Welfare Units, child protection workers, or in a related assignment may be permitted to review applicable student records if they have on their person an official picture identification badge. The parent or guardian does not need to be notified or grant permission for the above; however full disclosure should be made to the parent or guardian if there is an inquiry from the parent.
- Information which the parent has authorized the school to share for the purposes of evaluating and helping a child in their academic and/or behavioral endeavors.

Parental/Guardian Rights

Parental/guardian rights extend to either parent/guardian unless the school is provided with a court order, statute, or legally binding document relating to divorce, separation, or custody that specifically revokes these rights. A complete copy of such a document signed by a judge must be on file in the school office.

True Cross Catholic School requires a current copy of all custody related documents to be on file in the registrar’s office. Teachers responsible for students with special custody-related situations will be notified. Non-custodial parental rights pertaining to student, student records or personnel access will be communicated on a case-by-case basis according to the custody documents. Legal documents are retained in student files. Consult with the principal or registrar, if necessary, regarding court documents.

Faculty and staff are reminded to remain neutral and to not place themselves or the school in the position of taking sides.

Transfer/Withdrawals

The principal is to be given sufficient notification of transfers or withdrawals, so teachers have ample time to complete records. Parents are required to complete a transfer/withdrawal form and complete an exit interview prior to withdrawal. Families will not be reimbursed for any fee relating to the education of the child before withdrawal.

Fees must be paid in full before the transfer paperwork is completed.

Withdrawals and Refund Policies

True Cross Catholic School offers tuition refunds based on the following conditions:

1. Withdrawals are effective when the withdrawal paperwork has been signed and the process completed. It is not based on attendance.
2. FACTS makes charges on the first of each month. We do not process refunds once the charge has been made. For that reason, all withdrawals are effective at the end of the month in which the withdrawal paperwork and process are completed.
3. Fees such as registration, materials, and administrative costs are non-refundable.
4. All outstanding balances must be cleared before the withdrawal process can be completed.
5. In extenuating circumstances, the principal may choose to make an exception.

Release of Final Report Card/School Records

Parents and students need to reconcile all obligations before the end of the school year, i.e., financial obligations, make-up-work, library fines, return of all library books, textbooks and equipment.

The report card will not be issued to the student or parent, nor will it be forwarded to another school, until all financial obligations are met and/or materials are returned to the school office.

Non-custodial Parent Rights

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

responsibility of the custodial parent to provide the school with an official copy of the court order and/or a copy of the custody section of the divorce decree to be filed in the student record's file.

Subpoenas for Records in Child Custody Matters

Catholic schools in the Archdiocese of Galveston-Houston attempt to conform to appropriate court orders governing rights and duties of parents/guardians in regard to their child(ren). If there are Court orders regarding their children, parents/guardians must provide certified copies of such orders with the School. Parents/guardians are to ensure that the school has a complete and unaltered set of certified copies of the applicable court orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school. When parents/guardians choose to litigate their disputes in Court, both the Catholic Schools Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers and personnel. School administrators should inform the Legal Department immediately in the event the school or any of its employees are served with subpoenas. School administrators should contact the Archdiocesan Legal Department with questions regarding interpretations of the court orders and other questions that arise.

The school will endeavor not to take sides in disputes between parents/guardians, in recognition of the crucial role of both parents in the lives of their children. Continued strife between the parents/guardians is harmful to the children and does not set a good example for them. It is expected that parents and guardians will treat one another with Christian charity. Ongoing parental disputes can be counterproductive to the mission of the school and when appropriate, the Pastor will be contacted to discuss whether continued enrollment of the child(ren) is a viable option.

The parent/guardian initiating the subpoena must reimburse the school for reasonable costs of production. The school shall charge the parent initiating a subpoena a fee for the time and resources spent on obtaining and copying records. Photocopy costs will be billed at a rate of \$1.00 per page. An additional fee will be charged to the parent/guardians issuing a subpoena for a personal appearance by a school employee. The parent/guardian will be charged for the cost of hiring a substitute or the daily rate for the subpoenaed employee. Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in the school, agrees that he or she shall pay a fee to the school.

Tuition and Fundraising

Tuition

Please refer to the tuition schedule for information concerning tuition rates at True Cross Catholic School.

Registration

Registrations are completed when all forms are returned and the registration fee is paid. The registration fee is non-refundable and covers the cost of textbooks, PTO dues, student insurance, art fee, testing fee,

and the administrative costs of registration. New students must present all previous school records prior to registration. A family will be able to register their child or children for school when all tuition has been paid for the previous school year. Students need to reconcile all obligations before the end of the year, i.e., financial, make-up work, return all schoolbooks and equipment. When all obligations to the school have been met, the official and final report card will be sent home.

Tuition and Fees

There are two options for tuition payments: Full tuition is due July 1, of the current year and ten-month payments are due on the 1st of each month beginning August 1, of the current year.

Tuition is due on the 1st of each month. **All payments must be made through FACTS Financial.** The only payments that do not have to be completed through FACTS/SIS System are tuition payments that are made per semester or paid for the entire year. These may be made by check, money order. Parents set up payment schedules on FACTS Financial which is accessible by first logging in through the Parents Web button on the school website.

If a parent or guardian becomes past due on their monthly tuition, the following steps will be implemented:

- A. If tuition has not been paid by the 10th of the month, a thirty-five dollar (\$35.00) late fee must accompany payment. No report card will be issued to the parent, nor will it be forwarded to another school, until all financial obligations are paid in full. Student records will also not be released before all money owed to the school is paid.
- B. If a financial emergency should arise, the school office should be notified so that the situation can be discussed.
- C. If the tuition has not been paid for two months, or special payment options have not been agreed upon, the parents or guardians will be requested to transfer their child or children from school.
- D. Delinquent tuition beyond the terms of a prearranged plan or 60 days may result in the dismissal of the student from True Cross Catholic School for the remainder of the semester. Re-admission for the following semester will not be allowed for families who have neither paid all tuition due, nor made acceptable arrangements. True Cross Catholic School reserves the right to limit participation in extra-curricular activities of students with delinquent tuition and fees. For prospective graduates, all fees and tuition must be paid on or before May 5th in order to participate in any trips, activities, or ceremonies.

Tuition Assistance

TCCS is blessed to be able to offer financial aid to families in need. TCCS offers financial assistance through various funds including the Spring Gala. Interested families must complete a tuition assistance packet. Contact Mrs. Smith to request the tuition assistance packet. All tuition assistance information is kept confidential.

Families interested in tuition assistance are required to complete the FACTS management application process for determining financial need in allocating tuition assistance and supply the necessary information by the February deadline for Fall consideration. No applications for financial assistance will be considered without going through FACTS. The FACTS online application is available on the www.choosecatholicschools.org website in December. Additional tuition assistance may be available to those in need. All financial information including family identity is held in strictest confidence. Every effort is made to keep the family's name anonymous. The finance committee will review paperwork, meet with families and ascertain if there is a need for financial assistance. Parents will be notified by the administration of possible awards.

Qualifying students must maintain satisfactory academic progress and a record of good conduct. Participants are expected to keep the school apprised of changing financial needs following acceptance of assistance.

EDP (Extended Day Program) Financial Policy

No student will be accepted into the Extended Day Program without their registration being paid. EDP will be billed the 1st week of every month for the previous month's attendance. If the EDP bill is not paid by the 10th of the month a \$35 late fee will be incurred and the student will not be allowed to attend EDP.

Fundraising

True Cross Catholic School relies on funding through the support of True Cross Catholic Church, student tuition and fees and fundraising. Each year parents are asked to participate in the school fundraisers through the donation of time, talent or funding. For the 2025-2026 school year, families are expected to support the Parish Festival, Spring Gala and Steps for Students. Funds raised by families enable the school to become financially stable while offering students an education based in strong Catholic principles coupled with a rigorous academic schedule.

Please Note: The average cost of educating a child in Texas is more than \$10,000 per child, which is \$2,000 less than the national average. The total annual tuition at True Cross does not cover the actual cost of educating a child. Therefore, all students that attend True Cross Catholic School are already receiving tuition assistance. When enrolling your child in True Cross Catholic School, parents are expected to support the school in all fundraising efforts, volunteer functions, and other related activities.

All fundraising efforts must be approved by the principal. Any kind of door-to-door solicitation by parents or students is prohibited by True Cross Catholic School.

School Donations

True Cross Catholic School is blessed to have such generous families! If you are making a monetary or item donation to the school, it must come through the office, so we are able to inventory new items and

write out a receipt for tax purposes. If you would like to donate an item to a classroom or the school, please speak to the principal, so we can ensure that the item, specifically technology, matches what we currently have in the classrooms. Communication regarding the items ensures that it will be allocated and utilized appropriately for the benefit of the entire school.

Many corporations match donations made to the school. Please check with your company to see if a donation program is in place. See the TCCS Handbook attachment with the list of participating companies. Thank you for your continued support!

Student Safety

Safe Environment

Safety is a priority at True Cross Catholic School, and we are continually observing and evaluating our policies and procedures to ensure the safest environment possible for all our students. Students learn safety procedures related to various aspects of their day, including, but not limited to: internet safety, basic chemical safety, regular fire, weather, and lockdown drills, and maintaining a safe classroom environment. We guide the use of technology through training and supervision. Procedures for entering the school as well as keeping classrooms secure are updated and addressed regularly.

The school works to protect students from anyone who may pose a threat with programs like "Safe Environment Training CMG Connect Safe Haven" training for all faculty, staff, and volunteers. To respect and protect the privacy of all students, True Cross Catholic School requests that parents and guardians do not post student pictures from school functions online.

FACTS – Parent Alert System

In an effort to keep our families informed of upcoming school events, changes in scheduling, or school emergencies, True Cross Catholic School subscribes to the FACTS Parent Alert notification system. This system allows us to send simultaneous messages to families via email, cell phone and home phone. In order for this system to be effective, the school must have current contact information.

Non- Discrimination Policy

The Catholic Schools in the Archdiocese of Galveston-Houston, including True Cross Catholic School, admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, religion or national origin in the administration of its admission, loan, athletic, or tuition assistance programs.

Gender Identity Policy

In order to maintain Church teaching, True Cross Catholic School shall respect the biological sex with which a person is born and shall apply all policies and procedures in relation not that person according to that person's biological sex at birth. It is the responsibility of faculty, staff, administrators, and volunteers at True Cross Catholic School to respect and enforce these standards. All employees, students, and volunteers shall perform their duties, and tailor their interactions with other persons, in accord with True Cross Catholic School's gender identity policy.

All persons will be addressed and referred to with pronouns in accord with their biological sex.
All correspondence, documents, and records will reflect the subject person's biological sex.
All persons will use bathrooms and locker rooms that correspond with their biological sex.
Students and parents will be addressed and referred to with pronouns in accord with their biological sex.
Students will participate in competitive athletics in accord with their biological sex.

Violation of this policy may incur immediate corrective action, suspension, expulsion, and possible termination of employment or volunteer status for adults. Any student or parent who insists on open hostility toward, or defiance of, Church teaching, or who otherwise intentionally violate this policy may be expelled from the school pursuant to this policy.

Asbestos

This notice is in compliance with the Asbestos Hazard Emergency Response Act. True Cross Catholic School was inspected on November 22, 2019 by ERC Environmental and construction Services Inc.. At that time the school was found to be a safe environment. Periodic re-inspections will be done by trained personnel.

During the initial asbestos inspection, none of the samples collected contained asbestos. The report is kept for 30 years and is available in the school office.

EMERGENCY PREPAREDNESS

IRIS

In the modern world, schools sometimes need to get information to parents as soon as possible. To facilitate this need, True Cross Catholic School and the Archdiocese of Galveston-Houston has partnered with a rapid communication system called IRIS- ImmEDIATE RESPONSE INFORMATION SYSTEM. This system will deliver emergency messages to parents individually by the communication method(s) of your personal choosing. Should the school need to close early due to weather, for example, this system would notify you by your choice of home phone, cell phone, or email. In addition, the school may use the IRIS system to keep you up to date on important school wide information or changes relating to groups in which your child participates.

Parents will be asked to complete or update the IRIS information form at the beginning of the school year or as changes occur. Then a test run will be completed to ensure everyone receives a notice.

Emergency Closing

There may come a time when, because of a storm alert or other weather conditions, we need to close the school. We will generally try to follow Dickinson Independent School District directives. However, please note that True Cross Catholic School will use its own discretion to close based on the utmost concern for student safety.

If the decision is made to close True Cross Catholic School, the following radio and TV stations will be notified. An IRIS alert message will be used to confirm any closing and opening of school.

K I L T	Radio Station	610 AM
K P R C	Radio Station	950 AM
K T R H	Radio Station	740 AM
K P R C	TV Station	Channel 2
K H O U	TV Station	Channel 11
KTRK	TV Station	Channel 13

Evacuation

Pine Drive Christian School, located about one block East on FM 517, serves as our safety evacuation point, in the event that we must clear the entire True Cross Parish complex. Students will walk in line to Pine Drive School where parents will be notified to pick up their children.

Emergency Drills

Fire and disaster drills are conducted regularly at varied times and unannounced times (both during regular school hours and during Extended day). Students are made aware of safe and orderly procedures in case of fire or weather warnings. All persons must vacate the buildings in an orderly fashion during a fire or evacuation drill following routes mapped for each room. Weather watch drills will be conducted during the school year as well. Students also practice emergency “shutdowns” where they must be safely secured within buildings and, additionally, are verbally prepared to evacuate the premises to either another parish building or Pine Drive Christian School.

Insurance

A third party, as dictated by the archdiocese, provides primary or secondary insurance coverage for all students who may be injured on campus or engaged in school-sponsored activities. This insurance will serve as primary insurance for any student without other

insurance coverage and will serve as secondary insurance to any existing insurance coverage for a student.

Health and Wellness Policies

Suspected Child Abuse and/or Neglect

TCCS abides by the Child Abuse Prevention, Adoption and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect are reported to Child Protective Services. Staff members are trained on CPS Procedures at the beginning of the school year. Procedures are reviewed throughout the year.

School personnel of the Archdiocese of Galveston-Houston have a moral obligation as well as a legal obligation to report child abuse and neglect. If a school staff member has a reasonable suspicion that abuse or neglect has occurred or will occur, he/she will report the incident to Children's Protective Services (CPS) within 48 hours. If a school staff member believes the child is in immediate danger of harm, 911 will be called. School personnel will be instructed on a regular basis concerning this topic.

Criteria for Reporting Abuse

- A report of child abuse is not an accusation or a proven fact, and Texas does not require a reporter to know or be certain that a child has been abused or neglected.
- The degree of certainty that must be met is that the person reporting has "cause to believe" that abuse or neglect has occurred or will occur. This standard is based on the reasonable person convictions standard. Confidentiality of the person making the report will be upheld. If a person makes a report of suspected child abuse or child neglect without malice, then that person is immune from civil or criminal liability.
- Failure to report suspected abuse or neglect is a crime punishable by fine, imprisonment, or both.
 - To Whom We Will Report: The report is made to the Texas Department of Protective and Regulatory Services: Child Protective Services Division. They will investigate and will determine the nature and extent of the problem, evaluate the child's condition and safety, and, if appropriate, initiate action to protect the child.
 - In some cases, a law enforcement agency receives the report. The person reporting the abuse may call enforcement if they believe the child is in immediate danger of harm. School personnel are to call 911 if they believe the child is in immediate danger or harm.

Medication

State law requires that **NO MEDICATION**, not even cough drops or throat lozenges, is to be in the possession of a student while in school. Catholic Schools of the Galveston-Houston Archdiocese adhere to Texas Education Code 21.914 on the administration of medications by school employees.

Parents/guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. (For example, the

physician may be able to prescribe the medication before/after school and at bedtime or twice a day).

Medication (prescription or non-prescription) may be administered to students only upon **WRITTEN REQUEST signed by the parent/guardian AND the physician**. Parents, guardians or a designated adult must deliver and pick up all medicine to be administered. Forms are available in the school office.

All medication, prescription or non-prescription, must be in its original container and be properly labeled in English. A properly labeled prescription is one with a pharmacy label stating the student's name, the name of the medication, and date the prescription was filled. Non-prescription medication must be in the original container, indicating directions for use, and labeled with student's name.

Under no circumstances will a child be given medication not prescribed to him/ her, labeled with a pharmacy label stating that student's name, the name of the medication, and the date the prescription was filled. Under no circumstances will a "substitution" of one child's medication for another's be made. In an emergency, if the parent hasn't provided a child's own, prescribed medication, 911 will be called.

Cuts or abrasions may only be treated with soap and water during the school day, by clinic personnel.

Clinic and Health Issues

As Christian parents, we are responsible for the health and welfare of our children. Please assist us in keeping a healthy environment by not sending children to school with any symptoms of illness.

Health Screenings

Vision, hearing and spinal screenings are conducted each year on students per the State of Texas Health Department requirements. Parents whose child(ren) who do not pass the screenings are referred to their family doctor or specialist.

Vision Screening is done by the school nurse and clinic volunteers every year. Any adjustments are reported to parents soon after the screening. This is done for PreK 4, K, 1, 3, 5 and all new students in Grades 2, 4, 6.

Height-Weight Screening is done by the school nurse and clinic volunteers every year for all students.

Scoliosis Screening is done each year by the school nurse and trained volunteers for 6th grade students.

Acanthosis Nigricans Screening is done each year by the school nurse and trained volunteers for students in Grades 3, 5, and 7.

Audiological Screening is done every year by the school nurse and trained volunteers from our school. This is done for PreK 4, K, 1, 3, 5, and all new students in Grades 2, 4, 6.

Illness/Contagious Disease

Parents are required to notify the office if a student is ill. Students may not come to school if they have had fever within 24 hours. If the child is taking medicine that reduces fever, s/he is still considered to have a fever. Please do not send students who are taking medicine that masks fever to school. Parents will be notified if their child(ren) has fever. They must be picked up as soon as possible to allow the child to rest and recover and to reduce the spread of illness.

Any child with a temperature of 100 or above or vomiting is sent home. A student should be vomit and fever free without the aid of medication for 24 hours before returning to school following an illness. Students are to be kept home when they have a cold, sore throat, temperature, eye infection, skin eruptions, swollen glands, nausea, vomiting, diarrhea, or symptoms of a contagious disease. Any child exhibiting such symptoms or demonstrating malaise to the point that schoolwork can't be done is sent home. Students should not have vomited within 24 hours to return to school.

Guidelines for Excluding Students from School	
Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100 degrees or above	Fever free for 24 hours
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
Wound, skin and soft tissue infections	Exclude until drainage is contained and covered with a clean dry bandage
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice and nit free
Other symptoms suggestive of acute illness	Written physician release

It is paramount that you give us current telephone numbers as well as emergency contact names and telephone numbers. If the parents cannot be reached, then the emergency contacts will be called to pick up your child.

Please notify the school if your child has a communicable disease. When a child returns to school after having a communicable disease, he/she must present himself/herself to the office with a written note from a doctor saying he/she can be readmitted to class.

HEALTH PROTOCOLS

- All parents are responsible for ensuring that a daily self-screening of each student occurs prior to coming to school. Parents should not medicate their child to lower a fever prior to coming to school.
- All students will be instructed on methods to protect themselves and others from illness at school including proper handwashing and respiratory etiquette.
- Cases of communicable diseases (i.e., chicken pox, measles, mumps, pink eye, lice, impetigo, strep throat, scabies, ring worm, hepatitis, mononucleosis, etc.) must be reported to the school clinic immediately. If in doubt of any type of infectious disease or rash, parents/guardians should consult their family physician before sending the child to school. Students will need a permit from their physician to re-admission to school. Do not send your child to the clinic to see the health coordinator, as this may expose other students to a communicable disease.

Immunizations

Every child entering TCCS must have been administered the basic series of immunizations against:

- Whooping cough
- Diphtheria
- Typhoid
- Polio
- Measles
- Mumps
- And all other diseases are required by state law and Archdiocesan policy

The state requires that all students entering public or non-public schools have at least 5 doses of DPT, DT, and or TD vaccine, provided that at least one dose of DPT/OPV has been received on or after their fourth birthday. For the health and safety of the entire student body, the required documentation of immunizations, including the doctor's signature, must be on file for a student's registration to be complete. All new students entering the Archdiocese of Galveston-Houston school district are required to present written evidence of TB testing and results. Students with

incomplete immunization records are not admitted to class until their record is current. It is the parent's responsibility to keep their child's immunization record current.

Immunization Checklist

Diphtheria/tetanus/pertussis containing vaccine, ages 3 and 4 years: 4 doses	_____
Diphtheria/tetanus/pertussis containing vaccine, Kindergarten entry: 5 doses, one on or after 4 th birthday	_____
Students 7 years and older are required to have 3 doses of a tetanus/diphtheria-containing vaccine	_____
Entry, grade 7 - is required to have one booster of tetanus/diphtheria/pertussis containing vaccine, if at least 5 years have passed since the last dose of a tetanus-containing vaccine or when the 5-year interval has lapsed.	_____
Entry, grades 8-12, one dose Tdap booster when 10 years have passed since the last dose, date due:	_____
Hepatitis A, 2 doses required for children in PK and Kindergarten (1 st dose after age 1)	_____
Hepatitis B, 3 doses required for all students, PK3, 4, and grades K-12	_____
HibCV, minimum 1 dose required for children younger than 5 years, after age 1	_____
Meningococcal, 1 dose for students for entry into 7 th grade	_____
MMR required for ages 3 and 4 years: 1 st dose after age 1	_____
MMR - 2 doses for Kindergarten, (1 st dose after age 1)	_____
MMR/M - grades 1-12, (2 doses measles containing vaccine and 1 dose of rubella and mumps)	_____
PCV7, minimum 1 dose required for children 59 months and younger, after age 1	_____
Polio, ages 3 and 4: 3 doses required	_____
Polio, Kindergarten entry, 4 doses required, one dose on or after 4 th birthday or if the 3 rd dose was given after the 4 th birthday. (Required for grades 1-12)	_____
Varicella vaccine, 1 dose required for children age 3 and 4 and grades 1-6, 8-12 (2 doses if given after age 13)	_____
Varicella, 2 doses required for grades Kindergarten and 7 th	_____

Note: The following is only required for grades K-3 in certain counties. Please check with DSHS.

Hepatitis A, two doses of Hepatitis A are required for children upon entry in **K through 3rd grade**. The 1st dose is administered on or after their 1st birthday. Requirements vary by county. Check with DSHS for up to date requirements, www.ImmunizeTexas.com

Lice

Any child sent home with lice may not return until all signs of lice and nits are gone. The Archdiocese of Galveston-Houston follows the nit-free policy of many local and county health departments. The school nurse must check the student before he/she is allowed to return to class. A student sent home with lice may not return to school until all signs of lice are gone, approximately 48 hours.

Chronic Illnesses

Treatments for diabetes, asthma, seizures, life threatening allergies, or other chronic medical conditions require an Individualized Healthcare Plan signed by the physician, indicating details on how to perform the treatment and all the medication information indicated above for prescribed medications. If students are to carry and/or self-administer medications or treatments, physician's orders are required on the Individualized Healthcare Plan. Pursuant to the TCCB ED Health Manual, the following requirements for the specified chronic illnesses are outlined below:

Diabetes

After a student is diagnosed with diabetes, and prior to the student returning to school, there must be a school meeting to review and discuss the student's Individualized Healthcare Plan. The plan must include how to respond to a diabetic crisis during the school day.

Before a student returns to school the parent will:

- Notify the appropriate school personnel of the student's diabetes diagnosis.
- Educate and review diabetes treatment with the student.
- Provide the school with all completed forms prior to the student starting the first day of school including:
 - Individualized Healthcare Plan for Diabetes
 - Self-carry and Self-administer Diabetes Medication Agreement if authorized by physician in student's Individual Healthcare Plan
- Provide, to the school, all prescribed medication with proper pharmacy label prior to student's first day of school.
- Replace the medication after use or upon expiration.

Before a student returns to school the student will:

- Need to know his/her diabetes signs, symptoms, care they need, restriction(s), and treatment.
- If ordered by the physician, may carry his/her own diabetes medication/supplies. It must be labeled appropriately, including the expiration date. It must be stated in the Self-Carry and Self-Administer Diabetes Medication Agreement where the student will carry the diabetes medication/supplies and the school location for back up.
- If authorized by physician in the student's Individualized Healthcare Plan, the parent and student will sign the Self-Carry and Self-Administer Diabetes Medication Agreement.

- Notify an adult immediately if he/she is having difficulty with his/her diabetes.

Before the student returns to school the school will:

- Setup a meeting with the parent and appropriate school personnel to review the student's Individualized Healthcare Plan.
- Notify school personnel of the following:
 - Student(s) who have diabetes, any signs and symptoms, instruction of care, and proper treatment.
 - The location of medication, if carried by the student, and the location of the backup medication within the school.

Diabetes Health and Safety Code

Chapter 168 of the Health and Safety Code pertains only to public schools and does not apply to private schools. Catholic Schools are considered to be in the private sector and if someone who is not licensed performs diabetic services (not a licensed nurse), they would be subject to violations of various laws. Catholic Schools are not covered by Civil Immunity under the law as public schools/employees are, except those schools with a licensed nurse (See TCCB ED Health Manual).

<https://capitol.texas.gov/tlodocs/79R/billtext/html/HB00984F.HTM>

<https://statutes.capitol.texas.gov/Docs/HS/htm/HS.168.htm>

Seizures

After a student is diagnosed with seizures and before the student returns to school, there must be a school meeting to review and discuss the student's Individualized Healthcare Plan including responding to a seizure during the school day.

Before a student returns to school the parent will:

- Notify the appropriate school personnel of the student's seizures, warning signs and trigger(s).
- Educate and review the seizure warning signs, trigger(s), restrictions, and treatment with the student.
- Provide a written Individualized Healthcare Plan form, signed by the physician, prior to returning to school, that includes the student's seizure severity, signs and symptoms, instruction for care, medication administration and when to call EMS.
- Sign the school liability and consent to treat form.
- Provide the school with all prescribed medication with proper pharmacy label prior to the student's first day of school. Replace the medication after use or upon expiring. Please note seizure emergency medications (example: Diastat, Diazepam, etc.) can only be administered by a licensed nurse. If a licensed nurse is not on staff, then 911 should be contacted.

Before a student returns to school the student will:

- Need to know his/her seizure warning signs, trigger(s), how to avoid the seizure trigger(s), the reaction they have, care they need, restriction, and treatment.

- The student is to notify an adult immediately if he/she is having any difficulty.

Before the student returns to school the school will:

- Schedule a meeting with the parent and appropriate school personnel to review the student's Individualized Healthcare Plan.
- Take all steps necessary to support the student to avoid seizure trigger(s).
- Notify school personnel of the following:
 - Student(s) who have seizures, any signs and symptoms of a reaction, instruction of care, and proper treatment, and
 - Personnel need to know the specific seizure trigger(s), the warning signs, where medication is located, and emergency treatment. If a licensed nurse is not on staff and a student's symptoms worsen, 911 may be contacted.

Asthma

After a student is diagnosed with asthma and before the student returns to school, there must be a school meeting to review and discuss the student's individualized healthcare plan including responding to an asthmatic episode, during the school day.

Before a student returns to school the parent/ guardian will:

- Notify the appropriate school personnel of student asthma and avoidance of asthma trigger(s).
- Educate and review asthma treatment and trigger(s) with student.
- Provide a written Individualized Healthcare Plan form, signed by the physician, prior to returning to school that includes the student's asthma severity, signs and symptoms, instruction for care, medication administration, self-carry/self-administration consent (if applicable), and when to call EMS.
- Complete a Self-Carry and Self-Administer Medication Agreement if authorized by physician in student's Individualized Healthcare Plan.
- Sign the school liability and consent to treat form.
- Provide the school with all prescribed medication with proper pharmacy label prior to starting school. Replace the medication after use or upon expiration.

Before a student returns to school the student will:

- Need to know his/her asthma trigger(s), how to avoid asthma trigger(s), the reaction they have, care they need, restriction(s), and treatment(s).
- If ordered by the physician, the student may carry his/her own emergency asthma inhaler that is labeled appropriately and includes the expiration date. Additionally, the Self-Care Agreement should detail where the student will carry the emergency asthma inhaler and note the back-up medication is located within the school.
- If authorized by physician in the student's Individualized Healthcare Plan, the parent and student will sign the Self-Carry and Self-Administer Agreement.
- The student will notify an adult immediately if he/she has come in contact with an asthma trigger(s) or is having any difficulty.

Before the student returns to school the school will:

- Setup a meeting with the parent and appropriate school personnel to review the student's Individualized Healthcare Plan.
- Take all steps necessary to support a student with asthma to avoid the trigger(s).
- Notify school personnel of the following:
 - Student(s) who have serious asthma reactions, signs and symptoms of a reaction, instruction of care, and proper treatment, and
 - Personnel need to know the specific asthma trigger(s), warning signs, where emergency medication is located, and emergency treatment. If a student's symptoms worsen 911 may be contacted.

Nebulizers

The use of nebulizer treatments in schools, for the treatment of asthma should be done with extreme caution. Non-medical personnel should not be responsible for the administration of the nebulizer treatment without careful training. The parent is ultimately responsible for the care of their asthmatic child.

Life-Threatening Allergies

After a student is diagnosed with life-threatening allergies and before the student returns to school there must be a school meeting to review and discuss the student's individualized healthcare plan including responding to allergic reactions, during the school day.

Before a student returns to school the parent/ guardian will:

- Notify the appropriate school personnel of student allergies and detail the avoidance of allergen(s).
- Educate and review allergies, allergen(s), warning signs, restrictions, and treatment with student.
- Provide a written Individualized Healthcare Plan form, signed by the physician, prior to returning
- to school. The Individualized Healthcare Plans should include the student's allergy(ies), signs and symptoms, instruction for care, medication administration, self-carry/self-administration consent (if applicable), and when to call EMS.
- Complete a Self-Carry and Self-Administer Medication Agreement if authorized by physician in student's Individualized Healthcare Plan
- Sign the school liability and consent to treat form.
- Provide the school with all prescribed medication with proper pharmacy label prior to starting school. Replace the medication after use or upon expiration.

Before a student returns to school the student will:

- Need to know his/her allergy trigger(s), how to avoid allergen trigger(s), the reaction they have, care they need, restriction(s), and treatment(s).
- If ordered by the physician, may carry his/her own emergency Epinephrine auto-injector device. It must be labeled appropriately, including the expiration date. It must be stated in

the Self-Carry and Self-Administer Agreement where the student will carry the emergency Epinephrine autoinjector and the school location for back up.

- If authorized by physician in the student's Individualized Healthcare Plan the parent and student will sign the Self-Carry and Self-Administer Agreement.
- The student will notify an adult immediately if he/she has come in contact with an allergen.

Before the student returns to school the school will:

- Setup a meeting with the parent and appropriate school personnel to review the student's Individualized Healthcare Plan.
- Take all steps necessary to support a student with asthma to avoid the trigger(s).
- Notify school personnel of the following:
 - Student(s) who have life-threatening allergies and reactions, signs and symptoms of a reaction, instruction of care, and proper treatment, and
 - Personnel need to know the specific life-threatening allergy, warning signs, where emergency medication is located, and emergency treatment. Any time an Epinephrine auto-injector is used 911 is called and Advanced Life Support will be requested.

Epinephrine Auto-Injectors

If the student has any noted allergies requiring the use of an epinephrine auto- injector, the parent will:

- Provide written prescription from the physician for the student.
- Furnish the school with **two** epinephrine auto-injectors for the student in case of an emergency.
- Any expired epinephrine auto-injector pens are to be immediately replaced by the parent.
- The school must have at least one staff member who is authorized and trained to administer an epinephrine auto-injector during all hours the campus is open.
- Each child is recommended to wear a MedicAlert® bracelet that states his or her allergy/allergies.
- Children who are no longer allergic or no longer require an epinephrine auto- injector must present a letter of explanation within 10 school days from their allergist/physician (MD or DO), and
- Epinephrine auto-injectors for the allergic child must be brought on field trips.

EMERGENCY CARE AND FIRST AID

Every school shall have a written plan for emergencies. Provisions shall be made to implement the procedures, to fully inform parents, and to inform and prepare all staff members.

In cases of accident or sudden sickness, the principal or designee is responsible for coordinating notification of parents, sending students home, and guiding parents to sources of treatment, when necessary or requested.

School staff should render first aid when it is safe and practical to do so but should only provide a level of care for which they have received competent training. In case of emergency, school staff should call 911, comply with instructions given by emergency personnel and should take reasonable steps to safely prevent the situation from becoming worse when possible.

1. Emergency Information

The principal or designee shall have a readily accessible file containing emergency care information for each student.

2. 911 Calls on Campus for Students

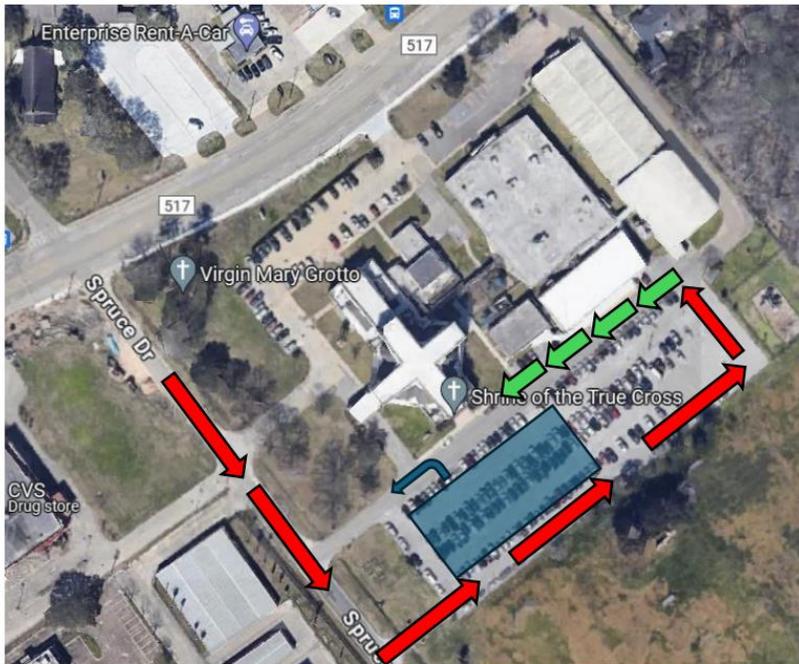
- If a student is in need, call 911.
- Contact parent or guardian to inform them of the emergency.
- If parent is not physically present and does not want transport via ambulance, allow EMS to speak with parent and follow their protocols.

Document the medical event on the appropriate Accident and Incident Form and submit to the Catholic Schools Office Medication Policy.

Car Line Procedures

In order to provide safety for the students and to improve traffic flow, True Cross Catholic School expects to limit pedestrian crossing in the parking lot during the time of arrival and dismissal. It is imperative that the school have the cooperation of all parents and students.

For the safety of our students, drivers and staff; cell phone usage during carline is prohibited.



- Enter from 517 by turning onto Spruce Drive (between the church and CVS).
- Go past the first two entrances to the church property. At the third one, you'll see an "Enter" sign.
- Turn left into the church and school parking lots.
- Move across the back of the parking lot, then turn left where the pavement ends.
- Turn left again as you reach the group of school buildings.
- The green arrows indicate our 5 loading spots. Please pull all the way up and wait for a teacher to bring the child(ren) to your car.
- Once in the car, move to the church parking lot, highlighted here in blue. This is where you may take your time ensuring that your child is properly buckled.
- Follow the blue arrow to exit onto Spruce Drive.
- Please make a **RIGHT TURN ONLY** going from Spruce Drive to 517. This keeps the line from backing up.
- Please remember: **no walk-ups**; children should not ever cross the car line, even with an adult.

Arrival and Dismissal Procedures

All parents and caregivers must use the car line for both morning drop-off and afternoon pick-up—unless your child is enrolled in aftercare. Teachers and parents assist students as they exit their vehicles and walk to the cafeteria. If your child refuses to get out of the car, please exit the car line, give them a moment to calm down, and then re-enter the line. If your child still refuses to exit, park in front of the school and walk them in at 8:00 A.M.

For any safety concerns, parents will be asked to personally walk their child(ren) to the front door of the school. In the event of a safety issue during afternoon carpool, the student will remain in the office until a parent or guardian arrives to pick them up.

Each school family is required to display a school-issued car placard, including families with only one child or those whose children walk to and from school. Students will only be released to parents or individuals authorized for pick-up. The placard must be placed visibly on your dashboard. No student will be dismissed to a vehicle without a valid placard.

Morning Drop-Off Details:

- Drop-off begins at **7:45 A.M.**

- School starts with **Morning Prayer at 7:55 A.M.**
- Teachers will assist students exiting from the **back or front passenger doors only**. Students may **not exit from the driver's side**.
- All belongings (backpacks, lunch kits, projects, etc.) should be easily accessible to help ensure a smooth and safe drop-off process.

After exiting the vehicle, students should enter **Cargill Hall through the front entrance**, where a teacher will be there to welcome them.

Car line ends at 7:55 A.M. If you arrive at or after 7:55 A.M., please park in front of the school and walk your student to the school office. Note that office staff has limited capacity to handle large numbers of tardy students, so please arrive on time.

Dismissal

Dismissal begins at **3:15 P.M.** For safety reasons, afternoon carline **may not begin lining up before 2:30 P.M.** During the school day, students use the back playground and field areas, so it is unsafe for cars to be in the parking lot earlier. Allowing cars in the area before 2:30 increases the risk of accidents.

Child Release

No child will be released to a parent, guardian, or parent designee if the school staff believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child at that time. Another person from the student's emergency contact list will be called to pick up the child(ren).

Dismissal Times:

3:15 P.M.	All Students
3:30 P.M.	Remaining Students move to Extended Day

Car Line Dismissal Procedures

Placards (car tags) will be distributed to families during school supply drop-off. Each family receives **two car tags** at the beginning of the year. If you need additional tags, please contact **Michelle Martinez at mmartinez@truecrosschurch.org**.

If a placard is missing, or there are any questions about the person picking up a student, staff will require a **valid photo ID** before releasing the child.

Please form a **single-file car line** at the back of the school. Teachers will assist students into their vehicles in an organized manner. To keep the process efficient, **pull forward as far as possible** so that **four vehicles can be loaded at a time**. After your child is safely inside, **pull ahead slowly** and stop in a designated area to fasten seat belts.

Important Safety Rules:

- **Remain in your vehicle** at all times during car line.
- **Do not allow students to enter from the driver's side** of the car.

- Stepping out to assist a child or holding up the line creates safety hazards and slows dismissal.

To keep traffic flowing, please **do not use car line time to speak with teachers**. If you need to talk with a teacher, **email them to request a phone call or meeting**.

All students must be secured in an appropriate **car seat or seat belt** as required by Texas law. For details, visit: [Seat Belts and Car Seats – txdot.gov](http://www.txdot.gov/seat-belts-and-car-seats).

Walk-up pick-up is not allowed. All students must be dismissed through the car line. If you need to check out your child early, you must do so **before 2:30 P.M.** at the front office. Once car line begins, **no parents or students may cross the car line**, and anyone entering the building after car line starts will need to **wait until it is complete** to exit. No exceptions will be made.

These procedures are in place to ensure the safety of every child. Thank you for your cooperation.

Seat Guidelines at <https://www.txdot.gov/driver/kids-teens/safety-belts.html>

All clubs and tutoring will be dismissed at the back of the school using a car line.
Teachers will not assist students in vehicles without the proper safety seats and or belts.

Extended Day Program

The True Cross School After School Program follows the guidelines of the Archdiocesan School Office. The Extended Day Program serves students until 6:00 P.M. Monday-Friday. Services are provided for students attending True Cross in grades pre-kindergarten through eighth grade. **The Extended Day Program is open only when school is in full day session.** Parents must register students and pay a fee to utilize the program. Students participating in the True Cross Catholic School before school program must be dropped off in the middle school art room. Parents must drop students off at the front door of the hall and sign their child in for the program. At the end of the EDP attendance, parents must provide I.D. and sign their child(ren) out.

<u>Session/ Time</u>	<u>Rates</u>
3:30 p.m. – 6:00 p.m.	\$15.00 per day

All parents must fill out and sign the Extended Day Program paperwork in FACTS/ SIS. This is required so the service is available in an emergency.

Snacks are provided for students in the afternoon after care program. Extended Day hours are as follows:
 - Monday through Friday 3:30 – 6:00 P.M.

The Extended Day (EDP) Program discipline plan is the same as the school plan. The After Care staff has the authority to exact consequences in accordance with the Discipline Management Plan. Many disciplinary consequences enacted in EDP will be served during the regular school day following the infraction.

EDP staff will pick up all students when the car line has ended. Students will have a snack and complete homework in aftercare. Once all students are finished with homework, the EDP staff will allow students to participate in a variety of activities, including (but not limited to) center activities, approved computer activities, outside playgrounds, etc.

Expectations

As members of a Christian and caring community, children will be expected to respect the staff, each other, and the environment. They must never leave the building or grounds without explicit permission from the Extended Day Program Staff. If a child is to go to the Extended Day Program, he/she is to report to the cafeteria at the end of the day. Students visiting in the halls or walking about the property will not be tolerated.

Children may not leave the campus and return to check in to the Extended Day Program, unless the principal provides written notice. Children will not be allowed to return to classrooms, for any reason, after 3:30 P.M. Children should not be in classrooms for any reason after the end of tutorials and clubs at 4:30 P.M.

Emergencies & Safety

With the children's safety and well-being in mind, it is extremely important that each parent fill out a registration form and adhere to the instructions given. One of the most important regulations concerns the procedures for a child leaving of the premises of the Extended Day Program.

- Parents or guardians should not take children from the school grounds without notifying the EDP staff and signing the child out.
- Parents or guardians should not send people whose names are not on the registration form or listed in FACTS/ SIS as having emergency pick-up rights to ask for the release of children. For the child's safety, release will not be granted. Parents may submit a written note requesting that a person be added to the FACTS/ SIS emergency pick-up list. Phone calls asking for this release will not be accepted. In all situations a valid ID must be presented, such as a driver's license.
- If there are any court orders in place, concerning your child, you must send copies to the principal and the Extended Day Program to keep on file.
- For a child to attend a sporting event at True Cross after school, a note must be sent detailing who will be picking the child up and who will sign him/her out of the Extended Day Program. All persons picking up a child must be listed on the registration form or in FACTS/ SIS as having the right to pick up the child. Under no circumstances will a child be sent to an event without authorized, adult supervision. Each child must be picked up and signed out of the program.

Illness & Accident

Illnesses or injuries which seem to be minor will be treated on the premises. Medication will not be administered unless a written statement from the physician and parent is on file in the EDP office. Forms for Physician's Request for Administration of Medication by School Personnel are available at the school clinic.

In cases which seem to be serious, the EDP Program Director, or Teacher on Duty, will make every effort to carry out the instructions as given on the registration form. Parents who do not wish to have their child treated in any way should indicate such on the registration form and should give directions to be followed in the space "Special Instructions". If it is determined that your child needs to be picked up, you will be contacted. Please make every effort to pick your child up in a timely manner, as we do not have accommodation for the care of sick children.

If the parent/guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Extended Day Program Staff will act according to their best judgment for the welfare of the child.

Homework

Each day a homework period is scheduled. This is a quiet work time. It is the responsibility of the child to acknowledge the time given and make proper use of his/her time. The Extended Day Program employees assist the children during homework time. They are not required to re-teach the material to the children. Please understand that there is only a certain amount of time allotted for homework, and that anything unfinished must be done at home. EDP homework help is a courtesy, not an obligation.

Toys from Home

Children should not bring toys from home. Often these items are very personal and important, so the child feels the items must be defended and protected. This is not consistent with the sharing atmosphere that we encourage. If a toy is brought to the Extended Day School Program, it will be collected and held until the child is picked up to go home.

If a personal toy goes undetected by the EDP staff and is missing or broken, the program, and/ or staff, and/ or school will not be held liable.

Communication

It is very important that you label all notes intended for the EDP director "Extended Day Care Program". They will then be forwarded to the program director. If it is necessary to call during the school day, please call (281) 337-5212 and leave your message for the program director. If you will be calling between 3:15 P.M. and 6:00 pm, then please understand the school office is closed, and your call will go directly to the Extended Day School Program.

Bills for the Extended Day Care Program will be added to your FACTS account. Parents may use the program and pay a daily fee of \$15, not to exceed the monthly tuition rate. If a bill is outstanding for more than two months your child may not be allowed to participate in the EDP Program until the account is paid in full.

Pick-Up from Extended Day Program

Parents will ring the doorbell at the front of the school and will be buzzed in the building. Parents or authorized persons must show their I.D., and the staff member on duty will call for their student and sign out their child(ren) using the FACTS SIS software.

Children may not leave the program without being signed out by an approved, licensed driver. If the EDP staff feel a situation is not safe, they may call the principal for assistance. In an emergency, the EDP staff may phone the police.

The EDP closes at 6:00 P.M. After the third late pick-up in a school year, Parents will be charged a \$60.00 per child late pickup fee. If you are going to be late picking up your child, please call the office and let the EDP staff know. It can be very distressing to your child(ren) to think they've been forgotten, and it is courteous to allow the EDP director to make and adjust her own plans.

Additional information concerning Extended Day is available in the school office.

General Information

Attendance

In compliance with the Texas Catholic Conference of Bishops Education Department, TCCB ED, schools are in session 180 days or 75,600 minutes each year. The 2025-2026 TCCS Calendar is based on the 75,600-minute requirement, not the 180 days option. Parents/Legal guardians are expected to honor the established calendar. It is strongly recommended to schedule medical appointments and vacations outside of school hours. If it is necessary for parents to remove a student from classes for reasons other than family emergencies or illness, a written request should be submitted to the principal indicating the reason for the absence and the number of days the student will be absent. Parents will be contacted to schedule a meeting with the principal if there are excessive absences.

Daily school attendance is an effective way to assure continued academic progress. Students are to attend school unless there are valid reasons for absence. Excessive absences, as well as habitual tardiness, seriously affect school performance. If a student is excessively absent, they may not be allowed to move forward to the next grade level.

Students absent for 10% of the school year (18 days) must submit a letter to the office stating the reason for absences. Students may not receive credit for the school year if they miss 10% of the year, unless the absences are approved by the Principal. Parents will be notified at each reporting period if there is an issue with tardiness and/or absences.

Tardiness has a direct impact on learning, self-discipline, and the overall discipline of the school. To ensure an orderly, disciplined environment, school begins promptly at 7:55A.M. Monday through Friday. The student is tardy if he/she is not present for prayer by 7:55 A.M. Students may not be in the halls, the office, etc. Tardy data is logged electronically beginning at 8:00 A.M. A student is tardy if he/she arrives after the designated time set by the school schedule. A

student who is late is required to report to the school office before being admitted to class. Habitual tardiness seriously affects school performance. Five tardies equals one absence.

Tardiness is neither excused nor unexcused. Students must be in their classroom for instruction, beginning with morning prayer. If a student is still in the hallway or office, he/she is considered tardy.

When tardiness or absenteeism begins to affect a student's performance, or the child has been absent for 10% or more of the school year, parents will be contacted and consequences discussed. If there is chronic absenteeism and/or tardiness, a contract between TCCS and parents will be created to ensure attendance. All absences are considered absences – they are neither excused nor unexcused. TCCS recognizes the following as valid reasons for an absence:

- Student illness.
- Family emergency, such as death or serious illness

If a student has been absent for three days or more or is under a doctor's care:

- The school needs a doctor's note, so the student may be readmitted to school.
- Requests for homework are honored for an afternoon pickup when requested before 9 A.M. Staff will work to assemble the necessary papers.

The school's accreditation depends on adhering to a "Bell to Bell" schedule and requires a specific number of minutes per day for instruction. Please be supportive of the 7:55 A.M. daily start of school so that we may provide your child with an exemplary education.

Other attendance notes:

- A student not physically present at school is marked absent.
- A valid reason for absence does not mean a student will not be marked absent.
- Students not in attendance at 10:00 A.M. or leaving the school prior to 10:00 A.M. for the remainder of the day, will be counted as absent for the day.
- When a student is absent, the parent/guardian is expected to send a written note upon the student's return to school. Notes are kept with the homeroom teacher's files in their classroom.
- Leaving school during the day is discouraged in order to maximize instructional time. Please make every effort to schedule routine medical and dental appointments after school hours. If necessary, students may be picked up early from school. However, a note must be sent to the office stating the time you wish to pick your child up and the designated person who will be picking your child up. Parents may also call the office to request their student be sent to the office to leave early. Parents/legal guardians or designated person must come to the office to sign the child out of school.
- A student who checks out during the day and does not return by the last class of the day, may not return to campus for any reason– for example: clubs, athletics practice or game, programs, performances, or tutoring unless there are extenuating circumstances. In rare cases, the principal may grant permission for the student to return.

- The school staff is not obligated to provide special assignments to a student when a parent opts to schedule activities that warrant student absences on compulsory attendance days as indicated on the school's calendar. Students who go on vacation during regular school time will get their assignments upon return to school.
- Parents are encouraged to contact the student's homeroom teacher via email to inform them of their child's absence. If a student is absent for more than 2 days, teachers will contact the parent to check in on the student.
- Parents of students who will have an extended absence due to illness or other extenuating circumstances should make arrangements with the teacher(s) concerning how the student will get class information and complete assignments.
- For students who are habitually absent and have accumulated excessive absences, a doctor's note may be requested for each absence to provide him/her with make-up work and other assignments.
- Students may not be eligible to attend overnight field trips, ie. Camp Kappe and/or Washington D.C. trip if there are excessive absences, failing grades, and/or conduct issues.

Make-up Work

- Students have the same number of days they missed plus one to complete missing assignments. For extended absences, however, parents will meet with the teachers and principals to create a timeline for completing missing work.
- Students may be asked to stay after school during tutoring to make up absent work. Teachers will contact parents if missing work needs to be made up after school.
- Long term projects and tests will be made up the day the student returns to school if they were absent on the due date, unless provisions have been made by the teacher or administrator before the student returns to school.
- Students whose absences or excessive tardies have resulted in missing and/ or incomplete work may not be eligible to attend field trips. It is up to the discretion of the teacher and administrator to consider if the student's time would be better utilized completing work. Parents will be notified if their child is in jeopardy of missing out on a field trip due to academics, conduct, and/or attendance issues.

In these cases, the student will be permitted to attend school in a lower grade and will need to complete assignments prepared by the homeroom teacher. Reimbursement for missed trips is not generally available due to the structure of venue payments.

Academics

Program

True Cross Catholic School faculty and staff are committed to forming students who recognize and appreciate Beauty, Truth, and Goodness. The Catholic Classical educational process at True Cross Catholic School is imbued with the richness of Catholic Tradition, and develops students

academically, spiritually, physically, and socially to seek their vocational call: to know, love and serve God in this life, and to be with Him forever in the next.

The academic standards for True Cross Catholic School are guided by the Texas Catholic Conference Education Department, the Archdiocese of Galveston-Houston, the Pastor, the Principal, and the Faculty and Staff of True Cross Catholic School.

The excellence of academic standards is derived from the following provisions:

- Degreed teachers who maintain professional growth through continuing education;
- Use of texts, primary resources, and materials that facilitate classical learning;
- A commitment to education for both faculty and students;
- Yearly standardized testing to measure student achievement grades 1-8;
- Ongoing improvements of instructional facilities;
- A growing enrichment program;
- A disciplined atmosphere where children show respect for others and attention to the task at hand;
- A positive environment that allows children to achieve growth through success and failure.
- Consistently having high expectations

Curriculum

True Cross Catholic School academic curriculum is a Catholic Classical curriculum that surpasses state and Archdiocesan requirements. The regular academic curriculum includes religion, language arts, foreign language, math/algebra, science, social studies, spelling, physical education, Sacred music, and Sacred art.

Our curriculum is classically focused and founded on Catholic values and authentic Catholic doctrine. It is based on the Cardinal Newman Standards, Archdiocesan Standards, and the Texas Education Agency (TEA) essential elements as part of the Texas Essential Knowledge and Skills (TEKS). Our campus curricula program is accredited by TCCB ED and Master teachers from the Archdiocese of Galveston-Houston Catholic schools develop, review TEKS and make recommendations as needed to utilize TEKS as the basis for our teaching coupled with Catholic doctrine and enhanced learning opportunities.

It is our philosophy and belief that our curriculum demonstrates an excellence in academics, rather than merely the essentials of academics, since our curriculum is based on national standards. TCCS also offers integrated technology and library for all classes.

Our curriculum in Religion is based on the framework from the United States Catholic Conference of Bishops (USCCB), and the core content areas (as well as the auxiliary subjects) are based on the Texas Essential Knowledge and Skills (TEKS), embedded with Catholic doctrine and Tradition as well as increased rigor and relevance.

Sacramental Preparation

Students participate in religion class every day. During second grade, students prepare for the Sacraments of Reconciliation and First Communion. They are required to attend classes with the parish CCE students to build community and faith for part of Sacramental Preparation.

TCCS Distance Learning Plan

The True Cross Catholic School Distance Learning Plan (TCCS DLP) is intended to describe the actions and approach TCCS will take in the event of an extended school closure. If the TCCS campus is closed and this TCCS DLP is activated, the Principal will send email communication to parents and faculty/staff making this announcement and delineating a timeframe for its implementation.

If the TCCS Distance Learning Plan is implemented, parents will receive the school schedule and expectations for distance learning.

A structured approach to online classes will allow you to better plan for student lesson access, for your own workload, and will also provide links to the live instruction that you may access at a more convenient time for your household. This structured approach will most likely include:

- A daily schedule for your child, including live teacher lessons, direct teaching, guided practice, access to recorded lessons and online resources
- Weekly Tutorials (added tutorials will be based on student need)
- Differentiated Learning Opportunities that will offer support and enrichment for students
- Access to weekly lesson plans via FACTS/SIS
- Daily office hours scheduled by the teacher

Core Subjects

Grades 1 – 3 Religion, English, Spelling, Reading and Mathematics

Grades 4 – 5 Religion, English/Spelling, Reading, Mathematics, Science and
Social Studies

Grades 6 – 8 Religion, Reading/Literature, English, Mathematics, Science
and Social Studies

Textbooks/School Materials

Proper care is expected of all textbooks and school materials (including technology). Lost or damaged textbooks or school materials are to be paid in full. Students are responsible for the books, textbooks and school materials issued to them or being used by them. All school materials must be treated respectfully, appropriate fines/consequences will be issued.

Parents may request a second set of books for home use. They will be issued if they are available. Contact your student's homeroom teacher to arrange for a second set of textbooks.

Library

Our school is fortunate to have a beautiful and adequate library facility. Our volume of books is steadily growing. Each class visits the library at least one time each week. Parents are urged to encourage reading as well as the proper care of library books. Books are checked out for one week. Two books may be checked out each time if desired. To renew a book, the book must be brought on your library day to the librarian to be rechecked; otherwise it is considered an overdue book. A book overdue for two weeks (except absences due to illness) will be considered lost and will be billed to you at replacement cost. It must be paid for before you can check out books again. Report cards may be held for overdue materials or fines owed to the library. You are responsible for the books as long as they are checked out in your name.

The library provides access to Get Epic, a free, online database of quality books for students to read during the school day. The link to this resources is <https://www.getepic.com/>. Parents are encouraged to visit the site and consider if they would like to purchase individual access beyond the school day.

Students at TCCS are encouraged to have a public library card so that they may learn to use its resources in support of their classwork. This includes having the card number, so that they will be able to use online research databases when needed and time allows.

Grading/FACTS SIS

A Catholic philosophy of grading and reporting recognizes the role of parents/guardians as the primary educators for their child and the home as the most important educational institution. The impact of parent/guardians greatly influences the educational progress of a child. The Catholic School assists the educational process by endeavoring to educate the whole child and influence the religious, academic, social, emotional, and physical growth of your child. The report card indicates your child's progress both in relation to his/her ability and what is usually expected of a child in this grade.

A semester average is calculated for each subject taught. The Final Average determines credits for promotion or retention. Grades are averaged and reported for each grading period. Grades of 70% and above are passing grades. Students whose average for the grading period is below 70% receive an F which is failing.

Grades are weighted as follows:

<i>Elementary (1st-5th)</i>	<i>Middle School (6th-8th)</i>
Fall - 1 st and 2 nd Quarters - 50% each	Fall - 1 st and 2 nd Quarters - 45% each Semester Exam/Project - 10%
Spring - 3 rd and 4 th Quarters - 50% each	Spring - 3 rd and 4 th Quarters - 45% each Semester Exam/Project - 10%

FACTS SIS

True Cross Catholic School uses the online grading system, FACTS SIS. Parents will be contacted if their child has a failing grade before progress reports or report cards. Phone calls and/or conferences will be documented. Parents will also be contacted if their child’s performance for the quarter in weeks three through nine has dropped ten or more points since the last report card.

Evaluation and Reporting

The curriculum of True Cross Catholic School complies with time allotment and subject requirements of the Texas Catholic Conference of Bishops Education Department (TCCB ED). Various education and athletic opportunities are available to our students as electives and extracurricular activities. The school year is divided into four nine-week quarters. Every grade a student earns both academic and conduct grades. Student performance grades will be the result of an honest, careful evaluation of all phases of the student’s work and effort.

Education at True Cross Catholic School involves the spiritual, emotional, social, and intellectual development of children. Evaluation procedures reflect the consideration of each of these aspects. Grades are based on discussions, participation, written work, quizzes, portfolios, projects and tests. The teacher determines the weight category of each grade. Grading weights are set by the Catholic Schools Office of the Galveston Houston Archdiocese. They are outlined in the handbook and are also visible on FACTS SIS, the online grading system. If you forget your login information contact Mrs. Martinez, and she will assist you with the system.

Progress Reports

Progress reports are found online using the FACTS/SIS System. Parents and students are responsible for accessing Progress Reports online using their FACTS SIS Account. Paper copies are not issued. If a parent would like to schedule a conference regarding the progress report, they may call the office or send the teacher an email to set up an appointment. Teachers may also contact parents to discuss issues regarding academic progress and/or conduct. Teachers will contact parents if their child’s behavior or academic achievement has changed significantly since the previous reporting period.

Report Cards

Report cards are sent home after every nine-week quarter, approximately one week after the close of the quarter. They are also available online in the FACTS/ SIS System. Parents are expected to use both methods to keep up with student progress. If a parent would like to schedule a conference regarding the report card, they may call the office or send the teacher an email to set up an appointment. Teachers may also contact parents to discuss issues regarding academic progress and/or conduct.

Report cards must be signed by the parent and returned to the student's homeroom teacher within a week of issuance. If the printed report card isn't available, the parent may write a note affirming that they have seen either the paper or digital copy. 4th Quarter report cards will be issued the last day of school and are not required to be returned to the school.

Promotion/Retention

A student is promoted to the next grade if he/she has satisfactorily completed the work of the current grade. If a child receives a final grade below 70, the child fails the subject. If two subjects are failed, the child may be placed or retained. The school recommends that students who fail courses seek credit recovery at an Archdiocesan school that offers summer credit recovery.

Graduation

Eighth-grade Graduation is a promotion to the next grade. Promotion is governed by the same criteria as established for other grades. TCCS Graduation is scheduled for one of the last Masses of the year. Dress code is full dress unless otherwise specified by the principal. Graduation may be marked by a simple and dignified exercise/ceremony which gives recognition to the unique value of the Catholic education just completed.

ACADEMIC GRADES:

Early Childhood Grading Scale (Grades PK3 thru Kindergarten)

NY	Not Yet
S	Sometimes
C	Consistently
NA	Not assessed

Kindergarten students will receive a report card every quarter. Prekindergarten students will receive report cards twice per year, January and May. If there is an academic concern for a prekindergarten student, parents will be notified during the October conference day.

Content Area Grading Scale (Grades 1-8)

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or Below

Ancillary Grading Scale (Elementary)

E	Exceeds	93-100
P	Proficient	85-92
S	Satisfies	77-84
N	Needs Improvement	70-76
U	Unsatisfactory	69 or Below

Ancillary Grading Scale (Middle School)

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or Below

CONDUCT (All Grade Levels)

E	Exceeds	93-100
P	Proficient	85-92
S	Satisfies	77-84
N	Needs Improvement	70-76
U	Unsatisfactory	69 or Below

Based on the behavioral traits exhibited by the student, a conduct grade will be determined as follows:

	*Behavioral Traits
E = Almost always... S = Most of the time... N = Some of the time... U = Usually does not...	<ul style="list-style-type: none"> • Exhibits Gospel values, practices virtues, and displays behavior consistent with that of a disciple of Christ • Demonstrates reverence during prayer and liturgy • Follows rules and expectations • Respects others, self, and property

Based on the executive functioning skills exhibited by the student, feedback will be provided on progress reports and report cards. The following provides examples of typical Executive Functioning Skills.

***Executive Functioning Skills**

1. Works independently
2. Follows directions and procedures
3. Starts tasks and maintains focus on them
4. Transitions from one task to another
5. Completes tasks/assignments on time
6. Organizes work & personal items
7. Is prepared for class
8. Participates in class activities
9. Works well with others and in groups
10. Uses time and resources wisely
11. Has consistently strong homework habits
12. Responds positively to feedback as a tool to improve
13. Solves his/her own problems
14. Monitors and self-regulates actions

Homework

Teachers will have students complete homework, grades 1-8, in class the first 1-2 weeks of school to gauge the time it takes students to complete homework.

Teachers should assign homework with great care. Assignments should reinforce skills previously taught, foster habits of independent study and meet growth needs of individual students. With certain, rare exceptions, homework should be work that the student can complete independently. Homework is not to be used to catch up on missed class work. The work should be of such a nature as to encourage and facilitate but not demand parental involvement.

Department structure requires coordination of assignments to avoid excessive amounts of work. Assignments which may require specialized resources or in any way disrupt the home should be avoided. Homework should be reviewed after it is due, so students see where they did well and where they need extra support.

Generally, homework assignments should be made Monday, Tuesday, Wednesday, and Thursday evening. Middle school students may have homework assignments over the weekend if necessary.

Homework should not be assigned on Friday (grades pk-5) or the last school day before a holiday.

True Cross Catholic School policy requires homework that includes both written assignments and review/study of material presented in class. There is no absolute minimum or maximum length of time per evening, as each student's needs and ability will dictate the amount of time needed to complete home assignments or study projects and maintain or master basic skills. All students are expected to have homework completed and turned in on time.

If your student is having difficulty and/or taking an exceptionally long time to complete homework, contact the classroom teacher to schedule a conference. It is very important that teachers know if students are experiencing difficulty with homework completion.

Teachers should assign homework with great care. Assignments should reinforce skills previously taught, foster habits of independent study and meet growth needs of individual students. Homework must be work that the student can complete independently. Homework is not to be used to catch up on missed class work, unless the parent is notified regarding the issue of unfinished work

Projects are prohibited from being due the first day back from a long weekend or vacation. Parents must be notified of project and/or program dates in a timely fashion. Students (and parents) must be given expectations (e.g. rubrics) for projects (in and out of class projects). Parents and students must be notified regarding project date and expectation updates/changes as soon as possible (via email).

Homework planned to meet the needs of students has an essential place in the educational program. Homework should be assigned for the following purposes:

- reinforcing concepts and skills that have been presented in class,
- developing the student's creativity and discipline through enrichment projects or research, and
- providing opportunities for the student to work independently and to accept responsibility for completing a task

Homework is not busy work and must therefore have a reason for completing it (i.e. review, practice).

The guidelines below reflect the average daily time frame for homework at each grade level. Times are based on average students – many students will finish faster, and some students may require additional time to complete homework assignments. If your child is taking an excessive amount of time to complete their homework, please contact the teacher.

Classroom teachers will inform parents of upcoming tests and projects via the Friday Letter and/or emails. They will also update parents and students of project requirements and changes made to the project/test due date schedules when they are changed.

Homework Time Guidelines

- Grades PK-3/4 - 10 minutes + 10 minutes daily of a parent reading aloud to the child
- Grades 1-2 - 20 minutes + 10 minutes daily of independent reading
- Grades 3-5 - 30-45 minutes + 20 minutes daily of independent reading
- Grades 6-8 - 45-60 minutes + 20 to 30 minutes daily of independent reading

*The guidelines above are a general guideline and should represent the time it takes the average student to complete work. Homework supports classwork and is meant to be purposeful for student learning and skill acquisition. *Homework should not exceed 90 minutes, including

reading time and study time. If your child(ren) are spending more time on homework than the guidelines, contact their teacher(s) to set up a meeting to discuss homework.

Frequent failure to complete homework assignments will seriously affect the student's ability to learn taught materials and a parent-teacher-student conference will be requested by the teacher. The student is responsible for completing and turning in his or her assignments. Work is considered late if it is not turned in at the directed teacher time. Assignments should be turned in on the date and time it is due. Any work brought in or emailed by parents is considered late work if it is turned in during class because the student forgot it or was working on it. Please stress with your child their responsibility of putting completed homework in his/ her backpack the night before, so that it is not forgotten.

If your child has difficulty completing homework in a timely manner or they do not understand what the work entails, email the teacher. Junior high students should contact their teachers with any questions pertaining to homework and projects before the project due date. It is important to inform teachers as soon as there is an issue with completion or understanding, so they can address the situation.

Homework Folders/ Assignment Books

Homework folders or assignment notebooks will be used to help parents monitor student assignments and help students build responsibility. Folders of elementary students may also contain weekly reports on progress and behavior. Students may be required to obtain signatures if problems arise concerning organization or completion of homework assignments. We ask that you take time each evening to go over this with your child. Middle School students are expected to progress in time management skills, recognizing that projects and test preparation are their responsibility beyond ordinary homework demands.

Thursday Folders

Various school documents, including administrative letters, schedules, newsletters, etc., communicate school business with families. Students bring home notices in the Thursday folders. Report Cards will be sent home in an envelope. They should be signed and returned with the envelope in the folders to the school on Friday.

Make Up Work

Make up work for all absences is due in the same number of days that the student is absent plus one. Deductions for late assignments will be taken. Vacations during the school calendar year are highly discouraged.

When a student is absent, he or she should first access the FACTS/ SIS (RenWeb) and/or talk to his or her teacher to get any warmups, notes, assignments and upcoming quiz or test dates missed. The student should talk to each teacher outside of the class time or at the teacher's discretion, to be certain all assignments are known, to discuss assignment due dates, and to schedule make up times for quizzes and tests.

A student missing work, quizzes and/or tests, due to late arrival, early departure or mid-day appointment, is expected to turn in the assignments and make up quizzes and/or tests that day, when possible, or the following school day. It is up to the discretion of the teacher. Absent work may also be completed during tutoring times. It is the teachers' and students' responsibility to make arrangements with one another if time is after school time is needed to complete work.

Absent work should be completed in a timely manner. A student has as many days as he/she was absent plus one to turn in absent work without being penalized.

Teachers have a designated folder or area where make-up work is accessible to students.

Long term projects and tests will be made up the day the student returns to school if they were absent on the due date, unless provisions have been made by the teacher or administration before the student returns to school.

Testing/Project or Demonstration of Understanding

Testing, written, oral or project based, will be done at the end of a section or unit of learning.

Teachers may occasionally need to retest a student or the class. Retesting a class may be done when it becomes obvious that the class has not mastered the skills needed to proceed. If the class average is below 70, then reteaching and retesting is required. Mastered skill requirements are considered mastered when 80% of the class scores an 80% or better. Ongoing assessments both formal and informal are utilized to ensure that students are progressing.

Retesting a student may be carried out on a limited basis and only when extreme circumstances call for it. If a student retests, the highest grade they can earn is a 70%. Retests for work other than testing is at the discretion of each teacher.

Tutoring

Tutoring may be offered for students who need extra help on current lessons. It is not meant to be a substitute for intensive tutoring. Teachers will contact parents if they believe tutoring is needed. Parents will be contacted via email at least two days in advance. Drop-ins are not acceptable.

Tutoring may be offered for students in kindergarten through eighth grade. It ends promptly at 4:15 P.M. Students should report to Aftercare or be picked up in car line.

Late Assignments

Grades are reduced by 10 points of the total possible points for each day late, up to five days. After the fifth day late, the highest grade a student may receive is a 50. Emphasis should be placed on completing the work and learning the lessons at that point.

Awards

True Cross Catholic School looks for reasons to celebrate all its students' gifts, talents, efforts, and personal choices. Awards recognition or certificates will be presented at the end of the year in an assembly or with report cards.

Academic achievement of students is recognized quarterly by the Honor Roll as follows:

A Honor Roll: A's in all Subjects and an E in conduct.

AB Honor Roll: A's and no more than 2 B's in all numerically-calculated subjects; and an E or S in conduct.

Crusader Award: Monthly award given to a student in each class who exhibits consistent behavior most exemplary of a True Cross Crusader

Standardized Testing

The Texas Catholic Conference of Bishops Education Department requires every Catholic school to administer a religion assessment for grades 2, 5, 8, and 11/12. In the Archdiocese of Galveston-Houston, all elementary Catholic schools are required to administer the Assessment of Religious Knowledge (ARK) for students. Additional grades will be added each year until all grades, from second through eighth are assessed with the ARK.

Grade levels will be added to be assessed as follows:

- 2025-2026 Grades 2,3,4,5,8 (sixth and seventh grades are optional)
- 2026-2027 Grades 2,3,4,5,6,8 (seventh grade is optional)
- 2027-2028 Grades 2,3,4,5,6,7,8

The Catholic Schools Office has moved to benchmarking data using the NWEA Map Tests. Students will be evaluated three times per year using the new tests in the areas of Math, Science and Reading. Data collected from the benchmarks will be used to challenge and support students in the classroom. This type of testing is student centered, and its purpose is to individualize instruction to support student growth.

There are many parent resources for NWEA, including a Parent Kit with resources to support students. There are several interactive activities and videos for families. Below are links to the resources:

<https://www.nwea.org/resource-center/resource/what-is-map-growth/>

<https://www.nwea.org/resource-center/resource/family-guide-to-map-growth/>

<https://www.nwea.org/the-map-suite/common-questions-families/>

Child Find

The Individuals with Disabilities Education Act (IDEA) requires that local school districts (where the Catholic school is located) locate, identify, and evaluate all private school students suspected of having a disability. This "Child Find" process must be conducted in consultation with private school representatives to ensure equitable access for private school students. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, we will offer services to children with special needs, when possible.

Communication

It is the goal of True Cross Catholic School to form a circle of communication between the parents/guardians and the faculty/staff/administration. Parents/Guardians are encouraged to contact teachers, staff, or administrators with questions or concerns regarding their student. Every effort will be made by the faculty/staff of True Cross Catholic School to answer parent/guardian communications within 24 - 48 hours.

When questions or concerns arise, it is the policy of True Cross Catholic School to handle issues beginning at the teacher level. Parent/guardians should discuss concerns with the individual teacher/staff member.

The pastor, in alignment with Canon Law, holds the ultimate authority in all parish programs, including the Catholic School. The principal serves as the pastor's designee for the daily administration of the school. The principal serves as the instructional, managerial, and spiritual leader of the school, and aligns programs with the teaching of the Catholic Church. The school board is advisory to the pastor and principal. The pastor is the ultimate authority for all matters pertaining to the school.

The following departments are available for questions:

- Admin/Principal -Achievement Testing, social issues, student accommodations; Marketing, fundraising; Financial concerns, building/space requests
- Health- Screenings, medications, public/local health issues
- Admissions- Student files, entrance testing, welcoming, tours, new student packets, tuition assistance information

If further assistance is required, administrative team members will arrange a meeting with the principal. Parents are expected to follow school communication procedures.

Christian charity and respect shall be observed during all verbal and non-verbal communication at all levels within the school community.

The following actions will be deemed in violation of Christian charity and may result in dismissal from school:

- Public criticism of school personnel, policies, or procedures.
- Threats of any nature toward personnel or families.
- Verbal/non-verbal acts of aggression including yelling, screaming, pushing, threats, etc.
- Public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer duties, etc.

Any student, parent or guardian participating in this behavior is subject to disciplinary action which may include exclusion from school activities, students being expelled from school, or other action deemed appropriate by administration, parish or archdiocesan authorities.

Conferences

Parents/guardians are urged to seek a conference with the teacher when there is a problem or concern. A conference can be scheduled with individual teachers by calling (281) 337-5212 or via

e-mail. Conferences will not be scheduled the week of Christmas dismissal or the last week of school.

Conference days are scheduled twice a year during the first and third quarters. These conferences are held with the homeroom teacher and parent/guardians (for students PK3-3), and the student may attend. 4th – 8th grade parents/guardians have the opportunity to conference with some or all teachers.

Teachers are not available for "spur-of-the-moment" conferences or conferences during carpool, lunch or in the hallway. Please take the time to email the teacher or call the office and leave a message for that teacher. If possible, please allow the teacher one week to schedule your conference.

Discipline and Behavior

STUDENT BEHAVIOR CODE

School Discipline

The primary goal of True Cross Catholic School is the on-going formation of the Christian person. It is the privilege of faculty and parents, as Christian educators, to help the student form behavioral patterns consistent with Christian social standards. We are reminded that the Christian social principle "treat others the way you would have them treat you" (Matthew 8:12) should be the basis of our behavioral code. "Love one another as I have loved you."

When a student disturbs the teaching/learning environment of the school and/or is disruptive to others, school personnel will take appropriate action to promote the individual student's positive development and self-discipline. The primary consideration in all disciplinary decisions is the obligation of the school to maintain an acceptable learning environment and a safe place for students.

The terms punishment and discipline are not synonymous, nor are they correctly used interchangeably. Whereas punishment attempts to control people by some kind of force or reprisal, discipline is an active teaching process which, at its best, helps students figure out how to cope with difficulties and make good choices. With punishment the teacher assumes responsibility for the students and imposes a make-up-for-it consequence. Discipline places the burden of responsibility on the student where it belongs and provides a supportive process. Discipline sets consistent, firm, and reasonable limits to behavior in line with student and group needs and with appropriate expectations of student and group behavior. It is the term used to describe the process of growing up and becoming productive members of society.

It is the role and the responsibility of parents, as the first and best educators of their children, as well as teachers, to facilitate this type of growth and development of children. One of the most important responsibilities of the Catholic School is the task of integrating faith and life in order to

educate students to appreciate and practice good citizenship. Respect for the rights of others, honesty, good sportsmanship, cooperativeness, kindness, Catholic virtues, and a ready acceptance of other persons as equals are representative characteristics of the Catholic Christian way of life and good citizenship.

Our school will be using the Nurtured Heart Approach. In this approach, we will be focusing on the children's positive behavior and finding and bringing out each child's greatness. The Nurtured Heart Approach, created by Howard Glasser, is a "powerful approach that consistently produces extraordinary results ...an approach that helps all children to flourish in remarkable ways." (Howard Glasser). The Nurtured Heart Approach is the most Christ-like example of classroom management. Students will celebrate their accomplishments and work together to build a community that is centered on the whole child, spiritual, moral and intellectual growth and well-being in a Catholic environment.

Conduct Assessment

Students are expected to adhere to the Code of Conduct. A student's classroom conduct and general conduct is measured according to the following scale:

- E – Excellent 100 – 93
- P – Proficient 92 – 85
- S – Satisfactory 84 - 77
- N - Needs Improvement 76 - 70
- U – Unsatisfactory 70 & below

The following handbook segment page explains the behavior expectations determining a student's conduct grade.

"Homeroom Conduct" grade is used to reflect the behavior of a student outside the classroom, such as: homeroom, prayer service, hallways, cafeteria, snack, playground, assemblies, Mass, field trips, at dismissal and other school sponsored activities. Teachers or staff members will note problems in the Tuesday Folder and/or contact the parent by e-mail or phone.

Types of Disciplinary Actions

Action 1: Teacher Discipline

- A. Oral correction/Redirection
- B. Reset
- C. Natural Consequences
- D. Contact parent

Action 2: Teacher/Principal

- A. Oral Correction/Redirection
- B. Reset
- C. Natural Consequences
- D. Parent Contact
- E. Other actions appropriate for the offense

Action 3: Teacher/Principal/Parent

- A. Contact parent (principal contacts parent)
- B. Parent/teacher/principal conference
- C. Loss of privileges
- D. Restitution or restoration (Natural Consequence)
- E. In-school suspension
- F. Other actions appropriate for the offense

Action 4: Parent/Principal

- A. Parent/principal conference
- B. Actions appropriate for the offense
- C. Loss of extracurricular activities (i.e. sports, field trips, camps or trips)

Action 5: Automatic Dismissal as determined by the CSO and the Principal.

Discipline of any action not covered by the behavior policy is at the discretion of the principal.

At True Cross Catholic School, we follow a positive discipline management program throughout the school. Schoolwide goals and specific expectations for appropriate attitudes, values and behaviors will be posted in each classroom. In general, it is based on the following principles:

To be effective, teachers have the right to establish routines and procedures that are conducive to learning.

1. Teachers have the right to request and expect appropriate behavior from the students.
2. Teachers have the right to ask for help from parents, the principal, and others when they need assistance with a student.
3. Students will be made aware of what is expected appropriate behavior.
4. Students will be told clearly and firmly what the natural consequences are for choosing not to follow the appropriate behavior guidelines.
5. Students will be positively reinforced for following appropriate behavior guidelines.
6. Students will receive a correction, verbal or written, for inappropriate behaviors.

Behavior Expectations

The foundation of True Cross Catholic School behavior expectations is that students are always expected to model Christ-like behavior.

1. Demonstrate Self-Discipline

- Remain seated and quiet during instructional time
- Raise your hand to be recognized
- Keep hands and feet to self
- Keep comments to self (verbal, written, and social media)
- Remain quiet in line
- Gum chewing is prohibited on school grounds, field trips and/or any event sponsored by True Cross Catholic School.

2. Respect Authority

- Have respectful attitude towards others
- Remember that the teacher is always in charge
- Use respectful language

3. Refrain from Excessive Talking and Inappropriate Noises and/or Language

4. Work and Play Well with Others

- Be considerate of others' safety as well as your own
- Be polite and patient towards fellow classmates
- Use respectful language when speaking to fellow classmates
- Be respectful regarding personal space

5. Demonstrate Diligent Work Habits

- Have all materials ready for class at appropriate times
- Remain attentive and listen to instructions carefully
- Stay on task
- Turn in assignments on time
- Keep homework assignments written in planner

6. Exercise Appropriate Lunchroom Behavior

- Follow lunchroom rules
- Demonstrate proper table etiquette
- Clean-up table and floor when it's your turn

7. Practice Proper Playground Behavior

- Follow rules on playground
- Follow all instructions of teachers and monitors
- Show respect to playground monitors

8. Dishonesty, Cheating and Plagiarism

Looking onto another's paper, asking for answers, obtaining or seeking answers electronically (for example, by camera or phone or inappropriately accessing answers online), copying and/or presenting another's work or idea as one's own is considered cheating. Use of Artificial Intelligence (AI) to scaffold or substitute for student work is not allowed except under direct supervision of the teacher who made the assignment. Additionally, knowingly assisting another by giving or showing answers is considered cheating. Cheating of any sort, or copying someone else's work, on class assignments, homework assignments, quizzes, tests, projects and/or semester exams is contrary to the principles of True Cross Catholic School.

If a student is caught cheating, they will receive a 0 for the assignment, serve a detention during lunch, and will have to complete an alternate assignment. The highest grade they may earn is a 70% on the alternate assignment.

9. Accept the Consequences If You Choose to Misbehave

- Verbal warning/ Redirection
- Silent lunch for part or entire lunch period
- Isolation from recess activities
- Notify principal – conference with principal (parent notification)
- Serious offense –principal's office – call to parents, conference, in school suspension

Any student who breaks rules or regulations or displays other inappropriate conduct in the major offenses category, or who continually breaks orderly conduct rules may be subject to immediate probation, suspension or expulsion at the principal's discretion. The principal is the final recourse in all disciplinary situations and may waive all regulations for just cause at his or her discretion.

Firearms and Weapons Policy

Weapons such as handguns, firearms, or other similar devices are strictly prohibited from the True Cross Catholic campus. Any student with such an item found on his/her person or in his/her belongings will be subject to immediate expulsion from True Cross Catholic School. In addition, information will be provided to Galveston County and/or the City of League City authorities who will determine if criminal charges will be pursued against the student and/or the parent or guardian.

Knives, razors, or any similar articles capable of inflicting serious bodily injury are also prohibited from being brought on campus. Doing so will result in immediate probation, suspension, or expulsion at the discretion of the principal and/or pastor.

No Smoking Policy

True Cross Catholic School is a smoke-free environment. Smoking is not permitted anywhere on school property or at any school-related function off campus at any time.

Archdiocesan Policy Regarding Use of Controlled Substances

"The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution. This policy is in effect whether the student is on school property or attending a school sponsored or school-related activity on or off school property."

Self-Harm and/or Harm to Others

True Cross follows the Steps and Procedures for situations where a student is threatening harm to themselves or others (see below). It is the responsibility of the school to ensure all students are safe. If a situation arises where threats to harm self and/or others is documented, the Catholic Schools Office requires the Steps and Procedures to be followed (see below).

STEPS AND PROCEDURES

Step 1: Contact the principal or counselor immediately. Keep child with adult at all times.

Step 2: Interview referred student to obtain full details (principal or counselor may use Student Questionnaire, page 4) Keep child with adult at all times.

Step 3: Interview teacher to obtain student information (principal or counselor may use Teacher Questionnaire, Page 5) Include writing or pictures created by student if applicable.

Step 4: Contact CSO liaison that same day to review case and create individualized Parent Notification Letter, Page 6

Step 5: Contact parents to meet at school that day (principal or counselor). Keep child with adult at all times until parents arrive.

Step 6: Principal meets with parents

1. The student should be supervised by another adult during this meeting
2. The principal provides parents with Parent Notification Letter and reviews the requirements. (Principal and parents sign letter)
3. Provide parents with Referral Resources from Psychiatrists and Psychologists list, page 9.
4. Provide parents with Authorization to Release from school to speak to psychiatrist, psychologist or therapist page 8.
5. Provide parent with Safety Plan page 7 to have Psychologist, Psychiatrist or therapist complete.
6. A complete signed copy of Parent Notification letter is scanned and emailed to the CSO liaison.
7. Parents meet with school and provide required documents:
 - a. Student Psychological/Psychiatric evaluation and letter from the Psychological/Psychiatric

- b. Parents provide school with complete Authorization to Release form to speak to Psychologist, Psychiatrist, and/or therapist.
 - c. Parents provide school with completed Safety Plan by Psychologist, Psychiatrist, and/or therapist. 4. Principal/counselor review the documents and student's educational program.
8. Student is observed throughout the school year and parents will follow Psychologist/Psychiatrist orders from the evaluation.

STUDENT RIGHTS - SAFE ENVIRONMENT

The Archdiocese of Galveston-Houston endeavors that all students enjoy a safe and healthy school environment. As a matter of both Archdiocesan school policy and religious moral teaching, students engaging in bullying, harassment, and other such behavior, seriously or in jest, whether verbal, written, or online, may be subject to disciplinary action up to and including suspension and/or expulsion.

The Archdiocese considers harassment, including bullying, as a severe infraction. As a result, any reports or claims of harassment brought to the attention of teachers, school counselor or administration will be explored. A referral to administration occurs when a student engages in harassment. Consequences up to and including expulsion, may be taken against a student who engages in any type of harassment, whether it occurs on or off campus, during or outside of school hours.

Harassment includes, but is not necessarily limited to, the following behaviors:

- Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms – physical, verbal, relational, etc.
- Cyber-bullying is defined as the use of the internet, cell phone or other electronic device to send or post messages or visual images intended to hurt or embarrass another person. Cyberbullying includes, but is not limited to, the following:
 - sending cruel instant messaging or threatening emails
 - sending mean, repeated cell phone text messages
 - creating websites for the purpose of mocking students or school personnel
 - posting humiliating or digitally modified images of students or school personnel
 - forwarding private photos or videos to others
 - pretending to be someone else by using their online screen name

True Cross Catholic School recommends that students do not use social media, or that it is very much limited and closely monitored at home.

- Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracizing, and/or personally damaging statements about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.

- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

Students experiencing or witnessing any type of harassment need to report this to school personnel directly. Reporting is the first step in getting help with any type of harassment. When harassment is reported, the school handles the report by working through the following procedures.

Level I - Conflict Resolution - Incidents of harassment should be brought to the attention of the assistant principal or the counselor. They explore the situation. Bystanders and witnesses may be brought in to gather information. Each student involved in the situation is met with to gather information. Parent permission is not required for school personnel to meet with students. If appropriate, both parties are brought together to discuss the incident and let them know about future consequences should the behavior continue. The counselor and/or assistant principal works with students to resolve conflicts on the school level. If the counselor and/or assistant principal determines a need, parents will be contacted and brought into the process.

Level II - Referral to Administration - If a second incident of harassment is reported to the assistant principal, the process in level I is followed in consultation with the principal. Parents are contacted for a conference and written acknowledgement is provided to parents noting further consequences should the behavior continue.

Level III – Consultation with Pastor and/or Catholic Schools Office - If a third incident of harassment is reported, administration investigates the situation and consults with the pastor and/or Catholic Schools Office. Consequences of a third incident of harassment can include, but is not limited to, counseling, in or out of school suspension or expulsion.

In some instances, CPS may need to be notified as bullying, harassment, and behaviors such as this can result or lead to a matter that needs to be reported.

True Cross Catholic School reserves the right to search anything brought onto school property. This includes and is not limited to backpacks, purses, and pockets, especially when there is suspicion of forbidden and/or controlled substances.

Lockers

Lockers are the property True Cross Catholic School and may be inspected at any time. Their use is a privilege which can be withdrawn at any time. Lockers are an extension of the student and should be kept neat and clean at all times. No permanent changes may be made to the

lockers (i.e., writing, adhesive), and no items should be visible when closed (papers, personal items, etc.). The teacher will determine the times for students to go to their lockers. Locks must be in place and secured at all times. Any items lost or damaged when the locker is not secured with the lock will be the responsibility of the student.

Scholastic and Behavioral Dismissal

Suspension

If, in the judgment of the principal, a student is guilty of misconduct serious enough to warrant it, (s)he may be suspended from class for up to three days. The student and parents will have a hearing, in person if possible, regarding the reasons for the suspension.

The suspension will take one of two forms. It may be an "in-school suspension" during which time the student is not allowed to attend classes with fellow students but is required to complete all regular class work in another location. It may be an "out-of-school suspension" during which time the student is required to remain away from school; school work will be given, and parental supervision required. The form of the suspension will be at the discretion of the principal. Full credit for work completed during an in-school suspension or out-of-school suspension will be given only if it is received by the teacher(s) on the assigned due date.

Disciplinary Probation

A student's continuous misbehavior may result in the student being placed on disciplinary probation. The principal will determine the length of time of the probation and will notify the student and his/her parents, in person, if possible, of the reasons and terms of the probation. During the probation and at the end of the probation, the parents will be informed of their child's progress. At the conclusion of the probation, the principal, in consultation with the student's teachers, will determine if sufficient improvement in behavior has occurred. If insufficient progress is noted, the student may be asked to leave True Cross School.

Expulsion

A student's continued enrollment at the school will be subject to his/her meeting scholastic and behavioral standards as set by the principal and standards committee. If any student fails to meet these standards, and the principal believes that continued enrollment of the student in the school is not in the best interest of the student or the school, the principal shall so advise the pastor.

If the pastor and the principal decide that the student should be expelled, the principal shall arrange a conference with the parents or guardians of the student and explain to them the reasons for the expulsion. A written notification of the expulsion, stating the circumstances and dates of the infractions shall be sent to the Archdiocesan Superintendent of Schools.

The disruptive, threatening or illegal behavior of a parent/guardian may result in the expulsion of his/her child.

Dress Code

At True Cross Catholic School, students wear a uniform to help promote discipline and to foster pride in being a student of True Cross Catholic School. Uniforms can be ordered in three ways. Parents may order uniforms through the office. Risse Brothers is the uniform company that TCCS utilizes. Uniforms may be ordered online, rissebrothers.com, or purchased at their Houston store.

All shirts, vests, and jackets should have the school logo on the left side of the front shoulder. The logo should be the current, official, embroidered logo, as shown below. For the 2025-2026 school year, it is acceptable to have the previous school logo, but all uniforms should carry the new logo as of the 2026-2027 school year.



Students must be in uniform each day in all grades, Pre-K through 8th grade. Students may wear the optional uniform daily except for full dress days. Students must wear full dress on Mass Days, Holy Days of Obligation and other special days. Parents will be notified about full dress days. Parents will be notified via email by their son/daughter's homeroom teacher, if their son/daughter is out of dress code. Students in grades 6-8 may change clothes for P.E. classes; a P.E. uniform is available for purchase.

The full-dress uniform is to be worn for all field trips, unless specifically stated otherwise, competitions, performances, all school liturgies, and any other time as indicated by the school.

Dress and Daily Uniform, Girls PK 3 – 5th

Full Dress Uniform: A plaid jumper with a white short- or long-sleeve oxford shirt blouse. Jumpers should fit properly and be no shorter than 2 inches above the knees. Navy knit privacy shorts are to be worn under the jumper. White, black, or navy **crew socks or knee socks are to be clearly visible above the shoe.** "No-show" socks are not allowed. Students will be permitted to wear white, black, or navy tights on cold weather days. White, black, navy leather or suede dress shoes are required when in full dress uniform. Full dress uniform is required on every Wednesday, Holy Days of Obligation that fall on school days, and any other day as indicated by the school.

Optional Daily Uniform: Navy or school-plaid culottes, shorts or skirts no shorter than 2 inches above the knees, or slacks with a short- or long-sleeved red knit shirt. A belt must be worn with

all pants. White, black, or navy **crew socks or knee socks are to be clearly visible above the shoe**. Students will be permitted to wear white, black, or navy tights on cold weather days.

Girls 6th – 8th

Full Dress Uniform: A school-plaid, pleated skirt with a 3/4 sleeve white oxford blouse and vest. Skirts should fit properly and should be no shorter than two inches above the knee. Navy knit privacy shorts are to be worn under the skirt. White, black, or navy crew socks or knee socks are to be clearly visible above the shoe. “No-show” socks are not allowed. Students will be permitted to wear white, black, or navy tights on cold weather days.

Optional Daily Uniform: Khaki, navy, or school-plaid pleated skirt, shorts, no shorter than two inches above the knees, or slacks with a short or long-sleeved navy knit shirt with logo. A belt must be worn with all pants. White, black, or navy **crew socks or knee socks are to be clearly visible above the shoe**. “No-show” socks are not allowed.

Boys PK 3 – 5th

Full Dress Uniform: Navy pants, white short- or long-sleeved oxford shirt, navy vest, a solid belt and plaid school tie, with navy/black or white crew socks. “No-show” socks are not allowed. Shirts are to be tucked in, and ties are to be worn properly. Full dress uniform is required on every Wednesday and any other day as indicated by the school.

Optional Daily Uniform: Navy shorts or pants and short or long-sleeved red knit shirt with logo. A belt must be worn with all pants. Socks are to be white, navy or black crew socks. “No-show” socks are not allowed.

PK3, PK4 and Kindergarten are not required to wear a belt if the pants/shorts have an elastic waistband with no belt loops.

Boys 6th – 8th

Full Dress Uniform: Khaki pants, white short or long-sleeved oxford shirt, navy vest, solid belt and plaid school tie, with **white, navy or black crew socks**. Shirts are to be tucked in at all times and ties are to be worn properly. Leather or suede dress shoes are required when in full dress uniform. Full dress uniform is required on every Wednesday and any other day as indicated by the school.

Daily Uniform: Khaki shorts or pants and short- or long-sleeved navy knit shirt with logo. A belt must be worn with all pants. Socks are to be white or navy/black and clearly visible above the shoe. “No-show” socks are not allowed.

Shoes

Daily: shoes must be white, black, brown, or navy. They may have a small logo in a secondary color. Students are encouraged to wear comfortable, safe shoes that allow them to actively participate in physical education classes and recess.

Mass days: dress shoes in white, black, brown, or navy are required when in full dress uniform. **No tennis shoes or top siders are allowed on Mass Days.**

All days: to ensure safety, students should bring athletic shoes to wear on the playground on days when dress shoes are worn. Shoelaces should be white or match the primary shoe color. No boots, flip-flops, backless, high heel, platform shoes, Crocs style, pajama slippers, or shoes with wheels are allowed unless specified for a free dress day such as Red Ribbon Week.

Belts

In grades 1 – 8 students must wear a solid black, brown, or navy belt.

P.E. Dress

All students should wear safe, comfortable tennis shoes for P.E. Shoes that are not allowed include: backless, slip-on loafer style, platform, or any shoes the coach determines are not safe. Coach and the principal have the final say on what is safe and what is not.

☞All jewelry should be removed during physical activity. ☞

Students in grades 6-8 may dress for P.E. The students should wear the True Cross P.E. uniform. Students will be permitted to wear black or navy sweatpants on cold weather days. Tennis shoes worn for P.E. should be lace-up. Slip-on loafer-style shoes are *NOT* allowed.

Sweaters, Jackets, and Cold Weather

Uniform sweaters (navy cardigan) and sweatshirts must be purchased at Risse Brothers Uniform and may be worn during school hours as weather dictates. When the weather is cold, non-uniform jackets/ coats may be worn, but must be removed once inside the buildings during school hours. All outerwear must be removed during school Masses. All clothing worn underneath sweaters, jackets, and sweatshirts must meet dress uniform standards.

On regular dress days when temperatures drop below 40 degrees Fahrenheit, girls may substitute appropriate navy pants for a skirt. For cold Mass days, parents are encouraged to be prepared for cold weather by having already purchased heavy-weight tights in the appropriate color.

Free Dress Day

On some occasions, students will have the opportunity to wear “free dress”. For free dress days, all clothing must be modest and appropriate for wear in the Catholic school setting. Dresses and skirts should be no more than two inches above the knee. Tank tops, halter tops, spaghetti- or narrow-strap tops/ dresses, off the shoulder tops, “peek-a-boo” sleeves, midriff shirts, short shorts, jeans falling below the natural waist, or any garments exposing an inappropriate amount of a student’s body are not

permitted at any school event. No skin-tight clothing may be worn, including but not limited to skintight jeans, leggings, and/ or yoga pants. Shirts must cover the midriff, even when the student bends over. No see-through fabric may be worn. Undergarments should not be visible. No advertisements, offensive or inappropriate language, graphics, or symbols may be worn. Hats/caps are not indoor wear and are not allowed in the classroom unless specified for the day (such as Red Ribbon Week). Appropriate shoes must be worn, and must meet the standards outlined above in the “Shoes” section. These days will be at the discretion of the Principal and will be announced accordingly. For students who wear inappropriate dress, parents will be called to bring approved apparel to the school, and the student will lose the right to participate in the next free dress day. The principal will make final decisions about whether dress items meet the criteria outlined here.

After School Events

For these events, all clothing must be modest and appropriate for wear in the Catholic School setting. Follow the same guidelines as for Free Dress days. Items not permitted for Free Dress days are not permitted at any school event, including the Fall Festival. All shorts and skirts must be no more than two inches above the knee.

For more formal events, such as graduations, awards ceremonies, banquets, concerts, etc., boys should be dressed in slacks and a long- or short-sleeved dress shirt and dress shoes with a tie. Girls should be in modest, knee-length (or longer) dresses. No see-through material is allowed. Only flat dress shoes are permitted. Heels or platform shoes are not allowed.

Failure to adhere to this dress code will result in the student not being allowed to participate in the event. Please remember that we are a Catholic school and the students’ attire should reflect that.

Personal Grooming

Only natural hair color is acceptable for all students. Extremes in hair style (i.e. dying, bleaching, carving, sculpting, or spiking) and hair length (hair should be above the collar, cut above the ears and brow for boys), are not permitted. Hair should not hang in the eyes. Headbands should be plain and hair bows must not be larger than 1” wide or distracting. No mustaches or beards are allowed for boys.

No makeup or tattoos (including temporary) are to be worn by students.

Only clear or natural-color nail polish is permissible for girls. “Natural color” means the polish should closely match the natural color of the student’s flesh or nail color. Neither long nails nor false nails are allowed.

Jewelry

Jewelry is not advisable at school, as students are active during PE and recess. If worn, it should be limited to one watch/ pin/ necklace/ ring/ bracelet, and one set of earrings. Parents should have a plan for keeping both the child and the jewelry safe during active periods.

For safety reasons, earrings are to be studs. Girls are not permitted to wear dangling earrings. Multiple piercings, cartilage piercings, and piercings other than the ear lobes are not permitted. Boys may not wear earrings.

Jewelry should be modest and consistent with Catholic values. Students wearing jewelry found to have offensive or inappropriate themes will be asked to remove them. A parent will be called and given the option to pick up the jewelry.

TCCS advises parents and students to avoid expensive jewelry or items of sentimental value.

No smart-watches or devices are permitted unless approved by the principal in writing for medical needs or other extenuating circumstances. Students who wear such devices to school without permission will have them taken up. Parents may pick them up at the end of the day. The first time is free. Each subsequent collection will cost parents a \$15 fee.

Personal Property

Students are encouraged to leave valuable possessions at home. Toys, electronic games, cameras, portable music players, live animals-pets, valuable collections, trading cards, jewelry, etc. should not be brought to school. The school is not responsible for theft, damage, breakage, loss, or liability for injury. The use of portable electronic devices (i.e. personal devices or cell phones) is not permitted. The use of cell phones or text messaging during the school day is strictly prohibited. Students who violate this policy shall be subject to established disciplinary measures. Any cell phone, text messaging device, or portable electronic device of any kind used or found during the school day will be confiscated and will be held by the front office for parent pick-up at the end of the school year. A fine of \$15.00 will be imposed if a student is found using a cell phone, camera, game machine, or other electronic device on campus that is being used without permission, inappropriately, or is in violation of our technology policy

Lost and Found

Please, label ALL articles of clothing, lunch boxes, water bottles, nap mats, and backpacks with the first and last name of the student at the beginning of the school year. All "lost and found" items will be kept in a central location. Items not claimed at year's end will be donated to a local charity.

National Junior Honor Society

Seventh and eighth grade students who are on the school's honor rolls and portray leadership, scholarship, citizenship, character, may be invited for membership in the True Cross Chapter of the National Junior Honor Society. Induction ceremonies are held during Catholic Schools Week each January.

Lunch and Nutrition

Parents are encouraged to recognize that children need healthy meals and snacks to fulfill their potential and feel their best. Please provide your child with those every day, whether through packing a lunch/snacks, or purchasing that through our agreement with Pomodoro's.

Please plan lunches and send your child(ren) to school with lunch and appropriate snacks. Lunches are brought daily from home in appropriate lunch kits and containers that can easily be managed by the child. Glass containers are not allowed. Do not send lunches that need to be heated or kept refrigerated. We do not accept deliveries from services such as Doordash, Uber Eats, etc. If your child makes it to school without a lunch, we will provide a cheese sandwich, carrot sticks, and bottled water. Parents will be contacted. If a child habitually comes to school without lunch, we will notify the parents and begin assessing a \$5 fee for lunches provided.

Students may not share food at school. This helps us avoid issues of allergies, sharing foods another child's parents don't approve, and spreading germs. The only exception is at approved school parties, where room-parents plan specific foods and notify classmates in advance. Sealed, pre-packaged foods with nutrition labels are necessary on these occasions. Exceptions are possible on rare occasions and must be pre-approved by both the principal and each classroom child's parent.

No carbonated or caffeinated drinks are allowed before, during, or after school. This includes special after-school classes such as choir, band, sports, as well as Extended Day. The principal may declare exceptions to this, but parents will be notified and given the opportunity to opt out.

No food may be brought from home that needs to be heated here at school.

Please avoid common allergens when possible, such as peanuts. We do have students with allergies.

Red drinks are discouraged, as they stain the floor.

We do have an agreement with Pomodoro's restaurant to provide lunches. Interested parents will set up accounts through the Pomodoro's website, place orders, modify orders for absences, and pay directly to the catering company through their website: <https://pomodoros.school lunchchoice.com/>.

The cutoff time for ordering is 6:00 PM the previous business day.

Proper behavior is expected of the students during lunch time. Teachers eat with students and are responsible for setting up a lunch seating plan. Each student is responsible for leaving their table area clean, depositing all trash in the proper receptacles, and pushing in their chairs. Teachers will set up a rotating cleaning schedule to ensure the cafeteria is clean and ready for the next group of students.

Lunchroom Rules

- Teachers monitor students. They should rotate where they sit. They must be able to actively supervise lunch at all times.
- Liquids get dumped in the liquid bucket.
- Tables need to be wiped down.
- Floors need to be swept under and around lunch tables.
- Sweep dirt into dust pan and empty in trash can.
- The first five minutes of lunch should be focused on eating (especially for younger students). Please allow for your last five minutes of lunch to be designated as cleaning time.

Safe-Haven trained parents and grandparents are welcome to eat lunch with their children. Parents must sign in and out in the office and obtain a visitor's badge before entering the school or lunch area. This badge must be worn until you sign out.

All lunch visitors must be SAFE ENVIRONMENT/SAFE HAVEN trained. Please note that visits should not be frequent, in order to allow students the opportunity to practice social skills with their peers. Visits are at the discretion of the principal. We have a reserved area in the cafeteria for parents to eat with their own child(ren). You are welcome on such days to bring your child a special lunch. However, please keep in mind that neither parents nor students may share food or invite other children to sit with them.

All lunch rules and school regulations will be adhered to even though a parent is present. School policies and procedures still apply, and school staff are required to monitor and maintain those rules. Please help us keep a positive environment by adhering to regular policies and procedures.

Forgotten Lunches/ Deliveries

Forgotten lunches or other items must be left with office personnel to deliver to students. Only school personnel may go directly to classrooms. Please respect the time and work of office staff by doing this only as a last resort (i.e. when lunch is forgotten in the morning). The staff will deliver items to students as soon as possible. Students with lunches delivered after the lunch period begins may be subject to a fee if a lunch was provided.

Food deliveries from services such as Grubhub and Doordash are not permitted.

Media

True Cross Catholic School and the Archdiocese of Galveston-Houston publish newsletters, brochures, calendars, yearbooks, class pictures, a website, and press releases that often highlight the students and the programs of our school. Periodically, other media representatives (television and newspaper sources) request permission to report a story about one of our school programs. In these cases, photography and/or video images usually accompany such articles for print or broadcast purposes. A signed (online) Media/Website Release form must be on file in the school office in order for a student to be included in any public marketing events.

There will be no remuneration for students or parents participating in any marketing material.

Monetary Transactions

The office staff does not have change for monetary transactions. Please be prepared with the exact amount.

School Grounds

True Cross Catholic School is an adjunct of Shrine of the True Cross Parish. The school utilizes the buildings, grounds and facilities of the parish community, therefore any group or organization wishing to use any of these facilities must schedule their activities through the parish office.

School Name and Crest

Unauthorized use of the school name and crest in any form is prohibited.

Visitors, Guests and Field Trips

Visiting Procedures

All main doors will be locked during the school day. Visitors must come to the front office.

Our expectation is that all visitors will model the Catholic virtues we strive to teach our students. Visitors shall remain well-mannered and be well-dressed while on campus.

SAFE HAVEN/SAFE ENVIRONMENT (Required for all adult visitors)

All adults who come on campus for any reason are required to take and pass the SAFE HAVEN/SAFE ENVIRONMENT training program. More information about this program and registration for it can be found online at [CMG Connect - Catholic Mutual Group](http://cmgconnect.org). Initial certification is active for five years from the date of the class and then a refresher course must be taken to renew.

General SAFE ENVIRONMENT/SAFE HAVEN Information

All adult visitors on campus must attend the SAFE ENVIRONMENT/SAFE HAVEN training "Protecting God's Children (PGC)" program offered by the Archdiocese, free of charge. PGC is a workshop on child sexual abuse prevention. Applicants must register for SAFE ENVIRONMENT/SAFE HAVEN training on-line by going to <https://galvestonhouston.cmgconnect.org/>. The campus SAFE ENVIRONMENT/SAFE HAVEN Coordinator and Safe Environment Coordinator (SEC) is Michelle Martinez. You may reach her by phoning the school office at 281-337-5212, or at mmartinez@truecrossschool.org.

ALL ADULTS MUST BE SAFE ENVIRONMENT/SAFE HAVEN CERTIFIED PRIOR TO WORKING, ATTENDING ACTIVITIES (IE: FIELD DAY, LUNCH VISITS), AND/OR VOLUNTEERING ON CAMPUS – NO EXCEPTIONS!

As part of the SAFE ENVIRONMENT/SAFE HAVEN training process, volunteers must sign an Ethics Code of Conduct and submit an authorization form for a background check. All parts of the process must be completed in order to be fully certified by SAFE ENVIRONMENT/SAFE HAVEN.

If the prospective visitor has attended PGC training previously, the SAFE ENVIRONMENT/SAFE HAVEN Coordinator will verify the “active” status of the volunteer. If it has been 5 or more years since the volunteer has taken the initial training, the volunteer must register for the ongoing training, “Keeping the Promise Alive (KPA).” If it has been less than 5 years since the prospective volunteer has taken the first training, the SAFE ENVIRONMENT/SAFE HAVEN Coordinator will alert the volunteer as to when their initial volunteer approval will expire.

If you have lost or forgotten your username and/or password for the SAFE ENVIRONMENT/SAFE HAVEN site, “Forgot Username”/ “Forgot Password” functions are available on the site.

Go to <https://galvestonhouston.cmgconnect.org/> to register for a SAFE HAVEN/SAFE ENVIRONMENT class.

For the protection of every student in attendance at True Cross Catholic School, no one is allowed on the school premises without first receiving clearance from the school office.

All visitors must go to the office and sign in. They will be required to provide their license to enter into the Raptor System which will print a visitor badge for the person to wear while they remain on school grounds. If the Raptor System rejects the license information, the visitor will not be allowed visitation on any part of the school premises and will be asked to leave the school grounds. All visitors are expected to check in and out of the school office, and to sign in and designate where they are assisting. This will enable the office staff to locate them if an emergency occurs.

Student visitors to True Cross Catholic School, such as family members and graduates, are expected to make arrangements in advance with the principal. These visits are ordinarily limited to the lunch period.

Visitor Dress Code

Our expectation is that all visitors will model the Catholic virtues we strive to teach our students. Visitors shall remain well-mannered and be well-dressed while on campus.

Visitors should dress modestly and appropriately for a Catholic school campus. Overly casual attire, exercise clothing, sports attire, low necklines, or shorts/skirts of an inappropriate length should not be worn.

Volunteer Responsibilities:

As a volunteer, you are responsible for:

- Arriving on time and staying for the agreed upon time.

- Notifying the appropriate persons if you are going to be absent or later than expected.
- Performing your tasks to the best of your ability.
- Understanding that the administrator values your service but may not always be able to honor your preferences for days, times and places of service.
- **Supporting the authority of staff and administrators. This includes respecting teacher privacy, avoiding the practice and appearance of gossip, and avoiding public disparagement of the school, its policies, and/ or the church.**
- Upholding all policies and procedures.
- **Keeping private and privileged information that you have gained during your volunteer service confidential. Do not participate in gossip.**
- **Promptly reporting the confidences of students that involve issues of health, life, and/or safety to the principal.**
- Keeping young people under your supervision safe and appropriately occupied.
- Notifying your supervisor or the administration about unsafe conditions or issues causing you concern.
- Supporting the teachings of the Catholic Church and living in accordance with those teachings.
- Enjoying being part of our ministry team.
- Praying for our community.

Crusader Parents (PTO)

Crusader Parents, formerly known as the Home and School Association, organizes fundraisers and addresses the needs of the school. Parents are encouraged to participate in all events. All families are automatically members of Crusader Parents.

Guest Speakers

Advance permission of the Principal is required before any outside speaker may be brought into the school to address any class or group of students. The Principal may wish to contact the Pastor and/ or Catholic Schools Office for additional direction and consultation.

The Principal should refer all contractual agreements to the Legal Counsel for the Catholic Schools Office, and the Principal should refer to the requirements applicable to all outside parties who speak or present at a school. Speakers who have not been cleared by the Office of Child and Youth Protection should be escorted at all times by a Safe Environment-cleared employee of the school.

Care must be taken to ensure the guest speakers have not taken public positions against the moral and social teachings of the Roman Catholic Church.

Field Trips

Field trips of spiritual, educational, or cultural value shall be authorized in advance by the principal/designee. A field trip or any other school sanctioned event that occurs off campus

(including retreats and 8th grade high school visits) must be planned and carried out as an extension of, or supplement to, the educational program.

The educational value of the trip must justify the time, distance and expense involved. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.

The principal/designee shall establish and supervise local procedures for school field trips in accordance with Archdiocesan regulations.

The trip must have direct relevance to the educational program and:

- The instructor must provide preparation and follow-up activities in the classroom.
- All expenses must be reasonable and approved by the principal.
- Safe and proper transportation must be provided.
- The school will provide adequate adult supervision. (see below)
- Parents and all affected staff members must be provided advance notification.
- The length of time for the field trip must be specified.

The field trip shall be approved by the school's administration prior to publicity or collection of money or parent permission slips.

In most cases, field trip costs are assumed by the student's parents. However, some financial assistance may be made available by specific request. Such assistance depends upon availability of funds.

Parent volunteers serve as drivers on most field trips. Others riding in the car are encouraged to contribute a small amount of money to help cover the cost of gasoline and vehicle wear.

Parent drivers must be Safe-Haven trained (including the background check), provide a copy of their driving record, a current copy of the auto insurance, and a current copy of their driver's license. Driving records must reflect a level of responsibility commensurate with transporting others' children.

Parent Driver Checklist

- Must possess up to date auto insurance and provide a copy to the school
- Must be 21 years of age or older.
- Must have a valid Texas driver's license and provide a copy to the school
- Must provide a copy of their driving record to the school
- Must be Safe-Haven trained and up to date
- Ensure that an adequate number of seat belts are available for each passenger (shoulder restraints preferred).
- Vehicles with air bags require students to sit in the back seat(s).
- Agree to provide transportation directly to and from the event, for the entire group.
- Agree not to deviate from the plan provided by the teacher.

Teachers/Staff are prohibited from driving students on field trips or to other school events.

The principal or designee is responsible for providing active and adequate supervision of students during the entire time they are on school premises or engaged in school-sponsored activities; this includes time on school-sponsored transportation vehicles.

All school staff share this responsibility with the administration.

- A parent or legally responsible adult must consent to transportation of a student to or from school-sponsored events using a form approved the Catholic Schools Office.
- All adults, school personnel as well as other adult chaperones must have completed the Archdiocesan Safe Environment Program, which includes a criminal background check clearance.
- Students on field trips must be adequately and effectively supervised. A member of the faculty must be present on every field trip. The ratio of adult chaperones to students shall be:
 - For PK – 3rd grades- 1:5
 - For 4th – 8th grades- 1:8
- All chaperones should devote their full attention to the supervision of the students. Therefore, chaperones may not bring other children or babies on field trips or school activities.
- Small groups of children may be supervised by an adult aide or school volunteer to nearby community or public resources (e.g., public library) as part of an extended lesson.

Educational field trips may be appropriate at each grade level and taken after proper planning, which includes: the assessment of their educational value, correlation with the subject, assurance that the objectives are appropriate for the grade level of the students, pre-trip teaching and preparation and appropriate follow-up activities. Please be aware that field trips are not family outings. Please follow all guidelines presented by the teacher for each individual field trip.

Student Safety:

- Teachers carry first aid kits, medication and permission slips when taking students on field trips.
- When students travel on foot, they should be instructed and supervised regarding the crossing of streets, use of trails, bicycle paths, etc.
- The field trip plan shall include arrangements for entering and leaving the vehicles to ensure student safety and to avoid disruption of traffic. When students travel on a bus, there must be at least one adult supervisor, excluding the driver, on each bus.
- If during any field trip students shall be given the opportunity to engage in an activity that presents special hazards appropriately certified or trained adults must be available for supervision.
- 15-SEAT passenger vans are expressly prohibited for use.

According to state law, students are not to take part in field trips without **written** permission from parent/guardian. No phone permissions are allowed.

Students must return the specific required form completely filled out; no other form will be accepted. Teachers are encouraged to contact parents whose forms are missing 48 hours and 24 hours in advance of the deadline to turn forms in.

Permission slips include a statement of liability: I/we have given the instructions required above, and I/we release and save harmless the school and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip, and waive any claims against them that must be signed off on in order to attend the trip.

No siblings or other children may attend field trips. If a parent is chaperoning, they may not bring siblings or other children along. Chaperones must adhere to the schedule of the field trip. They may not make extra stops or purchase items for the students (other than their own) that are assigned to them. Only chaperones are invited to attend field trips.

Teachers will inform parents of the number of chaperones that are required for the field trip. Chaperones are responsible for paying the entrance fee for the field trip. It is the teacher's responsibility to organize carpool procedures for field trips before the trip.

Unless otherwise stated, the full-dress uniform is to be worn for all field trips, competitions, performances, school liturgies, and any other time as indicated by the school.

Students earning an N or U in conduct may not be eligible to attend their classes' field trip(s). Attendance is up to the discretion of the administration and teacher(s). Parents will be notified.

Students whose absences or excessive tardies have resulted in missing and/ or incomplete work may not be eligible to attend field trips. It is up to the discretion of the teacher and administrator to consider if the student's time would be better utilized completing work. Parents will be notified if their child is in jeopardy of missing out on a field trip due to academics, conduct, and/or attendance issues.

Students may not be eligible to attend overnight field trips, ie. Camp Kappe and/or Washington D.C. trip if there are excessive absences, failing grades, and/or conduct issues. Guidelines and specific details of these policies are provided in information packets for these trips.

In these cases, the student will be permitted to attend school in another classroom/ grade and will need to complete assignments prepared by the homeroom teacher. Reimbursement for missed trips is not generally available due to the structure of venue payments.

Classroom Parties

Parties are a time to celebrate our Catholic faith, heritage, and culture, and to have fun together. True Cross Catholic School class parties are scheduled for the following holidays, Christmas, Easter and St. Valentine's Day (with the Steps for Students Celebration). Room Parents should work with classroom parents and consult with the teacher(s) involved. Parties should be kept simple. Teachers must be involved in the planning of the parties

and must approve the party activities. This year for class parties, room moms will send out a Sign-Up Genius with specific food requests and supplies needed for the event. The only acceptable food items are those that have a complete list of ingredients. **Homemade items are prohibited**, as it makes it difficult for children with severe allergies to know what they're eating. Parties are scheduled for the last hour of the day.

Teachers are not allowed to have birthday parties for students during instruction.

Birthday Snacks

Parents may bring an individual sized snack for their child's birthday to be passed out to the class/grade at lunchtime. As with classroom parties, the only acceptable food items are those that have a complete list of ingredients. Homemade items are prohibited. Please notify teachers to avoid schedule conflicts and any classroom allergies. No other celebration is permitted (e.g., balloons/flowers/posters/locker decorating).

Please, notify in writing our school nurse regarding any food-related allergies that your child might have. She will in turn notify your child's teacher(s) and the cafeteria manager.

Parents are welcome to eat lunch with their student for their birthday. Parents will have a designated area to have lunch with their student. Other students will remain with their classmates.

Party Invitations

Invitations to parties outside of school are to be given to **all** students in the class if they are handed out on school grounds. Permission to hand out invitations is to be given by homeroom teachers. Staff members are prohibited from giving out contact information to parents for invitations. No extravagant parties/treats or visitors are allowed on campus for birthdays.

Clubs

True Cross Catholic School provides several opportunities for students to extend learning beyond the school day. Most clubs take place after school, and will run from the end of car line until 4:30 P.M. Students in clubs must maintain a C or better and / or S or better grade average in all classes and conduct. Failure to do so can result in probation, with two weeks to resolve the issues. If, after two weeks, grades and/ or conduct are not brought up, the student may be asked to sit out of clubs until the problem(s) are corrected.

Students will be picked up in car line at 4:30 P.M. or will be taken by the club sponsor to EDP. Students will not be allowed to visit classrooms or roam hallways after club dismissal.

Please apply the same health and wellness standards to club attendance as you would to school attendance.

SERVICE

Service is an important part of our worship, and part of the development process for a child's relationship with God. **All families are required to fulfill 10 hours of volunteer service hours. Service hours are recorded on FACTS/ SIS.** There are many ways to earn service hours; ask about options that work for you. **Those who prefer may pay a fee of \$25 per hour not served.**

All students and teachers participate in service learning (supportive of the Corporal and Spiritual Works of Mercy). Teachers (and students in grades 4-8) will keep a log of hours for their classes and which Corporal and Spiritual Works are met.*

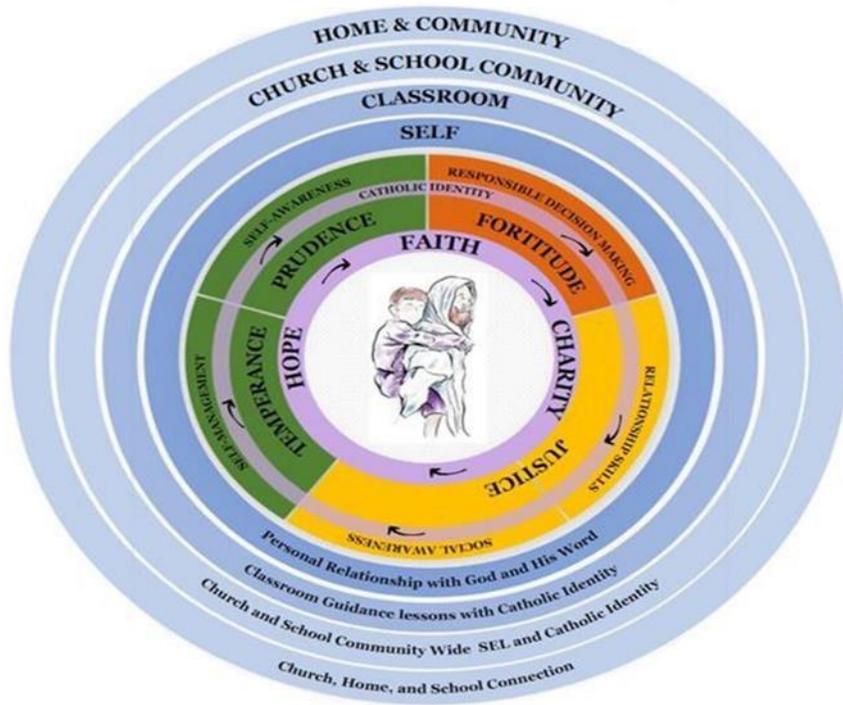
FACTS/ SIS has the capacity to log service hours for both parents and students.

Student Services

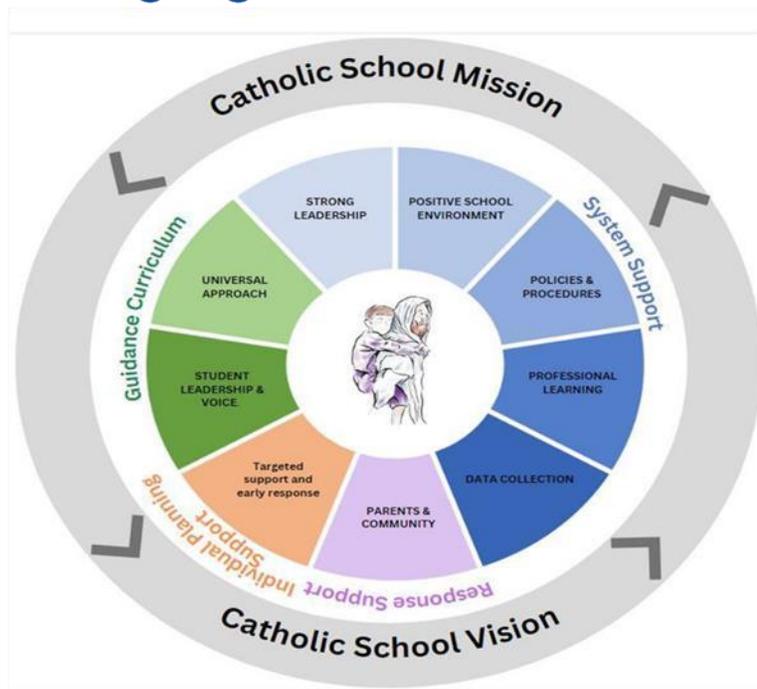
Guidance

The Archdiocese of Galveston-Houston has developed a comprehensive guidance curriculum, including a bullying prevention framework based on Catholic principles. True Cross Catholic School utilizes the Archdiocesan Developmental Guidance Program and the Education in Virtue from Lumen Ecclesiae Press as resources for guidance lessons.

The guidance process is continuing and developmental and helps all students develop wholesome self-concepts, self-discipline and skills to choose safe and healthy lifestyles. Classroom guidance lessons focus on respect and responsibility through self-control, optimism, gratitude, determination, and curiosity. Lessons integrate a character education component to help students develop civic integrity and moral character to create a more compassionate, spiritually grounded, and conscientious society. Additionally, the principal collaborates with educators, and parents/guardians to meet the immediate needs and concerns of students.



NEW Bullying Prevention Framework



Education in Human Sexuality

All religious education programs within the Catholic schools will incorporate human sexuality education, wherein not only the biological realities but also the religious and moral dimension of human behavior is addressed at age appropriate levels. The Archdiocesan curriculum for Human Sexuality, The Catholic Vision of Love Guidelines and Resources, must be followed in each school's human sexuality program. Curriculum and information will be sent home to parents before the class takes place, so they can ask questions about the program. True Cross Catholic School utilizes Ruah Woods Press' Theology of the Body.

Learners with Special Needs

Consistent with the contents of the Church document, To Teach as Jesus Did, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese of Galveston-Houston seeks to include students with special needs in our schools to the extent that the needs of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of students with special needs. However, True Cross Catholic School and other Catholic schools in the Archdiocese are cognizant of the fact that admission of students with special needs must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability. For True Cross Catholic School, the local district is Dickinson ISD. This "Child Find" process must be conducted in consultation with private school representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently referenced as "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all who seek a Catholic education. Within our resources, True Cross and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower, or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

Records for Learners with Special Needs

All psychological and educational evaluations/reports regarding testing for students with special needs received from local public schools, persons, or agencies are forwarded to True Cross Catholic School, upon request. These records are kept on file at the school in a secure file, in an area

accessible only to the principal and other appropriate staff members working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, True Cross Catholic School will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the needs of the student applicant. Consideration will be given to the following:

- The student's demonstrated ability to meet grade-level requirements.
- Record of the student's ability to follow school rules and regulations; and
- The student's ability to meet the physical requirements of attendance.

True Cross Catholic School's Services for Learners with Special Needs

New Students- When the Admissions Office or the principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and school counselor will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined, True Cross Catholic School will begin the procedures with parents to discuss a Catholic Accommodation Plan.

Currently enrolled students- If a teacher or parent is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the principal and school counselor as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating their child. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal or school counselor will then assist the family to locate an appropriate educational program for the child. Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a Catholic Accommodation Plan. Accommodations for a child will be noted in the child's permanent folder.

Student Success Expectations for Learners with Special Needs

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses, medications, and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request the withdrawal of the student or deny admission the following year.

Accommodations for Learners with Special Needs

In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the school counselor after the administration has verification of the student's recommended accommodations. Curricular modifications are not provided because modifications require alterations to curricular objectives. The number of intervention sessions per week, length of sessions, and goals will be determined by the principal and classroom teachers after all available information has been reviewed.

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. An accommodation does not alter the content, expectations, or standards, but rather adjusts instructional methods and/or a student's response to instruction. When using accommodations, students are expected to meet the grade level standards set for all students. Accommodations do not alter grading of student progress and work. As a result of a psychological/diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his or her educational program. Any student diagnosed with a disability and has received a current, thorough psychological/diagnostic evaluation from the local school district and/or a private agency may be eligible for an accommodated educational program. A current evaluation is defined as one completed within the last three years. It may be conducted more often if the parent or school request a more thorough comprehensive evaluation. The three-year period is an IDEA and Archdiocesan requisite in order to assess current accommodations and identify any further changes to meet the student's needs.

If the child is not meeting the academic objectives and/or exhibiting new challenging behaviors in their educational setting, then a re-evaluation is required to reassess specific areas of concern. If a parent refuses to have a re-evaluation completed for their student, the school is not required to accommodate for the student and the school will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student.

If a student is exhibiting success in their educational program and the parents, principal and educational team decide that accommodations are no longer necessary this must be documented

on a Waiver of Accommodations form. After the waiver is signed, the student will then continue his/her educational program without any accommodations.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher(s). These testing arrangements must be planned in advance through a meeting with the school counselor. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

Student Transfers

If it becomes necessary to transfer a student from True Cross Catholic School to another school, parents/guardians must give written notification to the admission's office 48 hours prior to withdrawal. All textbooks, library books, and other school property should be returned to the teacher. The receiving school will request and be sent a copy of the permanent record card, which indicates the student's academic performance, behavioral performance, and lists the scores of standardized tests. Transcripts (permanent record) and other school records will not be released until all fees have been paid and school property returned. Records will not be sent if the family has any outstanding financial balance.

P.E. and Athletics

True Cross Catholic School maintains a balanced program of physical activity designed to develop and strengthen vital motor skills in growing children. All students are expected to participate in these activities. Middle school students should be in proper physical education dress code. If a student is physically unable to take P.E., he/she must obtain an excuse from the doctor. In cases of an emergency a student may bring a note from the parent/guardian, and the teacher will excuse him/her temporarily.

Students who come to class unprepared to participate, or who refuse to participate, may have points deducted from their PE grade.

Athletics/Extracurricular Activities

Participation in any extra-curricular activity will be dependent on grades and conduct

Athletics/Extracurricular Activities Policies and Procedures

Students who are participating in, or attending, extra-curricular activities must have faculty and/or parent chaperones. It is important that students be picked up promptly when the activities are over. We cannot accept responsibility for students not picked up promptly after an extra-curricular event. Students not picked up on time will be waiting in the Extended Day Program room and parents will be charged for this service, including a registration fee.

While at practices, games, pep rallies, or any other related activities, appropriate, respectful and above all, Christian behavior, is expected at all times towards coaches, sponsors, other students, adults, officials/referees and individuals from other schools. Disrespectful, unsportsmanlike conduct will not be tolerated. Such behavior includes but is not limited to: being late, demonstrating a negative attitude, rolling one's eyes, talking back, using a loud or inappropriate tone and taunting others. Such offenses will result in one or more of the following consequences as deemed appropriate by the coach/sponsor: a warning, not dressing out in free dress/uniform during the school day, not participating in some or all of the activity (i.e. game, practice) or another appropriate consequence as outlined in the code of conduct.

More severe offenses that are especially disrespectful or a continual violation of lesser offenses will warrant more severe consequences as deemed appropriate by the coach/sponsor, principal. Such behavior includes but is not limited to: any tampering with and/or destruction of any physical property on school premises or other campuses, making gestures, using foul language, making racial/sexual slurs, spitting, pushing, kicking, hitting, tripping, throwing or kicking dirt into eyes/face, and pulling pants down. These behaviors will result in one or more of the following consequences: no participation in the activity(ies) for an extended period of time, removal from the team, suspension from school, and/or another appropriate consequence.

Athletic Requirements

Injuries in sporting events can be decreased in various ways. Student athletes must have the health needed to meet the demands of the physical activity and be properly conditioned to prevent injury and achieve athletes' goals.

Physicals

All students trying out, practicing, and/or participating in a sport or cheerleading are to have an annual signed parent/guardian consent form, annual medical history, and annual physical evaluation. The parent/guardian consent, medical history, and physical evaluation are to be completed before any practice (both in-season and out-of-season) or games/matches. The required forms are Parent/Guardian Consent (HM 620.1a), Medical History (HM 620.1b, c), and Physical Evaluation.

Students are only eligible to participate on our school's sport teams consistent with their biological sex (as stated on the birth certificate).

Student athletes must be under the supervision of their coach for after school practices and games. Other students attending games as spectators must be seated on the bleachers and supervised by an adult. Students may not remain unsupervised on campus before, during, or after athletic events. Students returning to watch a game must be appropriately attired. Younger children may not be on the school's playground while their parents attend athletic events.

All True Cross student athletes are provided with additional accident insurance through the Maksin Management Corporation for any injuries sustained as a result of participating in school-sponsored athletic activities

Athlete Academics & Behavior

Students should maintain a minimum grade of a “C” average (78 or above) in all classes and a behavior of “S” or better in all classes during both progress reports and report card. The athletic director will be notified if either a grade or conduct drops below the requirements. The principal has final discretion in all cases.

- A student who receives a grade of N or U in conduct may be deemed ineligible.
- A student who receives a grade below 78 in any one subject may be deemed ineligible.
- Should a student become ineligible, he/she will be placed on a 10-school-day probationary period. The probationary period shall begin on the day immediately following the reporting period. During this period, an ineligible student will not be allowed to participate in any practices, games, meets, or other school-sponsored athletic activities. It is expected that the student uses the two weeks to improve the grade(s) that resulted in the ineligibility.
- For those students who are deemed ineligible, a review of the subject area grades and/or conduct grades shall be made two weeks after the reporting period. If the grade(s) meet the requirements stated above, the student shall be deemed eligible to return to full participation in extra-curricular activities. Eligibility shall be resumed on the day immediately following the grade check.
- Any student suspended or expelled for behavior may not be allowed to participate in the current sport and the next season's sport.
- All school athletes will receive the Athletics Handbook. Students will be eligible to participate in sports once they have submitted all required paperwork. Contact the Athletic Director, Dylan Whitehurst, dwhitehurst@truecrosschurch.org with questions and/or concerns.

Technology Policy

Internet Policy

Internet access will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other internet users around the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. The school has a firewall that prevents students from

entering inappropriate sites and is continuously updated. The school believes that the benefits to students from access to the internet outweigh the disadvantages. Ultimately, however, parents/legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the school supports and respects each family's right to decide whether or not to allow for access.

Expectations

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Rules of Usage

Personal Safety and Personal Privacy

Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

TEAMS Etiquette for Distance Learning

1. Do not invite people outside of our class to join. Your parents are welcome to attend but others will cause an unnecessary distraction.
2. Try to log online to our class meeting from a quiet, distraction-free environment. We have little time together; let's try to maximize it.
3. Keep your Audio on mute until you want to speak. We must work together to limit background noise.
4. Enable Video so that we can see you if possible! I need as much social interaction as I can get from my home office!
5. When you want to speak, use the "Raise Hand" feature. On the bottom of the TEAMS window, click on "Participants." Be sure to unmute yourself to talk.
6. Use the Chat box to make a point or ask a question. Remember that Chat is public, and may be recorded, and archived.
7. Have a plan for taking notes (paper and pencil, digital notepad, Word/Pages doc).
8. Appropriate classroom behavior is expected in our virtual classroom.

Online Meeting Expectations



Social Networking

Accessing social networking websites (e.g. Facebook, Instagram, Google HangOuts, Twitter, Kik, Tagged, etc.) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal Copying

Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate Materials or Language

No profane, abusive or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior, including internet searches. Use of technology resources for gambling, chain letter communication, unauthorized e-mail, chat or instant message, blogs, and discussion forums is also prohibited. A good rule to follow is never view, send, or access materials which the user would not want his/her teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges at school.

- Do not use technology to harm other people or their work
- Do not damage the network or any technology resource in any way
- Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses
- Do not violate copyright laws
- Do not view, send or display offensive or pornographic messages or pictures
- Do not share your password or in any way obtain another person's password
- Do not waste technology resources such as disk space or printing supplies
- Do not trespass in another's folders, work, or files
- Do notify an adult immediately if by accident, you encounter materials, which violate the Rules of Appropriate Use

Blogging/Computer Use/Cyberbullying

A weblog, or blog, is a type of website where entries are made (such as in a journal or diary) and displayed in a reverse chronological order. Blogs offer commentary or news on a particular subject; some function as more personal online diaries. A typical blog combines text, images, and links to other blogs, web pages and other media related to its topic.

Blogging provides another venue for students to make threats and offers opportunities to post potentially defamatory statements about school personnel and other students. Deliberate defamation of others is not consistent with Christian values and students should be held accountable for intentional harm they cause others.

The school or parish owns the school or school's name and administrators have the right to restrict its use, in the same way student/parent handbook rules can prohibit unauthorized use of names and logos on 'blogs'.

A Catholic school administrator can impose consequences for conduct occurring outside school. What students do off-campus can detrimentally affect a school's reputation, so long as the parent/student handbook, which can and should be a contract, states that the administration reserves the right to discipline students for off-campus conduct. (Sr. Mary Angela Shaughnessy, SCN, JD; NCEA Notes/May 2006)

Social networking websites (for example, Facebook, Instagram, Twitter, Kik, etc.) should contain no pictures with the True Cross name or logo present in the background, on a uniform, or in any other way part of a picture.

Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Cyber-bullying includes, but is not necessarily limited to the following:

- Cruel instant computer messaging or threatening e-mails.
- Mean, repeated cell phone text messages, or Facebook postings, Twitter postings or any other social media outlets.
- Creating a website for the purpose of mocking certain students, or school personnel.
- Posting humiliating "photo shopped" or digitally modified images of certain students or school personnel.
- Forwarding "private" photos or videos to other students/people.
- Pretending to be someone else by using someone's online screen.

Cyber-bullying is a form of harassment and will be treated as a severe infraction. Consequences up to and including expulsion may be taken against any person who engages in any type of harassment, including cyber-bullying.

Cell Phones, Electronic Devices and Personal Items

According to archdiocesan policy "Students are strictly forbidden to use cell phones during school hours." All cell phones must remain off and in a stored backpack, **not** in a purse or pocket, at all times during the day. A first offense of the cell phone policy results in the phone being turned over to the principal. The phone will be released only when the parent picks it up from the office. Subsequent offenses will result in the phone being taken up, and parents will be charged \$15 to pick it up. If a student needs to use the phone, they must ask permission to come to the office and use the school phone.

Digital cameras, smart watches, iPods, and other electronic devices may not be brought to school without specific permission. If such items are brought, the same policy concerning cell phones will apply.

Problem Resolution

Every effort shall be made to resolve situations so that the education process can continue. Before differences become formalized grievances, both parties shall make every effort to resolve problems through open communication. If a parent seeks resolution of a situation relating to a student, the following steps should be taken:

- The matter should first be addressed with the child's teacher.
- If the matter cannot be satisfactorily resolved with the teacher, the parent may then discuss the issue with the principal.
- If the principal cannot settle the case after discussion with the parent and teacher, the matter may be presented to the pastor for guidance and resolution. If the matter cannot be solved by the pastor, the concerned party may then present the grievance in accordance with the Archdiocesan Appeals Process.

PARENT GRIEVANCE PROCESS

Purpose

The purpose of this process is to provide parents of students enrolled in a parish or regional school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere. Each school must include the Parent Grievance Process in their Family Handbook.

Scope

The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by the Legal Services Department during any phase of the process. This process replaces all previous processes and statements regarding initiating and processing of complaint at both the local and Archdiocesan levels.

Exclusions

Parents who currently have students in our schools may utilize the grievance process. A parent who has withdrawn their student from the school may not avail themselves of this grievance process.

During any investigation by local, state, or federal officials, a student is placed on Student Extended Leave. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. A parent may not avail themselves of the grievance process when a student is placed on Student Extended Leave.

Procedural Issue

While the grievance process is designed to accommodate all parent disputes that may arise within the Archdiocese, it is understood that some situations require flexibility. Any issues regarding the use of Level One or Two of the grievance process as listed below, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan Superintendent of Catholic Schools.

Level One- Informal Resolution/Conciliation (Campus)

It is the intent of this policy to resolve parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere through subsidiarity. This process is not intended to be adversarial in nature. Prior to using the steps set forth below, the parent or guardian shall meet with the person with whom he/she is having a dispute.

If the concern is not resolved, he/she should move to the person's direct supervisor in an effort to find resolution.

If the matter is not satisfactorily resolved with the person's direct supervisor, the parent should request a meeting with the Principal within five working (5) days. If the matter is not satisfactorily resolved with the Principal, the parent should request a meeting with the Pastor within five working (5) days. If the Pastor agrees with the Principal's decision, Pastor may decline to meet, and parent may then proceed directly to Level Two. If the Pastor agrees to meet, but the matter is not then settled satisfactorily, the parent may appeal the decision within seven (7) working days to the Level Two Grievance Committee.

Level Two – Grievance Committee (Catholic Schools Office)

The Catholic Schools Office for the Archdiocese of Galveston-Houston has established a Grievance Committee for the purpose of hearing complaint appeals from Level One of the Parent Grievance Process. The committee reviewing the complaint will consist of an Assistant Superintendent from the Catholic Schools Office and two Archdiocesan Principals selected by the Superintendent of Catholic Schools or their designee.

The following procedure shall then be utilized:

- 1) The parent shall contact the Catholic Schools Office at 713-741-8704 to request the Level Two Appeal/Grievance Form within seven (7) working days of the Level One decision.
- 2) The written appeal shall be submitted to the Level Two Grievance Committee within seven (7) working days following the parent's receipt of the Level Two Appeal/Grievance Form. The grievance is submitted in writing (using the form provided) to the Catholic Schools Office via email addressed to csogeneral@archgh.org along with any additional materials or documentation the parent would like reviewed by the committee.
- 3) The Principal and Pastor will receive a copy of the Level Two Appeal/Grievance Form and other attachments filed with the Catholic Schools Office.
The Principal and Pastor will forward their response to the Level Two Grievance Committee within seven (7) working days of their receipt of the Level Two Appeal/Grievance form submitted by the parent.
- 4) The record for the Level Two Grievance Committee's consideration shall consist of all materials submitted by the parent and the written response provided by the Pastor and Principal.
The committee has the discretion to accept or deny an appeal based on the evidence presented. If the appeal is denied, the decision rendered at Level One of the Parent Grievance Process will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.
- 5) If the appeal is accepted for review, the Level Two Grievance Committee shall then schedule a conference with the parent and/or school administration, if necessary, within fifteen (15) working days from the date the written appeal is received.
The committee will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the committee shall hear the appeal and review the materials presented, as well as any other information the committee deems relevant.
- 6) In an Archdiocesan parish school, the Level Two Grievance Committee shall make a recommendation for decision to the Pastor within seven (7) working days after the scheduled conference has been held and a copy of the recommendation will be sent to the Archdiocesan Superintendent. The Pastor may accept, reject, or modify the Level Two Grievance Committee's recommendation. The Pastor's decision will be communicated to the Principal,

parent, and Superintendent of Catholic Schools within seven (7) working days upon receiving the Level Two Grievance Committee's recommendation.

- 7) If the Pastor does not issue a written decision within the seven (7) working day limit, that will be deemed as an acceptance of the committee's recommendation who will then communicate the decision to the parent, Principal, Pastor, and Superintendent of Catholic Schools.
- 8) In an Archdiocesan regional school, the Level Two Grievance Committee shall make a recommendation to the Archdiocesan Superintendent. The Archdiocesan Superintendent may accept, reject, or modify the committee's recommendation. The Archdiocesan Superintendent's decision will be communicated to the Principal and parent within seven (7) working days upon receiving the Level Two Grievance Committee's recommendation. If the Archdiocesan Superintendent does not issue a written decision within the seven (7) working days limit, that will be deemed an acceptance of the committee's recommendation. The Level Two Grievance Committee will then communicate the decision to parent and Principal.
- 9) Decisions at Level Two reached by the Pastor (parish schools) and Superintendent of Catholic Schools (regional schools) are final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

THIS SECTION MUST BE READ PRIOR TO SIGNING THE TAUP ACKNOWLEDGEMENT FORM

Ethical Use of Internet, Other Technologies and Electronic Devices

It is the policy of the Archdiocese of Galveston-Houston, the Archdiocesan CSO, and True Cross Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. All families, volunteers, and staff members must sign a technology agreement. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations which are unethical and may constitute a criminal offense.

Teachers are prohibited from “friending” their students or families on their social networking sites. This is a breach of professional boundaries.

Parents and teachers must include the principal on all correspondence. The principal and parents must be copied on all teacher communications with students.

Teachers may not contact students directly on the student’s cell phone. All calls should always go through the parent or guardian.

Access to the technology resources of True Cross Catholic School by its students, faculty, staff and volunteers is for purposes of instruction, research, training, communication, and school administration. Technology resources may include computer hardware and software licensed to the schools. These resources are not to be used for private business or personal, non-work-related communications.

Internet access is provided based upon educational needs to benefit the student through connection to worldwide information resources. All aspects of Archdiocesan technology and communications systems, including but not limited to hardware, software, and all files and email, are the property of the Archdiocese. These technology and communications systems are tools provided by the Archdiocese, for Archdiocesan business purposes.

Students are responsible for using these resources in a professional, ethical, and lawful manner, and are expected to exercise good judgment in all email and internet transmissions. Violations of the Internet Access and Use Policy may result in disciplinary action, up to and including possible suspension and expulsion. The full Media Policy is at www.archgh.org/media/7748/media-policy-010918.pdf.

A Catholic school administrator can impose consequences for conduct occurring outside school that detrimentally affects the school. Whether occurring within or outside of school, when a student’s, staff member’s or volunteer’s use of electronic communication jeopardizes the safe environment of the school, detrimentally affects the school’s reputation, or is contrary to Gospel values, the administrator may impose consequences. Such consequences will be determined according to the seriousness of the offense.

Use of Resources

Respecting the rights and property of others is paramount. No improper access or misuse of files, data, or information, or improper use and waste of technology resources such as storage space or printing supplies will be tolerated.

Guidelines to Follow:

Electronic Communication

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences including suspension or expulsion. This policy applies to all forms of electronic communications, whether they occur through the school's equipment or connectivity resources or through private communication.

All interactions must reflect the Core Purpose of Catholic Schools in the Archdiocese of Galveston-Houston: to form disciples of Jesus Christ who transform the world.

E-mail

E-mail, like the telephone, is intended primarily for business purposes. Students should limit use of school email accounts to school business. This helps students learn proper business etiquette and set boundaries between public and private life.

Use of e-mail to transmit inappropriate messages and/or images is prohibited. Inappropriate messages include, but are not limited to, those containing discriminatory or derogatory language or remarks that may be construed as sexual harassment, and unsolicited e-mail (spam). Misaddressed e-mail should be routed immediately, without reading, to intended recipients OR deleted without reading. If a student's use of email jeopardizes the safe environment of the school or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences including suspension or expulsion.

Cell Phones/Smartphones/ Smart Devices

Use of cell phones/smartphones/ smart devices during instructional time is prohibited. This includes use of such devices to contact parents. Students are allowed to contact parents using the school phone in the office, when needed. Please help students understand that use of smart devices is not acceptable on campus.

Text messages and images that are inappropriate are prohibited on school property.

Internet

It is the policy of the Archdiocesan Catholic schools (as stated in the Archdiocesan Catholic Schools' Technology Plan) and TCCS to require the ethical use of the Internet and related technologies by all students, as stated in the Archdiocesan Catholic Schools Technology Plan. These policies are set forth below. Access privileges may be revoked, school disciplinary action

may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Parents should read this agreement and make a point of discussing appropriate and inappropriate use of technology with their child(ren).

Acceptable Use

The use of the Internet and related technologies must be in support of education and research consistent with the educational objectives of the Archdiocese and the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Student access to the Internet will be always monitored or supervised by a school staff member. Internet safety is the first topic for technology lessons at the beginning and middle of the school year.

Unacceptable Use

Transmission of any material in violation of any U.S., State, Council, Archdiocesan, or school policy is prohibited.

Social networking, websites, blogs, video sites, except those used for educational purposes, are off-limits on school property. Use for commercial activities, product advertisement, political lobbying, game playing, gambling, chain letter communication, or use contrary to Gospel values is also prohibited.

Software

Students may not ever attempt to engage in "hacking" behavior. Such behavior is damaging to the educational process and contrary to Gospel values in that it is destructive of another's work efforts. "Hacking" includes attempting to access files not belonging to the student, transferring or attempting to transfer files from another location to the school server, attempting to access proprietary coding, attempting to reverse-engineer coding, attempting to upload or download software not approved by the school, and any other behavior deemed detrimental to the school's successful operation.

Both operating systems and program applications must be approved by the school administration and installed by the appropriate, designated staff. Designated Staff include the principal and representatives of the school's technology service provider. Each user is responsible for taking precautions to prevent viruses on his or her own equipment, as well as the school's equipment.

Problems with technology should be reported to the classroom teacher or administration, who will then notify our technology service provider. Students should not attempt to "fix" problems themselves.

Copyright

It is the policy of the Archdiocese of Galveston-Houston that all employees, volunteers, and students are to abide by the federal copyright laws.

The illegal installation of copyrighted software or files for use on school computers is prohibited. The school's designated technology person is to install any software on school computers, adhering to the licensing agreement. The administrative staff will secure all license agreements on file.

Employees, volunteers, and students may copy print or non-print materials allowed by:

- Copyright laws
- Fair use guidelines
- Specific licenses or contractual agreements
- Other types, if permission is given in writing.

The duplication of materials covered by an exclusive copyright, including computer software and DVDs/videos, is subject to the limitations set out in the Copyright Revision Act, Section 117, of the United States Copyright Code. The Copyright Revision Act and subsequent law also set out guidelines on the fair use of copyrighted materials. All faculty and staff members shall be knowledgeable concerning the law's provisions and guidelines.

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

If you are unsure about copyrighted material, contact the principal.

Security

The purpose of the security policy is to ensure that technology assets are used only by authorized persons for authorized purposes, that computer related hardware, software, data, and digital equipment are protected from mischief, and that accountability is established for achievement of these objectives.

Passwords for accessing technology resources must be kept private, changed regularly, and must meet password strength requirements. It is the parents' and student's responsibility to use the password and protect it from unauthorized use of others. Students should not allow others to access resources through their own accounts.

Reporting Security Violations

Security violations should be reported immediately to the principal. Failure to report such violations or to adhere to the Security Policy could result in negative consequences.

TCCS AGREEMENT AND PERMISSION FORM 2025

TCCS is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

Internet access will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other internet users around the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. The school has a firewall that prevents students from entering inappropriate sites and is continuously updated.

The school believes that the benefits to students from access to the internet outweigh the disadvantages. Ultimately, however, parents/legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

What is expected?

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

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Internet and E-mail

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials.

We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Internet safety and appropriate technology use are the first topics for guidance discussions at the beginning and middle of the school year.

Devices

Smart watches, smart phones, tablets, computers, and all other technology that can be used to access the Internet while on campus are prohibited in the classrooms (for student use), unless they are being used for instructional purposes and have received permission from the principal. Outside technology is prohibited for student use during the school day, school activities and before and aftercare programs. Smart watches are allowed if the student has obtained written permission from the principal. The principal and/or teacher may request the student not use a smart watch if it is being used for any other purpose than described in the written agreement.

What are the Rules of Appropriate Use?

Electronic Communication—Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values.

This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

Blogging/Computer Use/Cyberbullying

A weblog, or blog, is a type of website where entries are made (such as in a journal or diary) and displayed in a reverse chronological order. Blogs offer commentary or news on a particular subject; some function more as personal online diaries. A typical blog combines text, images, and links to other blogs, web pages and other media related to its topic.

Blogging provides another avenue for students to express themselves but may also be used to make threats and offers opportunities to post potentially defamatory statements about school personnel and other students. Deliberate defamation of others is not consistent with Christian values, and students will be held accountable for intentional harm they cause others.

The school or parish owns the school or school's name, and administrators have the right to restrict its use, in the same way student/parent handbook rules can prohibit unauthorized use of names and logos on 'blogs'.

A Catholic school administrator can impose consequences for conduct occurring outside school. What students do off-campus can detrimentally affect a school's reputation, so long as the parent/student handbook, which can and should be a contract, states that the administration reserves the right to discipline students for off-campus conduct. (Sr. Mary Angela Shaughnessy, SCN, JD; NCEA Notes/May 2006)

Social networking websites (for example, Facebook, Instagram, Twitter, Kik, etc.) should contain no pictures with the True Cross name or logo present in the background, on a uniform, or in any other way part of a picture.

Cyber-bullying is defined as use of the Internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Cyber-bullying includes, but is not necessarily limited to the following:

1. Cruel instant computer messaging or threatening e-mails.
2. Mean, repeated cell phone text messages, or Facebook postings, Twitter postings or any other social media outlets.
3. Creating a website for the purpose of mocking certain students, or school personnel.
4. Posting humiliating "photo shopped" or digitally modified images of certain students or school personnel.
5. Forwarding "private" photos or videos to other students/people.
6. Pretending to be someone else by using someone's online screen name.

Cyber-bullying is a form of harassment and will be treated as a severe infraction. Consequences up to and including expulsion may be taken against any person who engages in any type of harassment, including cyber-bullying.

Personal Safety and Personal Privacy— Students will not post personal contact information about themselves or others unless otherwise indicated in the user agreement and parent permission form. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

Social Networking - Accessing social networking websites, except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud-based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Council, Archdiocesan, or school policy is prohibited.

This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret laws.

Inappropriate materials or language – No profane, abusive, slanderous, or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is also prohibited. Should students encounter inappropriate material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, distribute, or access materials, which you would not want your teachers and parents to see.

Use of any electronic device to transmit unacceptable language and/or photos that are harmful to self or others is prohibited.

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at school.

- 1 Do not use technology to harm self, other people or their work.
- 2 Do not damage the network or any technology resource in any way.
- 3 Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
- 4 Do not violate copyright laws.
- 5 Do not view, send, distribute or display offensive messages or images.
- 6 Do not share your passwords/personal information or in any way obtain another person's password/personal information.
- 7 Do not waste technology resources such as storage space or printing supplies.
- 8 Do not trespass in another's folders, work or files.
- 9 Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
- 10 Do not attempt to circumvent network filters or security in any way.
- 11 BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

When there is an instance of cyberbullying inside or outside of school, there will be a meeting with the principal, parent (s) and student to discuss the issue and students will be held accountable.

SEARCHING OF PERSONS

True Cross Catholic School administration reserves the right to check backpacks, lockers, purses, and pockets when there is suspicion of forbidden and/or controlled substances.

The school retains the right to conduct searches of school premises, property, and equipment, including school communication and information systems such as cell phones and computers. The school retains the right to conduct searches of persons to guard against theft, violence, possession or distribution of inappropriate information or material, possession or use of drugs and alcohol, or other valid reasons as determined by the school. Searches shall be conducted in a manner that protects the personal dignity of individuals. Ordinarily searches shall be conducted by two persons.

The principal will contact the Legal Counsel for the Catholic Schools Office for guidance on how to manage the appropriate, next actions.

Parents and students are required to sign technology use agreements every year. The first tech and/or guidance lesson of each semester must be about internet safety and appropriate use of technology.

Principal's Right to Amend Handbook

The principal retains the right to amend the handbook. Parents will be given notification if changes are made.

ACKNOWLEDGMENT OF TRUE CROSS CATHOLIC SCHOOL'S ACCEPTABLE USE POLICY

This form must be filled out and returned after reading the provided copy of the True Cross Catholic School Technology Acceptable Use Policy. Please discuss this carefully with each child and address any questions you have to the principal, Mrs. Smith, at asmith@truecrosschurch.org.

As a parent/guardian and student/s of True Cross Catholic School, we have read the above information on the appropriate use of technology at school and the appropriate use of electronic communication, and we understand this agreement will be kept on file. (Questions should be directed to the principal for clarification.)

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

This policy applies to all electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through personal electronic devices.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date: _____

Student Name/Grade (print) _____ Signature _____

School Copy Received By _____ Date _____

**Parent-Student Handbook Acknowledgement
2025-2026**

All enrolled families have access to a copy of the Parent/Student Handbook for the school year. It is available to view on our website www.TrueCrossSchool.org under "Quicklinks", or you may request a personal copy from the front office.

Initial each line below:

- _____ I have received a copy of the Parent/Student Handbook.
- _____ I will read and refer to the Parent/Student Handbook.
- _____ I will follow the policies and procedures in the Parent/Student Handbook.
- _____ I will seek clarification from the Principal for any policies and procedures if unclear.

Parent/Family Printed Name

Child/ren Name/s

Parent Signature

Date

Student signature

Date

Student signature

Date

Student signature

Date