

ST. MARY OF THE PURIFICATION CATHOLIC SCHOOL

PARENT-STUDENT HANDBOOK

2014-2015

**3002 Rosedale
Houston, Texas 77004**

Office hours: 7:30 a.m. –4:00 p.m.

Phone: 713-522-9276

FAX: 713-522-1879

Website: www.stmaryshouston.net/school

Pastor: Rev. Borgia Aubespin, S.V.D.

Principal: Odessa Stanford

St. Mary of the Purification Montessori is accredited with the Texas Catholic Conference Department of Education and is a member of the National Catholic Education Association, American Montessori Society and the Texas Association for Non-Public Schools.

St. Mary's School will, as stated in the Diocesan Board of Education Policy #652.1, "... 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, and national origin in the administration of its admission, loan, athletic, or scholarship program.

Dear Parents and Students,

Welcome to St. Mary of the Purification Catholic School! In choosing St. Mary's School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Mary of the Purification Catholic School for the 2014-2015 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Mary's School during the 2013-2014 school year.

The faculty and staff of St. Mary of the Purification School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Odessa Stanford
Principal

MISSION STATEMENT OF ST. MARY OF THE PURIFICATION CATHOLIC SCHOOL

St. Mary of the Purification Catholic School promotes and nurtures the spiritual, intellectual, cultural and physical development of its students in accordance with Catholic values and collaboration with parents.

PHILOSOPHY STATEMENT OF ST. MARY OF THE PURIFICATION CATHOLIC SCHOOL

St. Mary of the Purification believes in the education of the whole child. Rooted in the Catholic faith, the St. Mary of the Purification child is nurtured in intellectual, social, emotional, physical and most importantly, spiritual growth. The parents, the essential educators, work in partnership with our staff, teachers and clergy family to accomplish this goal. We hope to empower our graduates with the belief that they can successfully move forward in their faith, academics, and life.

VISION STATEMENT OF ST. MARY OF THE PURIFICATION CATHOLIC SCHOOL

St. Mary of the Purification Catholic School strives to be:

- A place where students enjoy learning in a safe environment;
- A place where children are encouraged to be lifelong learners and problem solvers through the integration of technology, math, science, language arts, music, art, and physical education;
- A place where students are encouraged to perform good deeds by serving others through the gift of giving;
- A place where we encourage our children to emulate our patron saint, Mary of the Purification, in heart, mind, body, and spirit;
- A place in which cultural awareness is fostered and our children are encouraged to accept and respect one's differences in a warm, caring environment.

MISSION STATEMENT CATHOLIC SCHOOLS OF TEXAS

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

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

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

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

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

Approved May, 1990 by Catholic Bishops of the State of Texas

ADMISSIONS

St. Mary of the Purification Montessori School is an equal opportunity, fully accredited and certified Montessori School, offering grades Pre-Kindergarten (3 years) through Fifth Grade.

Acceptance into St. Mary of the Purification Montessori School is dependent on these guidelines:

1. A personal interview with parents/guardians and prospective students is required with the principal.
2. Applicants must be scholastically qualified. All students must present acceptable transcripts, current report cards, and where applicable, achievement test results.
3. Admission into and continued attendance at St. Mary of the Purification Montessori School is contingent upon completion of an academic probation period of nine weeks and timely payment of all tuition and fees, as specified in the Terms of Conditional Acceptance Form.
4. Students are admitted based on the following priorities:
 - a) Applicant currently in attendance at St. Mary of the Purification Montessori School and is in good academic and financial standing.
 - b) Applicant has siblings presently attending St. Mary of the Purification Montessori School.
 - c) Applicant's parents or legal guardians are registered and supporting members of St. Mary's Parish Church, but have no children presently attending St. Mary of the Purification Montessori School.
 - d) Applicant's parents or legal guardians attend another Catholic parish.
 - e) Other applicants who qualify academically, socially, financially and emotionally.
5. All required documents and fees must be in the school office before placement is assured. Required documents include: Birth Certificate, Baptismal Certificate, Health Records, Social Security Card, Standardized Test Scores, Tuition Agreements and any other Registration Forms.
6. Parents agree to actively support the spiritual, philosophical, and academic standards of St. Mary of the Purification Montessori School.
7. Students entering school for the first time must be:

Age 3	Pre-K 3
Age 4	Pre-K 4
Age 5	Kindergarten
Age 6	First Grade

on or before the 1st of September for the current year.

In addition, new students are strongly encouraged to attend St. Mary of the Purification Montessori School's Summer Enrichment Session before seeking admittance.

STUDENT TRANSFERS/WITHDRAWALS

If a student transfers from St. Mary's to another school, parents/guardians must give written notification to the Principal as soon as possible. The receiving school will request and be sent a copy of the permanent record card (**only if all fees are current**), which indicates the student's academic performance and lists the scores of standardized tests.

ATTENDANCE

In compliance with the Texas Catholic Conference Education Department and the State of Texas Family Code, all schools of the Diocese of Galveston-Houston, including St. Mary of the Purification Montessori, follow compulsory attendance laws. Regular attendance encourages and enhances academic achievement. Therefore, absences for reasons other than illness or family emergency should be avoided. Parents/guardians are expected to honor the school calendar.

Parents are asked to send a note to the classroom teacher regarding any appointments that must be made during school hours. PARENTS SHOULD NOT GO DIRECTLY TO THE CLASSROOM TO PICK UP A CHILD FOR AN APPOINTMENT. INSTEAD, PLEASE REPORT TO THE SCHOOL OFFICE TO SIGN THE STUDENT OUT OF SCHOOL. If a child is returning to school after an appointment, the parent should accompany the student to the office for an admittance slip. Students who arrive to school tardy due to a doctor's appointment, must have a doctor's "Return to School Form" on file in the school office in order not to be counted against perfect attendance.

Attendance is taken daily at 10:00 a.m. In order for a student to be counted present, he/she must be in school at 10:00 a.m.

It is imperative that children participate fully in their educational experience at St. Mary's. Daily school attendance is the only effective way to assure continued academic progress. School absence is categorized in the following manner:

- A. **FAMILY EMERGENCY** such as death in the immediate family and serious or prolonged illness is always handled on an individual basis. Special care and consideration for the student and his/her family would dictate the procedure that the school would follow in such circumstances.

- B. **ABSENCE DUE TO ILLNESS** should be made known by calling the school office at 713-522-9276 before 10:00 a.m.

The school may require a doctor's verification for frequent or prolonged illnesses. Students will be given a reasonable amount of time to make up assigned work and tests. Normally an allowance of one school day for each day the student was absent will be given.

Parents may request homework for an ill child by calling the school office before 10:00 a.m. This homework should be picked up in the school office between 3:00 and 4:00 p.m.

- C. **ABSENCES FOR OTHER REASONS** – when a student is absent from school for any reason other than illness or family emergency, the student may not be permitted to make up the work that he/she missed. The school staff is not obligated to make special arrangements when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the school calendar.
- D. **TARDINESS** – a student is considered tardy if he/she arrives after 8:00 a.m. A student who is late is required to report to the school office before being admitted to class. A tardy will be classified as excused if the student is late due to unavoidable or emergency situations, such as illness, appointments, severe weather, accidents, etc. Even though a tardy is considered excused it will still appear on the report card and will count against perfect attendance. However, if a "Return to School Form" from a doctor or dentist's office is on file in the school office, the tardy will appear on the report card but will not count against perfect attendance. Ten unexcused absences will equal one tardy.

PERFECT ATTENDANCE WILL BE FORFEITED IF THE STUDENT HAS TEN OR MORE TARDIES FOR THE YEAR. TEN UNEXCUSED TARDIES WILL EQUAL ONE ABSENCE.

SCHOOL HOURS

All students purchasing breakfast should arrive to the Center between 7:00 and 7:45 a.m. Breakfast will not be served after that time. Those students along with a supervisor will report to their classrooms at 7:55 a.m. Students not purchasing breakfast should arrive enter the school through the primary wing. Students are considered tardy after 8:00 a.m. Dismissal is 3:15 p.m. Dismissal on the first Friday of every month is 2:00 p.m. Dismissal on the day before a holiday is 12:00 noon. **After-school services will not be provided on those days.**

The safety of your child/children is a primary concern of ours. Arrival and drop-off times will be **STRICTLY ENFORCED**. Students arriving before 8:00 a.m. are to be dropped off in the Center. There will be no one in the classrooms to supervise

them. Students may not remain on campus after 3:15 p.m. (2:15 p.m. on the first Friday of each month) unless they are involved in supervised activities.

Students who are not picked up by 3:15 p.m. (2:15 p.m. on the first Friday of the month) will be seated in the office. Students not off campus by 3:15 p.m. (2:15 on the first Friday of the month) will be charged \$3.00 per minute, which will be added to the monthly tuition.

Please note that at no time, while in the care of the school, are students allowed to leave the campus except by prior arrangements made with the office staff.

Release of Students

A student shall not be released to any person other than the legal guardian except when the principal has reasonable assurance that the release is authorized by the legal guardian.

- The parent, guardian or legal custodian shall be the person identified as such on the student's enrollment and emergency form.
- A student shall not be released to any person other than the legal custodian except when the principal has reasonable assurance that the legal custodian authorizes the release. Questioned authorization for the release of a student shall be confirmed with the legal custodian by the principal. Appropriate authorization must be in writing from the student's legal custodian.
- When a person attempts to change the rights of release involving the originally stated custodian, the principal shall take the following actions before releasing the student:
 - Ask the person requesting the change to produce a certified court order, with official seal and signature, authorizing such a change.
 - Notify the person presumed to be the student's legal custodian of the attempted change.

Any student being released prior to dismissal, must have been signed out in the office by the authorized person first.

Child Release to an Impaired Parent/Guardian

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

CURRICULUM

The curriculum followed at St. Mary's School is one developed by the Archdiocese of Galveston-Houston and is approved by the Texas Education Agency for use in state accredited schools.

The curriculum exists within a total Christ-centered environment. The environment enables the community to live and model Catholic values.

We believe in the dignity and uniqueness of each individual. Therefore, we strive to provide a curriculum that supports the development of the whole person; **mind, heart and spirit**. We believe that all learning experiences form students in Christ to become life-long learners and productive citizens. Students will:

Use their **minds** to:

- Acquire the intellectual, moral, creative and organizational skills and knowledge necessary to succeed in middle school and beyond;
- Articulate ideas clearly and effectively in oral, written, kinesthetic and artistic expression;
- Be effective communicators and critical thinkers with the skills necessary to interact justly in a global community;
- Use technology competently and responsibly.

Use their **hearts** to:

- Act on gospel values and live generous lives of loving service;
- Show respect for others and understand the value of diversity and multiculturalism;
- Build community
- Recognize the value of and participate in service for the good of the community;
- Live and act with reverence for the earth as God's creation;

Use their **spirits** to:

- Recognize their call to holiness as prayerful individuals, who actively participate in their faith communities;
- Develop a personal spirituality based on a clear understanding of the Catholic faith and traditions;
- Proclaim the Gospel of Jesus Christ;
- Engage in the liturgy and sacramental life of the church;
- Come to know and love scripture
- Recognize and use their God given gifts;
- Achieve mental, physical, emotional and spiritual wellness.

Religious education is the center of education in St. Mary of the Purification School. The religious dimension of the school extends throughout all subject areas and all school activities. Daily prayer, in addition to weekly Prayer Service

and special liturgical celebrations, provide a framework in which Gospel values can flourish.

Formal religious instruction in the Catholic tradition is required for all students regardless of their faith tradition. Formal religious education begins in pre-kindergarten and continues throughout all grade levels.

GRADING

I. STUDENT ACADEMIC REPORTS

A) ACADEMIC REPORT

This is written notification to parents that the student has exhibited difficulty in a subject area. This report may be sent home at any time.

B) MID-QUARTER PROGRESS REPORT

At mid-quarter a report is sent to advise parents of their child/children's progress. This report is an indication of good work and improvement since the last grading period, or an early alert so parents may provide closer supervision of their student's work. Parents are to sign and return the progress report to the homeroom teacher.

C) REPORT CARD

Report cards are distributed each quarter. St. Mary of the Purification School uses the Diocesan grading system. Students receiving a final average of D in a subject area will be recommended for additional help in that subject area. Any student failing below 70% average will be placed on probation for the following quarter. **Students receiving an F for a final average in two or more subjects will fail that academic year and not be promoted to the next grade level.**

II. GRADING SYSTEM

Prekindergarten

Parent/Teacher/Student Conferences are required. Progress Reports are given at the end of each semester.

Kindergarten

A Parent/Teacher/Student Conference is held in lieu of a report card the first nine weeks of the school year.

Evaluation Key

S-Satisfactory-goal achieved

T-Transition-in process of learning

NA-Needs attention-not able to complete the goal

Grades First -Fifth

Alphabetical/Numerical Grade Equivalents

A= 93-100

B= 86-92

C= 78-85

D= 70-77

F= Below 70

Numerical grades are given for the following subjects in Grades 1-5:
Religion, Reading, English, Spelling, Mathematics, Social Studies, and Science.

The following designated evaluating code is to be used for all other subjects in grades 1-5.

Evaluating Code:	E	Excellent	(90-100)
	S	Satisfactory	(80-89)
	N	Needs Improvement	(70-79)
	U	Unsatisfactory	(69 and below)

A functional level of operation is indicated for Mathematics and Reading when the student is below grade level. (This is done only with the principal's approval.)

Promotion Exercises

The Kindergarten promotion exercise is a program in which the students make a presentation to their families and school body. The boys and girls wear a cap and gown which is ordered through the school.

The Fifth Grade promotion exercise is a Mass and is expected to be solemn and reverent. Faculty, Staff, Students and Families are encouraged to pray for the students as they transition to the middle school level.

A reception is held for all kindergarten and fifth grade students and their families after the promotion exercises. Students are expected to return to classes after the receptions.

All professional photography and videoing must be approved by the principal and pastor.

HONOR ROLL

Each quarter students are recognized for academic excellence at a Friday Prayer Service. Students are awarded Honor Rolls in the following manner:

Academic Honor Rolls

Principal's Honor Roll:	Maintain Honor Roll, Excellent Conduct and Perfect Attendance for the entire year
Faculty Honor Roll:	A's and B's in subject areas/E's and S's in conduct

Technology Acceptable Use Policy

St. Mary of the Purification School 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, each year all students must obtain parental permission as verified by the signatures on this agreement. Should a parent prefer that a student not have Internet access, use of the computer is still possible for more traditional purposes such as word processing.

Access to the Internet 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 ACCDESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLLY 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. Therefore, we support and respect each family's right to decide whether or not to allow for access.

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 abuse. 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. Under no circumstances are students to access any sites that are sexual in nature.

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.

Social Networking

Accessing social networking websites, blogs, video sites (e.g. MySpace, Facebook, YouTube, Friendster, tagged, etc., 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 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. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and discussion forums, is also prohibited. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately. Use of cell phones to transmit unacceptable language and/or images that are harmful to self, other students, and/or to other people are prohibited.

These are the guidelines to follow to prevent the loss of technology privileges 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. Not violate copyright laws.
- 4) Do not violate copyright laws.
- 5) Do not view, send or display offensive messages or pictures.
- 6) Do not share your password or in any way obtain another person's password.
- 7) Do not waste technology resources such as disk 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) BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

E-Reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. A student who violates any portion of the e-Reader as school for a length of time commensurate with the nature of the violation.

1. Acceptable Use Agreement Form must signed by both the parents and the student.
2. E-Readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. If a student uses an e-Reader for school approved material, he/she must use a hard-copy of the material during class.
4. All material on the e-Reader must comply with the spirit and policies of St. Mary of the Purification Catholic School.
5. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
6. E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her, nor be a source of any classroom disruption.
7. E-Readers are not to be used during lunch, breaks, or during playground/recess time.
8. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.
9. St. Mary of the Purification Catholic School is not responsible for lost or damaged e-Readers.

HOMEWORK

Homework is assigned to reinforce skills that have already been taught and to foster habits of independent study. Keeping these two positive aspects in mind, parents/guardians should demonstrate an active interest in the child's day-to-day progress and provide suitable conditions for home study. Written homework is only a part of the home learning process. More important for success is reading of assigned and related materials and consistent review of previous material.

Minimum suggested homework time

Grades 1-2	30 minutes
Grades 3-4	45 minutes
Grade 5	60 minutes

The actual amount of time a student spends on homework may be affected by personal ability, grasp of information, pacing and diligence of the individual. The suggested times are for assignments specifically given as homework; additional time may be needed to finish work not completed in class or to begin work on a long term assignment.

Students with excused absences are still responsible for their work and are to ask their teacher(s) about expected make-up work.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

Agendas

Please check students' agendas daily for homework assignments and notes from the teacher. **Parents are asked to initial agendas each night.**

Homework assignments are also posted on the website on each homeroom teacher's web page.

PARENT COMMUNICATION AND APPOINTMENTS

As parents, you are the primary educators of your children. The main purpose of the teacher is to aid you in this important responsibility. It is necessary to be in open communication with your child's teachers, as well as with the principal. Open, honest communication and cooperation between school and home is essential in order to enable our children to be the very best that they can be.

If there is a problem concerning your child or children, or if there is something you do not understand, you are strongly urged to contact the child's teacher to

resolve the conflict. If you are not entirely satisfied then contact the principal immediately. Continuous communication between parents and faculty will facilitate your child in acquiring a healthy, positive self-esteem.

To enhance and ensure positive resolutions to problems and/or conflicts these are the guidelines parents are expected to observe:

1. A teacher may be called between 7:30 a.m. and 7:45 a.m. or 3:15 p.m. and 3:30 p.m.
2. **In order to have an effective learning environment, the principal and teachers request that you do not accompany your child into the classroom in the mornings or when you pick them up in the afternoon.**
3. Parents are required to make a minimum of two twenty-five minutes classroom visits during the school year. Please see the classroom teacher about scheduling the best time to visit. During classroom observations, parents are asked not to disrupt class activities and must realize that this is not a conference with the teacher and/or principal. Unscheduled conferences are strongly discouraged.
4. If a parent would like to conference with the principal, he/she must call the office to schedule an appointment.

HEALTH AND MEDICAL REQUIREMENTS

Texas immunization laws, Texas Education Agency policies and the Diocese of Galveston-Houston govern our school health program. These laws and policies provide for effective prevention and control of communicable diseases provision of health education in such areas as drug and child abuse prevention, and specific health screenings and services.

The Catholic Schools' Office provides assistance in planning and implementing the total health programs for the school. Their Office provides information and guidelines through employee in-services and disseminates pertinent local and state health service information and requirements to the school.

To effectively maintain our school health program the following information and parent guidelines have been developed.

Immunization Requirements

1. Students must meet the state's minimum immunization requirements to attend St. Mary' School.
2. A student entering the school for the first time is required to submit a written immunization record/certificate from a private physician or public

- health clinic verifying that the child has completed the immunizations required by the Texas Health Department. A copy of the immunization record will be filed in the student's health record in the clinic.
3. A student with a health condition necessitating a medical exemption from immunizations must provide a written statement from the student's physician, stating why a medical exemption is necessary. This documentation will be filed in the student's health record in the clinic.
 4. In the event, state immunization laws require additional immunizations during the student's enrollment; parents/guardians will be notified of the requirements so that required immunizations may be obtained.
 5. Parents/guardians must provide updated immunizations records to the clinic/school office as immunizations are obtained during school enrollment.
 6. Students, who do not meet the immunization requirements, will be excluded from school attendance until the required immunizations have been obtained.

Emergency Cards

1. Parents/guardians are asked to complete the required emergency card and return to the school during the first days of the school year.
2. Parents/guardians are responsible for providing the school with current and pertinent health information (i.e. health needs/conditions, allergies, current medications, physician and hospital information) for each child in the family. This information will be used in an appropriate, confidential manner with school personnel to facilitate optimum care for students while at school.
3. It is the parent/guardian's responsibility to keep this information current. Please notify the school office if any contact information changes or if you will be out of town and the child will be cared for by other adults.

Medication Administration

The daily routine of the clinic includes the management of medications. Catholic Schools of the Galveston-Houston Diocese adheres to Texas Education Code 21.914 on the administering of medications by school employees.

1. 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.)
2. Medication may be administered to students only upon written request by the parent/guardian and physician. The request must state the following: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, exact dates medication is to be

- given, liability release, signature of the parent/guardian and physician. Parents/guardians must deliver and pick-up medicine to be administered.
3. All medication 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, prescribed dosage, physician name, and date prescription was filled.
 4. If there is a medication discrepancy that might be injurious to the student, the school nurse or principal designee has the responsibility to question the discrepancy or refuse to give medication. A consultation with the student's physician, nurse consultant, or parent/guardian regarding the discrepancy must be documented by the school nurse or principal designee.
 5. All medication will be locked in a drawer/cabinet in the clinic unless refrigeration is required.
 6. It is the student's responsibility to report to the clinic to take his/her medication. **Students are not permitted to carry any type of medication with them on the school campus.**
 7. In the absence of the nurse the principal designee will administer medication.
 8. A daily log for medication will be maintained on each student taking medication at school.
 9. At the end of the school year, all medication is to be returned to the parent or destroyed.

Communicable Disease Prevention & Control

1. St. Mary's School follows the Texas Department of Health Guidelines for the Control of Communicable Diseases.
2. Ill students must remain at home to prevent the spread of infection to other students and faculty and to allow their bodies to adequately recover from the stress of acute illness. Students with fever over 100 degrees F, nausea, vomiting, diarrhea, eye drainage, skin rashes, sore throats, bad colds with nasal drainage and frequent coughing should remain at home. **Students must be without fever for 24 hours before returning to school.**
3. Cases of communicable disease (i.e. swine flu, chicken pox, meningitis) must be reported to the school office as soon as possible. The school as specified in the Reportable Communicable Disease Guidelines will contact the appropriate local/state health department agencies.

Management of Student Illnesses or Injuries at School

1. If a student becomes ill or injured while at school, the student is expected to notify the supervising teacher (if able).
2. During school hours, the teacher will send the student to the clinic or have the nurse come to the student. If away from school, the supervising

- teacher will contact the student's parents/guardians and /or emergency medical services as necessary.
3. Basic first aid care (i.e. bandages, ice packs) will be used to treat minor injuries.
 4. In the event of an acute, serious illness or injury, assistance from the Emergency Medical Service of the Houston Fire Department (911) will be requested.
 5. The school nurse or principal designee will contact parents/guardians of ill or injured students as soon as possible using information on the Emergency Card.
 6. Ill or injured students may not remain at school. Parents/guardians are expected to pick up the student within one hour of being notified.
 7. School personnel will provide basic supportive care until the parent/guardian or emergency medical personnel arrive. In the event a parent/guardian or parent designee cannot be contacted or cannot arrive at school prior to the ambulance (if needed), a principal designee will accompany the student to the hospital. This action does not relieve the parent/guardian's responsibility to the student, but is done to help reduce the student's anxiety.
 8. Students who are injured at school or during a school-sponsored event off campus are covered by accident insurance through the Diocese. The current policy is a supplemental policy to the student's main insurance. Claim forms can be obtained from the clinic office and must be submitted to the insurance company within a specific time frame to be eligible for benefits.

Health Screenings

1. Vision and Hearing screenings are conducted in accordance with the Texas Health Department requirements for grades K, 1, 3, 5, and any new student.
2. Parents/guardians will be notified in writing of potential problems detected at the time of screening.
3. Parents/guardians are responsible for following through on the screening referrals and returning the completed medical referral evaluation form(s) to the clinic following the student's appointment.

Parent Responsibilities

St. Mary of the Purification Montessori School is a self-supporting institution. Thirty five percent of the school's budget must be supported by funds raised from individuals, businesses, corporations, foundations, gifts, grants, etc. Tuition revenues cover less than 57% of the school's operational expenses. The balance is covered by fundraisers and subsidy received from the parish. Fundraisers are necessary to assist us with operating costs and maintaining our facilities. The

success of the fundraisers is contingent upon our families' dedication to stewardship.

Each family is required to volunteer 30 hours or to pay a \$300 fee for the school year. *Please note that 3 of the required 30 hours must be spent at the Bazaar and 3 at the Lenten Fish Fry.* These two events are our biggest and most critical fundraisers.

All fundraisers support either the entire school community or the school's sports organizations and are approved by the principal.

Volunteers

St. Mary of the Purification depends on the consistent and loyal services of volunteers. Volunteers serve the school in many capacities such as in the library, sports, office, cafeteria or as room parents, etc. Volunteers who have regular access to children are required to obtain a Criminal Background Clearance, participate in a VIRTUS Workshop and sign the Volunteers' Code of Conduct.

Tuition and Fees

Payments for tuition and Extended Day are on a yearly basis. For your convenience, monthly installments are permissible. Your monthly payment is not for the month in which you pay, but rather it is a time payment on the full yearly account. Payments are due by the 1st of each month. After the 5th working day, a late fee of \$30.00 will be charged to your tuition account. Report cards, test scores and transcripts will not be released until all tuition and fees are paid in full.

Any check returned NSF will be assessed at the current bank's return check fee. Any family with two NSF checks will be required to make future payments in cash or money order for not less than one academic year.

No personal checks are accepted after April 30th. All payments after that date must be made in cash, credit, cashier's check or money order.

There is a 3% service fee on all credit card transactions.

Emergency Closings

In the case of severe weather conditions and emergency school closings, the Superintendent of schools for the Arch-Diocese of Galveston-Houston has instructed St. Mary of the Purification Montessori School to close when HISD closes its schools because of inclement weather. Other emergency school closings will be announced on a case-by-case, school-by-school basis.

For official information concerning school closings, please listen to the following TV stations:

KHOU Channel 11
KPRC Channel 2
KTRK Channel 13

St. Mary's School uses IRIS (Immediate Response Information Systems) to disseminate important school information. Notices are sent by home phone, work phone, cell phone and email. Please keep contact information updated.

Extra-Curricular Activities

Students are encouraged to participate in extra-curricular activities. They must maintain a 78 (C-) overall average and an S in conduct in all subjects to participate in the following:

Cheerleading Dance Basketball
Karate Spanish Club Volleyball
Music Club Sports Track

And any other extra-curricular activities not specifically stated.

All tuition and fees must be current for students to participate in extra-curricular activities.

Students who are suspended from activities in any grading period because of grades, conduct or tuition/fees will remain suspended on a weekly basis. They may regain eligibility once their grade level becomes 78 (C-) or better, S in conduct, and/or tuition/fees become current.

A \$40 registration fee is required for all sports unless otherwise noted. A Physical Examination Form and Parent Consent Form must be on file before participating in any sports.

Fire and Disaster Drills

Fire and disaster drills are held once a month.

Textbooks

All hardback textbooks must be covered at all times. Students who lose, misplace or damage a textbook or workbook will be required to replace it at their own expense.

The replacement cost of a hardback book is \$40.00 and a workbook is \$20.00. If a book is damaged, students will be charged a pro-rated amount to cover the cost of the damage. Books that are so damaged, as to be deemed unusable, will

be assessed the full price of the book. All textbooks must be returned to the teacher at the end of the school year or if the student withdraws from school.

Telephone Use

The school phone is for the use of school business by school personnel. Students will not be granted permission to use the phone except in case of an emergency. Forgotten lunches and other school related items do not constitute an emergency. Students will be permitted to use the telephone in the school office to call a parent because of illness or at the request of a teacher.

Teachers and/or students are not allowed to receive telephone calls during school hours. Messages will be given to the teachers. Please call only with emergency messages for students.

Students are not permitted to have cell phones on campus. If a student needs to call a parent for an emergency, he/she may use the school phone.

Substance Abuse Policy

The use of illicit drugs and the unlawful possession and use of alcohol is strictly prohibited by St. Mary of the Purification Montessori School.

A student is subject to removal from class and possible suspension, expulsion, or referral for prosecution if while on school property or at a school sponsored function the student is suspected of:

1. Use, possession for consumption, sale or distribution of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana, or a controlled substance);
2. Acting under the influence of an illegal drug, alcohol, narcotic, marijuana, or controlled substance; or
3. Prescription medication misuse or overdose.

The school nurse and the principal will work together with student(s) and family towards bringing about the rehabilitation of any student identified as having a drug and/or alcohol problem.

If a student is removed because of violation of the Substance Abuse Policy the principal will:

1. Report the incident to the superintendent; and
2. Notify parents/guardians immediately and request a conference.

After the conference with the parents/guardians and the student, the student may be suspended for a period of three days. During this time it is recommended that

the parents enroll in some type of family therapy with the student, as suggested by their physician or the school office.

At the completion of the suspension, the student will return to school with a contract to continue the therapy until the therapist feels a recovery has been made.

Visitors

All visitors must report to the office before entering the classrooms area. Visitors are requested to sign-in and receive a special Visitor's badge. This badge is a sign to teachers and students that the wearer is one who has permission to be in the school. Permission must be secured from the principal or designee in the office before a visitor is allowed to speak to a student or teacher.

Forgotten items (such as lunches, projects, books, etc.) must be left in the office. Parents are asked not to deliver these to classrooms.

After School Program

The school provides an After School Program for the convenience of the parents. The hours are 3:15 p.m. to 6:00 p.m. Students must be enrolled in the school and the After School Program, and the parent or guardian's signature is required for the release of the student from the After School Program. All designated persons picking up children, must be designated in writing and a record of the same must be in the office. Payment for the After School Program is by the month, and is payable regardless of illness, holidays, or day missed for any other reason. In accordance with Diocesan Policy, student **Drop-Ins are not accepted.**

If a child is picked up after 6:00 p.m., a fee of \$3.00 per minute will be assessed. Parents are required to pay the fees for late pickup at the beginning of each month when paying tuition; Failure to do so may result in suspension of all favorable actions. Repeated violations will cause probation and/or suspension from the After School Program. The school accepts no liability for providing supervision for any student after 6:00 p.m. If a parent or guardian is habitually late picking up his/her child, school officials will notify Child Protective Services (CPS).

Safety and Traffic

Parents are to enter from Ennis and exit on Rosedale. The speed limit on the school's parking lot is 5 mph. Please park in a manner conducive to the design of the parking lot and obey all arrows or posted signs. **Our children are important to us, please watch for them.**

PERSONAL ITEMS

All personal items, including uniforms, coats, sweaters, lunch kits, and backpacks should be clearly labeled with permanent markings in a non-removable place on each item. This makes for easier identification of lost or misplaced articles. Three and four year old students must have a change of clothing, properly labeled and in a Ziploc bag that will remain in the classroom. The change of clothing must be uniform attire.

All Pre-K and Kindergarten students are asked to bring a nutritious snack daily in a labeled lunch kit. Glass containers, chips, sodas and other non-nutritional items are not allowed.

The only time students may bring toys, games, videos, etc. to school is when their teacher instructs them to do so. The student assumes responsibility for all items brought to school. Students may not bring radios, tape recorders, real or toy weapons to school ever. Guardians or parents may bring any forgotten articles to the school office. Students will be allowed to come to the office, at a time deemed appropriate by the teacher, to retrieve articles. Students will not be allowed to call home for forgotten items. **Cell phone usage is not permitted during the instructional hours and cell phones are not to be visible.**

LOST AND FOUND

All lost and found items are kept in a box or on a rack on school property in the office. Parents and/or students may search for lost items during the day. At the end of each month, all unclaimed items will be given to the St. Vincent de Paul Organization for the needy. At any time you have questions pertaining to lost and found, speak with the office personnel.

FIELD TRIPS

Field trips provide a valuable educational or cultural experience for students. These trips are privileges and any student can be denied participation if they fail to meet academic and/or behavioral requirements. If a student receives an excessive number of discipline infractions during the school year, the faculty will determine whether or not he/she may attend a particular field trip. **Students who have received a suspension within the semester of the scheduled trip may not attend the trip.**

Field trips will be taken only after proper planning. Each trip is assessed for educational value and correlation with the curriculum for a particular grade level. All field trips must be approved by the Principal.

The 5th grade field trip to Camp Kappe is a required school activity. Extenuating circumstances for not attending this activity will be taken into consideration on an individual basis.

Permission slips are sent to parents in advance of each field trip. Permission slips must be signed by parents in advance of the field trip. A phone call or email will not be accepted in lieu of signed permission slip. Students will not be allowed to leave the school for a field trip without a signed permission slip.

No student may be picked up early from a field trip without prior arrangements being made with the Principal.

Service Projects

As a Catholic school, we want to provide opportunities for our students to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned fall and spring service project. All grades have been assigned a specific area of stewardship emphasis. Grades **K through 3rd** will be organizing events directed towards helping other children. Projects in grades **4th through 5th** will emphasize the sick and elderly of our community.

PARTIES

School parties are provided by the room parents two times a year: Christmas and Valentines' Day.

A student may celebrate his/her birthday with his/her class by bringing cookies, cupcakes, or donuts to the school office for all students in the homeroom. Please do not bring cakes, candy, gum or nuts of any kind. If a student's birthday falls on the last school day before Christmas Break, Ash Wednesday, Holy Thursday, Field Day, or the final day of the school year, please choose an alternate day for the celebration.

To protect the feelings of the children, invitations for parties may not be passed out at school unless all students in the class are invited.

WORSHIP

Student prayer service is conducted on the 1st, 2nd, and 4th Fridays of each month at 8:30 a.m. in the Sanctuary. Every 3rd Friday of the month, a children's Mass is conducted in the Sanctuary. Students must be in formal uniforms for prayer service and/or Mass. (Exceptions are days of early dismissal.)

DRESS CODE

The way a student dresses affects the way he/she behaves. To maintain an atmosphere that is conducive to learning, we expect our students to be neat, clean, tidy and modest in appearance. The dress code is designed to allow our students to concentrate on developing religious, moral and ethical values that enhance positive self-esteem built on personal responsibility and Christian moral values. It is further designed with your child's safety in mind.

The School/Principal reserves the right to make dress code exemptions based on the religious or cultural beliefs of the student and his/her parents.

Parker School Uniform is the exclusive supplier for uniform items. They may be reached at 713-661-6110 or www.parkersu.com. Students must be in complete uniform at all times. Notice of exceptions to this rule is sent home in advance.

Sweaters, Jackets & Coats

A navy blue cardigan with the SMP emblem can be worn in the classroom. The sweater can also be worn at Mass. A navy vest and/or jacket during cold weather are also acceptable outerwear in the classroom and church. Students may wear any color outerwear to school in cold and wet weather as long as it is not worn in the classroom.

Shoes/Socks

Please make sure that shoes have "non-skid soles". For safety reasons, thongs, open toed, open back, and high-heeled shoes are not permitted. **Minimum blue stripes are permissible. Other colored stripes/designs are not allowed. Shoes with characters, lights or wheels are not permitted either.** Socks must be white and may not be below the ankle. Leggings are not permissible. Boots are not permissible.

Acceptable girls' shoes:

Solid black, brown, white or navy Mary Janes;

Solid black, brown, white or navy baby doll styled shoes;

Solid black, brown, white or navy blue loafers;

Black, brown, white navy or white tennis shoes may have minimal blue stripes.

Acceptable boys' shoes:

Solid black, brown or navy blue loafers;

Black, brown, white or navy blue tennis shoes may have minimal blue stripes.

Shoestrings for boys and girls must be solid black, brown, white or navy.

Girls' Uniform – Grades Pre K through 3rd

White or royal blue polo shirt with St. Mary's emblem embroidered on the front
Navy blue uniform pants or shorts (no shorter than 3" above the knee) with black, brown or navy belt

White uniform blouse with plaid jumper is required for Mass/Prayer Service days
Navy sweater

White or navy socks that are visible above the shoes

St. Mary's t-shirt with **blue** jeans on the 1st Friday of each month

Girls' Uniform – Grades 4th & 5th

White uniform blouse with blue plaid skirt and tie (only navy or white shorts under uniform) is required for Prayer Service/Mass days

White or royal blue polo shirt with St. Mary's emblem embroidered on the front
Navy blue uniform pants or shorts (no shorter than 3" above the knee) with black, brown or navy belt

White or navy socks that are visible above the shoes

St. Mary's t-shirt with **blue** jeans on the 1st Friday of each month

Boys' Uniform-Grades Pre K through 5th

White or royal blue polo shirt with St. Mary's emblem embroidered on the front or blue plaid button down shirt

Navy blue uniform pants or shorts (no shorter than 3" above the knee) with black, brown or navy belt

White or navy socks that are visible above the shoes

White oxford shirt, button down collar with plaid tie and navy pants or shorts is required for Mass

St. Mary's t-shirt with **blue** jeans on the 1st Friday of each month

Cargo pants, skorts and capris are not permissible. Undershirts that are visible must be solid white. Sleeves of undershirts are not to be longer than the sleeves of the uniform shirts.

Grooming

Hair ribbons for girls must be white, navy or blue plaid. Girls and boys hair must be neat and appealing and must not obstruct vision. Hair color must be the student's natural color.

Caps, earrings, sculptured hair, lines, designs, spikes, ponytails, braids, plats, tails and similar styles are not acceptable for boys.

Extremes in style are to be avoided. Hair that obscures a student's face and boys' hair that is below the top of the collar is unacceptable.

Girls may not wear colored nail polish or lipstick.

Jewelry should be minimal and religious in nature. Girls with pierced ears may wear single stud, small ball earrings or small religious earrings. Students may be asked to remove any jewelry that might be disruptive to the learning environment.

Parents are responsible for compliance with the dress code of St. Mary of the Purification Montessori School. Faculty members share the responsibility of enforcement. The administration reserves the right to decide whether a student's dress or grooming is in accordance with the school's high standards. St. Mary of the Purification Montessori School reserves the right to send any student home that arrives at school inappropriately dressed.

Students in violation of the uniform and personal appearance code are given notice of violation.

The consequences of violation to the dress code are as follows:

1st offense: Written warning and/or telephone call to parent.

2nd offense: Telephone call to parent and/or written notice of violation. Parent may opt to bring appropriate clothing by 8:30 a.m. or pay a \$10.00 fee. The student will wear a designated uniform.

3rd offense: Telephone call to parent and written notice. Parent pays required \$10.00 fee. Student will wear a designated school uniform.

Four or more dress code violations are considered a Level II or III infraction (see Formative Discipline Plan).

FEE DRESS DAYS

Fee Dress Days are held throughout the year. Students and staff pay a nominal fee for non-uniform attire. Money collected supports the operating budget of the school.

The following items are considered inappropriate to wear to school:

Pants: Short shorts- shorts must be no shorter than 3 inches above the knee;

Ripped, torn, dirty or un-kept jeans or long pants;
Any pants which are too tight;
Any pants worn at the hips.

Shirts: Tank tops, crop tops, halter tops, see-through tops or any top that does not

Fully cover the shoulders or midsection
T-shirts with inappropriate or offensive writing.

Dresses/Skirts: Mini-skirts/dresses (must be no shorter than 3 inches above the knee).

Hats: Baseball caps or hats

Shoes: Open shoes of any kind, including sandals, clogs, mules, flip-flops

The administration reserves the right to ask a student to call a parent to have his/her uniform brought to school if the non-uniform attire is deemed inappropriate.

FORMATIVE DISCIPLINE

St. Mary of the Purification Montessori School utilizes a program of Formative Discipline. The purpose of this program is to form responsible individuals with values rooted in Christian precepts. The program is corrective in nature rather than being merely punitive. It is modeled after the sacramental life of the Church, in particular the sacrament of reconciliation. In this sacrament, a faith-filled person acknowledges and takes responsibility for the wrongful actions he or she has chosen, atones, and makes a sincere effort to do better. Similarly, in the Formative Discipline Program, a student is challenged to acknowledge and take responsibility for the wrongful behavior, learn from this mistake, and make amends by consistently trying to avoid this behavior in the future. All parties involved in this disciplinary process firmly believe that with effort from the individual student, God's grace will lead him to a fulfilling Christian life. We believe that by taking a positive approach to discipline and to the development of self-discipline and self-direction, "discipline" is placed in the category of a learning experience.

RESPONSIBILITIES

STUDENTS' RESPONSIBILITIES for contributing to a positive learning environment at school include:

- Demonstrate courtesy and respect for self and others at all times.
- Behave in a responsible manner.
- Attend all classes, daily and on time.
- Be prepared for each class with appropriate materials and assignments.
- Follow uniform regulations.

- Obey all campus and classroom rules.
- Respect the property of others.
- Participate actively in the learning process.
- Refrain from behavior that may be interpreted as harassment.
- Use appropriate language at all times.
- Report actions which may be destructive to people or the Christian image of the school.
- Be truthful and honest at all times.
- Get agendas initialed by parents nightly.
- Get Tuesday Folders signed by parents weekly.

TEACHERS' RESPONSIBILITIES for contributing to a positive learning environment at school include:

- Have regular attendance and be on time.
- Be prepared for class with appropriate materials.
- Comply with Diocese and school policies, rules, regulations and directives.
- Maintain an orderly classroom atmosphere conducive to learning.
- Instruct according to the standards of performance required by the Diocese.
- Establish rapport and an effective relationship with parents, students and other staff members.
- Teach students to exercise self-discipline.
- Encourage good work habits.
- Serve as appropriate role models for all students.
- Report in a timely manner to parents and administrators student misbehavior to ensure immediate corrective action.
- Respect the individuality of each student.
- Demonstrate and model respect of others through their interactions with parents, students and other staff members.
- Work toward the success of each student.
- Keep an accurate record of students' grades, attendance and behavior.
- Inform parents of their child's academic and behavior progress.
- Maintain confidentiality of parent/teacher/school discussions and official school business
- Keep informed about curricular trends and innovations.
- Promote a genuine concern for the well-being and good name of others.

PARENTS' RESPONSIBILITIES for contributing to a positive learning environment at school shall include:

- Encourage his or her child to place a high priority on education.
- Review the information in the Parent/Student Handbook with his/her child and sign and return the acknowledgement forms. A parent with questions is encouraged to contact the principal.
- Be active with all of the child's school activities and academic programs.

- Review the child's student records when needed.
- Become a school volunteer.
- Be active in the Parent Teacher Organization.
- Teach his/her child to obey rules, encourage study habits, make sure child dresses appropriately, has school supplies daily, etc.
- Support all school policies.
- Stay informed of all school-related information by reading all communication from the school, such as calendars, memos, website, etc. Review and sign Tuesday Folder weekly.
- Be sure child attends school regularly and on time both coming to and leaving the campus.
- Follow proper channels when seeking clarification in school policies or regulations.
- Maintain confidentiality of parent-teacher discussions and correspondences.
- Initial student's agenda daily.

ADMINISTRATORS' RESPONSIBILITIES for contributing to a positive learning environment at school shall include:

- Respond to discipline problems in a timely manner.
- Promote effective training and discipline of all students.
- Encourage parent communication with the school; including participation in required parent-teacher conferences.
- Assume responsibility for the implementation and enforcement of the Formative Discipline Plan.
- Serve as appropriate role models for the students on campus in accordance with the standards of the profession.
- Assume responsibility for leadership of the instructional program.

MEANS OF CORRECTION

Formative discipline shall be utilized in order to assist the student in identifying and correcting unacceptable behaviors and improving conduct. The philosophy behind formative discipline ensures that the means of correction will be appropriate to the grade level of the student. Discipline management techniques utilized may include but are not limited to:

- Visual warning
- Verbal reprimand
- Teacher-student conference
- Conduct report
- Time out
- Lunch detention
- Recess time withheld
- Supervised isolation

- Telephone conference
- Parent-teacher conference
- Detention (15 to 60 minutes)

When further action is necessary, the following options are available:

- Formal teacher-parent conference
- Remediation Team conference which develops plan for student success
- In-school suspension
- Out-of-school suspension
- Expulsion

Parents are usually not notified for infractions which result in a visual warning, verbal reprimand, or student-teacher conference.

When a student receives an in-school suspension, he or she will be placed on behavioral probation for a period of time designated by the Principal. He/She will not be permitted to participate in any extracurricular activities on the day of suspension. Additional restrictions may be imposed by the Principal for a designated period of time. These restrictions may include, but are not limited to, suspension from the privilege of representing the school in activities such as sports, cheerleading, choir, student council, academic competitions, field trips, and assemblies other than Mass.

If a second suspension occurs, the student will be placed on behavioral probation until the end of the school year.

If the student receives an out-of-school suspension, the student is responsible for making up all assignments, tests, quizzes, etc. missed.

Immediate expulsion may be necessary to protect the health and safety of the school community at St. Mary of the Purification Montessori School.

Cell Phone Policy

St. Mary of the Purification School policy regarding student possession and use of cell phones. Considered to be a Level III and Level IV Infraction

- Your child may bring a cell phone to school.
- Students are not allowed to bring personal electronics or digital devices to school. Such as IPAD, IPOD, LAPTOP, etc. these items will be confiscated.
- For safety and security, students are to secure their personal cell phones upon arrival and until they exit the school property.
- It must be turned off and not used at all during the school day. **Unless given permission "only" by the School office administration or school principal.**
- The phone must be kept completely out of sight.
- It must not be allowed to ring or make any sound on school grounds.
- A student may not use a cell phone during a school sponsored off campus event unless there is a life-threatening emergency.
- If a cell phone is seen or heard on campus during the school day, it will be confiscated.
- Consequences will be issued for cell phone violations, including text messages, any form of bullying, or sexual harassment, any inappropriate behavior.
- Parents who need to reach their child (or visa versa) should communicate via the school office.
- Even if it falls out of a pocket accidentally, it can be confiscated. (optional)
- The phone will be held in the principal's office until a parent /guardian makes arrangements to pick it up.
- Pick-up hours are from 8:00 a.m.- 4:00 p.m. Mon-Thurs.

Parents, please remind your child of the cell phone policy.

Bullying Policy

St. Mary of the Purification School policy regarding bullying. Considered to be a Level III and Level IV Infraction

It is the responsibility of every student, parent and employee of the school district to recognize acts of bullying, cyber-bullying and retaliation. Any student who believes that he or she has been the victim of bullying, cyber-bullying or retaliation should report it immediately to his or her teacher or principal.

It is the policy of the St. Mary of the Purification School to provide a learning environment that is free from bullying and cyber-bullying (similar policies). The three main types of bullying are physical, verbal (direct and indirect) and relational.

Bullying” is defined as the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that: (1) causes physical or emotional harm to the victim or damage to the victim’s property; (2) places the victim in reasonable fear of harm to himself or of damage to his property; (3) creates a hostile environment at school for the victim; (4) infringes on the rights of the victim at school; or (5) materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile. Cyber-bullying includes (1) the creation of a web page or blog in which the creator assumes the identity of another person or (2) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation of the law.

If the bullying actions that happen off campus creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators, the incident will be addressed by the school principal.

UNACCEPTABLE BEHAVIORS

Participating in any conduct which interferes with the learning atmosphere of any classroom, disrupts the school environment, or does not reflect the Catholic values of St. Mary of the Purification Montessori School is considered unacceptable behavior.

Below is a partial list of some unacceptable behaviors. These have been broken into levels. The severity of the behavior will be determined by the Principal/Faculty. Discipline will be administered according to the grade level of the student.

Level I infractions may result in visual warning, verbal reprimand, student-teacher conference, change of seat, or conduct report form from the teacher. The behaviors that are expected by each student include but are not limited to:

- Walk in an orderly fashion to classes, church, Center, assemblies, etc.
- Follow uniform regulations
- Not chewing gum, eating or drinking during class
- Have permission before getting out of seat
- Demonstrate courtesy and respect for others
- No games, toys or electronics
- Be prepared for each class with appropriate materials and assignments
- Respect the rights of other students and teachers
- Respect the property of others

Level II infractions may result in a conduct report form from the teacher, time-out in another classroom (form to be signed by the parent), detention before or after school, supervised isolation (as detention during lunch or recess), or phone call to parent. These behaviors may include but are not limited to:

- Repeat offenses of Level I behaviors
- Cheating or copying the work of another
- Throwing objects that can cause bodily injury or property damage
- Using profanity, vulgar language, or obscene gestures toward other students or staff members
- Roughhousing
- Hazing
- Failing to comply with directives by school personnel
- Using a paging device or cellular telephone during school hours
- Violating safety rules
- Bullying
- Name calling

Level III and Level IV involve more serious infractions. Many of these are referred to the Principal. In cases which involve suspension, the parents will be notified not only by a telephone call but also by a letter which requires verification of receipt. Parents whose child does not return signed forms will be notified by mail or by telephone.

Level III infractions may result in detentions from teacher to be served on more than one day, time-out or referral to the office, conduct report or detention issued by the Principal, meeting of a Remediation Team, in-school suspension, behavioral contract, etc. These behaviors may include but are not limited to:

- Repeated offenses of Levels I & II
- Verbal abuse to students or staff
- Absence from any class, assembly, etc. without expressed permission of the teacher
- Fighting or using excessive force on another student or staff member
- Stealing from students, staff or school

Level IV infractions are more serious situations and students are referred to the Principal. Parents will receive notification which contains the signature of the Principal and necessitates the parent/guardian to come to the school for a conference. These behaviors may result in detention to be served on more than one day, in-school suspension, out-of-school suspension, or expulsion. These behaviors may include but are not limited to:

- Repeated offenses of Levels I, II, and/or III
- Deliberate physical injury
- Leaving campus without permission
- Threatening others
- Damaging or vandalizing of school or parish property such as graffiti vandalism
- Use of any object to cause physical harm
- Possession of a weapon or object used to cause physical harm
- Possession, sale, distribution or verbal promotion of harmful substances such as drugs, alcohol and tobacco
- Behave appropriately in church (Mass/Prayer Service; no running, talking, playing)
- Parental behavior detrimental to school environment, student body, faculty, staff, students or physical plant

School-wide Rules

1. I will demonstrate Christ-like behavior.
2. I will be respectful.
3. I will be prepared.
4. I will follow directions.
5. I will keep my hands and feet to myself.

Remediation Team

The purpose of the Remediation Team is to develop a plan of success for a student having behavioral difficulty. The team's primary goal is to assist the student in identifying and correcting specific behaviors that will result in him/her becoming a successful student.

The Remediation Team will be composed of teachers and the Principal. The team will identify a maximum of three specific areas which the student needs to improve. The team will also develop positive and negative consequences for meeting or failing to meet the objectives.

The Remediation Team will meet with the student and present him/her with a contract. The contract will outline the objectives and consequences the team developed. The homeroom teacher will monitor the student's contract on a daily basis and assist the student in developing strategies to achieve the objectives.

After the length of time stated in the contract, the team will reconvene. The team may then decide to release the student from the contract, to renew the contract with the same or revised objectives, or to follow a different course.

The Remediation Team will notify the parents/guardians of the plan developed and any decision concerning the course of action.

FORMAL GRIEVANCE PROCEDURES

Although the Diocese of Galveston-Houston endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the Principal for a copy of the Diocese's current appeals process/grievance procedure for further details. Also please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Diocesan schools.

Parents as Partners

As partners in the educational process at St. Mary of the Purification School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To actively support all fundraising efforts of the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and memorandums and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at St. Mary of the Purification Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--- physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary of the Purification School involves a commitment and exhibit

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way

your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

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

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

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

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

