



ST. MARY
of the PURIFICATION
CATHOLIC SCHOOL

PARENT-STUDENT HANDBOOK

2016-2017

3002 Rosedale
Houston, Texas 77004

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Website: www.stmaryshoustonschool.org

Pastor: Rev. Justin Arockiasamy, S.V.D.

Principal: Natalie M. Garrett

In the absence of a school policy, the school will abide by the policies set forth by the Archdiocese of Galveston-Houston and the Catholic Schools Office.

MISSION STATEMENT

St. Mary's 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.

VISION STATEMENT

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.

PHILOSOPHY STATEMENT

St. Mary's of the Purification Montessori School believe 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.

GOALS

- To ensure the ongoing development of each child spiritually, intellectually, physically, psychologically, emotionally and socially.
- To organize and administer effective fund-raising programs to support St. Mary of the Purification Catholic School.
- Plan new facilities for the future growth of our community.
- Improve student achievement (including test scores) in all grade levels.

HISTORY

In 1929, the then, Diocese of Galveston-Houston purchased six acres to start a new parish community in Southeast Texas. This new Church, located in Houston's Riverside Terrace community, was named St. Mary of the Purification Catholic Church. The area surrounding the peaceful wooded church grounds would soon become home to St. Mary's School. A temporary school building was erected in 1930 and opened the following September 8. The first enrollment listed 35 pupils. The blessing of the old school building took place October 27, 1930. The Sisters of Dominic staffed the school until it closed in 1967. St. Mary's school reopened in 1980 and adopted the Montessori System based on learning methods and styles developed by Dr. Maria Montessori. The school is recognized as the only African-American Montessori School in Texas.

On April 5, 1929, Monsignor M.J. Daly was appointed the first Pastor/Administrator of the school. He was followed by Father Dexter George in 1960. Father George was succeeded by Father Frederich O'Connor until 1968 when Father George Swilley became Pastor/Administrator in June 1968. In 1968, Father John LaBauve, S.V.D. became the first African-American Pastor/Administrator. Father Charles Leisring, S.V.D. replaced Father LaBauve in 1973. In 1975, Father George Artis, S.V.D. became the Pastor/Administrator. It was under the leadership of Father Artis that the Montessori School, was opened in 1980. Father Artis served until 1984 when Father William Feldner, S.V.D. became Pastor/Administrator. Father Michael Fritzen, S.V.D. became the Pastor/Administrator in July 1996 until he was replaced by Father Francis Alvin Dixon in 1999. Father Dixon was replaced by Father F. Borgia Aubespain, S.V.D. in 2001. Father Aubespain was replaced in 2014 with Father Justin Arokiasamy, the current Pastor/Administrator.

Sister Edna Herbert, O.P. was the principal when the school was reopened in 1980. Mrs. Rose Ellis (the first lay principal of the school) succeeded Sister Herbert in 1985 and was principal from 1985 to 1994. Ms. Erin Smith followed Mrs. Ellis as principal in 1992 and served in this role to 1995. Dr. Mae Smith became principal in June of 1995. She was succeeded on July 2003 by Mrs. Mazie S. McCoy and served in this role to 2014. In 2014 Sister Odessa Sandford became principal and was succeeded in July 2016 by Mrs. Natalie Garrett who is the current principal.

St. Mary of the Purification Catholic School is one of fifteen, Houston, Texas, inner-city schools governed by the Office of Catholic Schools, Archdiocese of Galveston-Houston. The school is

sponsored by St. Mary of the Purification Catholic Church. The school has adopted the Montessori System based on learning methods and styles developed by Dr. Maria Montessori. The school primarily serves the Greater Houston, Harris and Fort Bend Counties, Texas.

ACCREDITATION

St. Mary of the Purification Catholic School has full accreditation from the Texas Catholic Conference Education Department which is recognized by the Texas Education Agency (TEA) as the official accreditation agency for Catholic Schools in Texas. St. Mary's is under the auspices of the Archdiocese of Galveston-Houston School System and is affiliated with the American Montessori Society, Texas Association of Non-Public Schools.

ADMISSIONS POLICIES

St. Mary of the Purification Catholic School is an equal opportunity, fully accredited school offering grades Pre-Kindergarten through Fifth Grade. St. Mary of the Purification Catholic School admits all students to the rights, privileges, programs, and activities made available to the student body. We do not discriminate on the basis of race, color, age, or national origin in the administration of our admission, scholarship, or any of our other programs. The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston. The following guidelines are used in student admissions:

- Priority may be given to presently enrolled students receiving an invitation to re-register as a result of meeting the behavioral and academic standards of St. Mary's of the Purification Catholic School. Parents and guardians also must conform their conduct to reasonable standards of cooperation and support consistent with the school's mission. Tuition and fee payments must be up to date at the time of registration for the coming school year.
- Among the factors considered in the admission of new students are siblings in the school, members of a Catholic parish, children of alumni, and academic and behavioral qualifications. Parents/guardians will be asked to sign a Request for Release of Transcript, which will be forwarded to the student's former school; records will be sent to St. Mary of the Purification Catholic School. A transcript will include current report card, achievement test results and health records. New students may be tested before being accepted. The school also requires the completion of a teacher and principal recommendation form.
- All required forms must be returned and fees paid during the registration period *before placement is assured*. Required documents include but not limited to: Birth Certificate, Baptismal Certificate, Health Records, Social Security Card, Standardized Test Scores, Tuition Agreements, and/or any other Registration Forms.

- Parents agree to actively support the spiritual, philosophical, and academic standards of St. Mary of the Purification Catholic School.
- If the school cannot meet the needs of the student, the right to request withdrawal of the student (if currently enrolled) or refuse admittance for the coming year may be made at the discretion of the Principal and in consultation with the Pastor.
- The school reserves the right to refuse admission to and call for the immediate withdrawal of any student whose presence is considered detrimental to the school's best interest.
- The following age guidelines are required for Pre-Kindergarten through First Grade:
 - Pre-K students must be 3 years old on or before September 1
 - Pre-K students must be 4 years old on or before September 1
 - Kindergarten students must be 5 years old on or before September 1
 - First Gradestudents must be 6 years old on or before September 1.
 Students must be completely potty-trained before entering Pre-K or Kindergarten. The school reserves the right to place the student in the grade or class group which it feels will be the most beneficial to the student and the school.
- All students are admitted on a probationary basis.
- Every student enrolled shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization scheduled adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.
- Early admission may be considered for Pre-K3, 4, K, or grade 1 using the following guidelines:
 1. St. Mary of the Purification Catholic School is solely responsible for determining early admission.
 2. Student's birthday falls between September 1 and September 15.
 3. Early admission is conditional and St. Mary's reserves the right to change placement during the probation period of 9 weeks.
 4. Testing, Teacher/Principal interview, and a classroom observation period are required.

FINANCIAL POLICIES

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 5th of each

month. After the 20th 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.

Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, we have contracted with FACTS Management Company to help us manage our tuition payment program. FACTS is used by over 7000 schools nationally. We are excited to be working with them and are confident this program will lead to greater financial stability for the school.

All families will be required to enroll using one of the following FACTS payment plan options:

1. Monthly Payment Plan
(Example: Plan will run September-May and may be processed on the 1st of each month).
2. Semi-Annual Plan (or Quarterly, etc.)
(Example: Semi-Annual payments will be processed in August and January on the 1st)
3. Payment in Full
(Example: Payment in Full August 5th)

By making your tuition payments through FACTS, you will pre-authorize a bank to bank transfer of funds from your bank account (or Credit Card, if applicable) for your tuition payments. Please be assured that neither FACTS nor the school will have direct access to your financial account.

We will initiate this FACTS program beginning in the month of September. The FACTS program will enable us to project costs and income figures on a more solid basis. Finally, school administrative staff can spend more time on education, development, and related issues. We appreciate the opportunity to serve your family in the academic and social development of your children. Together we are dedicated to your children and working with FACTS is one more step in assuring we can continue our mission.

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
FOX 26

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.

Fire and Disaster Drills

Fire and disaster drills are held once a month.

HEALTH POLICIES

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.

ACADEMIC POLICIES

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. This is an environment which 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 participating 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.

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.

Late Work/Make-up Work Guidelines

It is expected that students turn their work in on time to their teachers. Any late work will result in a penalty such as points taken off, etc. However, in most cases students will have the opportunity to submit.

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.

SPECIAL NEEDS LEARNERS AND REFERRALS

Introductory Statement

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 seeks to include students with special needs in our schools to the extent that the need 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 special need students. However, St. Mary of the Purification Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students 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 St. Mary of

the Purification Catholic Schools, the local district is HISD). This “Child Find” process must be conducted in consultation with private schools 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 called “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 those who seek a Catholic education. Within our resources, St. Mary of the Purification Catholic School 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 adjustment to accommodate eligible students.

Records for Special Needs Learners

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to St. Mary of the Purification Catholic School, upon request. These records are kept on field at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member 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, the 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 need of the student applicant. Consideration will be given to the following:

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

St. Mary of the Purification Catholic School’s Services for Special Needs Learners

New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principals 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 Intervention Specialist 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 the 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 then meet the Intervention Specialist 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 the student. 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 Intervention Specialist 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 on the report card and in the child’s permanent folder.

Student Success Expectations for Special Needs Learners

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses 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 withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student’s special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many

instances, accommodations (changed 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 Intervention Specialist after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the Intervention Specialist, tutor, principal, and classroom teacher after all available information has been reviewed.

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. These testing arrangements must be planned for in advance through a meeting with the Intervention Specialist. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

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 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 POLICY

A. Prekindergarten

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

B. Kindergarten

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

C. Evaluation Key:

S-Satisfactory-goal achieved

T-Transition-in process of learning

NA-Needs attention-not able to complete the goal

D. First through fifth Grades

Grades are based upon class performance, tests, projects, homework and class work. Numerical and letter grade explanations are printed on the report cards.

- It is the student's responsibility to make up work missed when absent.
- Late work will be penalized.
- Students receive E, S, N, and U conduct grades.

ABSENCE/TARDINESS

Attendance

In compliance with the Texas Catholic Conference Education Department (TCCED), St. Mary of the Purification Catholic School follows compulsory attendance laws. There are at least 180 days of instruction per school year.

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.

Daily school attendance is the only effective way to assure continued academic progress. 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. **Students absent for more than 18 days of the school year for any reason may be retained at the sole discretion of the Principal.** A Principal/Parent/Teacher Conference may be scheduled to inform the parent of the Principal's decision. School absence is categorized in the following manner:

- **Absence Due to Illness:** If a student is unable to come to school because of illness, the parent/guardian is expected to notify the school office at 713-522-9276 before 10 a.m. by calling and sending the reason for the absence in writing upon the student's return. Students are responsible for makeup work and tests.

These students have an equal amount of days to complete the work in order to receive a grade and not a zero. Absence of more than 3 days in a row is serious and requires a doctor's note for returning to school. 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 a.m. and 4:00 p.m.

- **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 will dictate the procedure that the school will follow in such circumstances.
- **Absence for Other Reason:** When a student is absent from school for any reason other than illness or family emergency, the student will not be given make-up work in advance. The school is not obligated to provide special services when a parent chooses to schedule activities that cause student absence on compulsory attendance days. It is the parent/student's responsibility to make sure that missed work is completed upon returning to school.
- **Tardiness:** Tardiness disrupts the learning environment for all students. Students who are not with their classes at 8:00 a.m. are tardy and must report to the school office accompanied by their parent/guardian, and the student will receive a tardy slip. Be on time to school each day at 7:45 in the Hall to begin the day. Excused tardies are those with a note from a professional office (Dr., Dentist, etc). Unexcused tardies are parent/family related excuses. School administration may offer extra time to class in the case of citywide traffic or weather issues. Students arriving after 8 am should be escorted to the school office by a parent.
- **Early Dismissal:** A written note by the parent/guardian is required if a student is to leave campus before regular dismissal time. The student is sent to the office at the designated time and is to be signed out by the parent/guardian. A student returning to school is to report to the school office before being admitted to class. Parents picking children up early should report to the School Office, not the classroom.
- **A note explaining student absence is to be sent to the school office upon the student's return to school.**
- **Perfect Attendance will be forfeited if the student has ten or more tardies for the year. Ten unexcused tardies will equal one absence.**

PROMOTION/RETENTION

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects (English, math, reading/literature, religion, social studies, and science). If a student's final average is below 70 in any of the core subjects, it is at the sole discretion of the Principal as to the student's retention.

When the possibility of retention exists, the parent(s) or guardian(s) shall be notified by the end of the first semester and the student will be placed on academic probation. Confirmation of retention shall be communicated in writing to parents.

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.

Records

Student records are kept in the school office. Parents may make an appointment to review the records and standardized test scores. Records will be held until financial obligations are met. Non-custodial parents will be sent a copy of academic records (report cards) as requested.

Non-Custodial Parent/Parent Custody Rights

Non-custodial parents will be provided records of their student's progress if they request a copy in writing. This information will be shared after the custody agreement with judge's signature is presented to the principal. A fee may be charged to non-custodial parents for shipment and handling of records.

STANDARDIZED TESTING

The IOWA Test will be administered to grades 1 - 5 each year during a designated testing

window. These tests will help determine the needs of each child in the classroom so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores. Parents are informed of the results of the test during the month of May.

USE OF TECHNOLOGY AND SOCIAL MEDIA

Acceptable Use Policy for the Use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/institution community. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- * Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- * E-mail capabilities may be used to facilitate distance learning projects.
- * List serves and newsgroups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

*Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school/institution E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to use computers for the transmission of illegal material.

* The use of personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempt to breach security codes and/or passwords will also be considered a form of vandalism.

* The creation, propagation, and/or use of computer viruses are prohibited.

* The forgery, reading, deleting, copying, or modifying files and/or data belonging to other users is prohibited.

* Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.

* Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources. Access to the school's E-mail and similar electronic, communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

* Unauthorized attempt to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

* All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.

* The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

* Any information contained on a school computer's hard drive or computer disks which are purchased by the school are considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of St. Somebody Catholic School regarding inappropriate use of technology or telecommunication resources is

final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

COMMUNICATION

School Calendar

St. Mary's of the Purification Catholic School | 2016-2017 CALENDAR

<p>1 Fee Day 4 Independence Day</p>	<p>JULY 2016</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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							<p>JANUARY 2017</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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					<p>2 End of Christmas Break 3 First day of 3rd Quarter 6 Report Cards Issued 16 M.L. King Day 29 Beginning of Catholic Schools Week</p>							
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<p>1-4 Teacher In-Service 5 All Schools Mass for Staff 8 New Parent Orientation @9 am 10 First Day of School</p>	<p>AUGUST 2016</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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				<p>FEBRUARY 2017</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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					<p>3 Mid-Quarter Mark 6-10 Parent Conferences 10 Progress Reports Issued 17 Fee Dress Day \$2 18 Steps for Students 20 Presidents' Day – No School/Teacher In-service</p>														
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<p>2 Mid-quarter mark Fee Dress Day \$2 5 Labor Day – No School 6 Back to School Night First PTO Meeting 6-9 Parent Conferences 4:00 pm – 6:00 pm Progress Reports Issued Grandparents Mass/reception</p>	<p>SEPTEMBER 2016</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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		<p>MARCH 2017</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S								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		<p>1 Ash Wednesday 10 End of 2nd Quarter 13-17 Spring Break 24 Report Cards Issued 27-31 ITBS/COGAT Testing</p>														
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<p>7 End of 1st Quarter 10 Columbus Day – No School/Teacher In-Service Day 14 Report Cards Issued 22-23 St. Mary's Bazaar 23 Bazaar Program/ King and Queen 24 Bazaar Monday – No School 31 Fall Fest</p>	<p>OCTOBER 2016</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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						<p>APRIL 2017</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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							<p>3-7 ITBS/COGAT Testing 10-13 ACRE Survey 13 Holy Thursday/ Easter Egg Hunt Mid-Quarter Mark 14 Good Friday – No School 17 Easter Monday – No School 21 Progress Reports Issued 28 Fee Dress Day \$2</p>
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<p>1-4 Red Ribbon Week 4 Mid-Quarter Mark 11 Progress Reports Issued 18 Thanksgiving Luncheon/ Fee Dress Day \$2 21-25 Thanksgiving Break 24 Thanksgiving Day</p>	<p>NOVEMBER 2016</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	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		<p>MAY 2017</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S								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				<p>1-5 Teacher Appr. Week 5 Cinco de Mayo 16-23 Final Exams 24 Awards Ceremony/ Field Day 25 Kinder Promotion 26 5th grade Promotion End of 4th Quarter Last day of School 29 Memorial Day</p>														
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Parent/Teacher

Student Planners

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.

Conferences

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, Tuesday folders, written notes or letters, e-mails, and on-site meetings. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other personnel should schedule the meeting in advance by scheduling an appointment via phone call or email to the teacher. Parent communications/messages will be returned within 24 business hours.

Tuesday folders will be sent home every week with graded papers and communication from the school that cannot be sent electronically. Homework folders/binders will come home daily or weekly. Student Planners will also be used for 1st – 5th grades. Please check student 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 teacher's web page.

Communication between parents and teachers is essential to a strong educational program. There are Parent/Teacher conferences in the Fall and Spring. Parents who wish additional conferences should schedule an appointment with the teacher during his/her conference period. It is not appropriate to expect a conference at a time when a teacher is responsible for supervision of students, including in the morning assembly or in the afternoon pick up line. Parents are requested to call teachers during school hours only. Teacher email and voicemail is available for communications with all staff.

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

1. 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.
2. Parents may request to make a minimum of two-twenty-five minute 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.
3. If a parent would like to conference with the principal, he/she must call the office to schedule an appointment.

Teacher and Administration/Parent

Under certain circumstances, the Teacher or Principal may request a conference. It is imperative that you answer this request. If a parent does not make an effort to confirm or reschedule a meeting and does not attend the meeting, the student may be withdrawn from the school at the discretion of the Principal and in consultation with the Superintendent.

Non-use of Electronic Devices, including Cell Phones

Students are forbidden to use cell phones during school hours. Students may bring cell phones to be used for after school events, but the phones must remain in their backpacks, in the off or silent setting and out of sight. Any cell phone or electronic device, seen in the open, or heard during the school day will be confiscated and held in the office. Parents may retrieve the cell phone or electronic device, but will be assessed a \$25 fee. Other electronic communication devices are not allowed on campus. Parents, please

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.

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).

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 family room. 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.

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: knee;

Short shorts- shorts must be no shorter than 3 inches above the
Ripped, torn, dirty or un-kept jeans or long pants; Any pants which are too

tight; Any pants worn at the hips.

Shirts: does not

Tank tops, crop tops, halter tops, see-through tops or any top that Fully cover the shoulders or midsection T-shirts with inappropriate or offensive writing.

ASBESTOS INFORMATION

In accordance with AHERA:

St. Mary of the Purification Catholic School along with other schools in the Archdiocese of Galveston-Houston has completed an asbestos management plan that has been submitted to the Texas Department of Health. A copy of this management plan is available for public review (with at least 5 days written notice) at the parish office during business hours, 8:00 a.m. - 4:00 p.m., Monday through Friday.

If you have any further question, please contact:

St. Mary of the Purification Catholic School
3200 Rosedale
Houston, Texas 77004
713-522-9276

Office of Risk Management
Archdiocese of Galveston-Houston
1700 San Jacinto
Houston, Texas 77002 713-659-5461

BEGINNING AND DISMISSAL TIMES

St. Mary of the Purification Catholic School begins our day with Morning Devotion in the St. Mary's Center Gymnasium @ 7:45 a.m. Class promptly begins at 8:00 a.m.

Dismissal for the Primary School begins at 3:00 p.m. The Elementary students 1st – 5th grade dismiss at 3:15 p.m. Students in the Primary School who have siblings in the elementary school will also dismiss at 3:15 a.m. with their older sibling.

DROP-OFF/PICK-UP PROCEDURES

SAFETY

Safety is the most important aspect of any arrival and dismissal procedure. Please comply with all procedures related to drop-off and pick-up.

Arrival and Dismissal times for Students

Students may not arrive before 7:00 A.M. Arrivals between 7:00 A.M. - 7:30 A.M. meet in the

cafeteria. Teachers are not on duty until 7:30 A.M., therefore, please park your car and walk your child into the cafeteria for early morning care.

Dismissal for our Montessori primary students begin at 3:00 p.m. Our elementary students are released at 3:15 p.m. If a Montessori primary student has an older sibling, they will be released at 3:15 p.m. at the same time as their older sibling.

Students have seven-plus (7+) hours of instruction daily: 8:00 a.m. until 3:15 p.m. when dismissal procedures begin. Students not in their seats by 8:00 a.m. will be considered tardy. Students will hear 2 announcements per day, 7:45 a.m. at morning devotion and 2:50 p.m. to keep them abreast of school events.

Arrival and Dismissal Traffic Patterns

Arrival and dismissal will be conducted in an orderly fashion for student safety. Arrival procedures vary somewhat from dismissal procedures because of the additional drop-off location within the parking lot (unless it's inclement weather).

To avoid delays, please move completely away from the car pool lines before storing books or adjusting seat belts. Students not ready in the main building pick-up lines will need to have parents park in the parking lot.

Pick-up:

- Grades Pk3 – Kindergarten (will report to the hallways by the library)
- Grades 1st – 5th (will report to the downstairs hallways of the elementary school)

For the safety of all students, all parents must follow carpool line procedures and **are not permitted to walk their child up to or into the school building due to the moving traffic line in front of our building.** After dropping off or picking up your child in the parking lot, you must exit toward the side of the parking lot facing Rosedale Street.

POINTS TO BE MINDFUL OF

- Make sure that your carpool name sign is visible to the carpool caller and to all those doing carpool duty. Place it in the front driver side dashboard.
- Never walk-up to pick up your child from school, please! The reason we do not allow walkups is because we want the teachers and the children to be completely focused on the carpool line procedures. Dismissing your child safely and efficiently is our primary concern. We never want anyone to walk across the moving carpool line without assistance, and we hope to have your cooperation and understanding on this important procedure.
- Please remember to be courteous and please do not try to break in line.

- Please be patient with the staff who are loading the cars.
- Keep the line moving by pulling forward out of the car line completely before putting books or anything in the trunk or rearranging anything in your car. Your delay causes further delays behind you.
- Take turns, as indicated by the carpool caller, and allow the four lines of the main building to move in order and load two cars at one time. We have over 50 students to load, so patience is a requirement.
- Help us to teach your child to wait until the car comes to a complete stop and stay with the staff member until the staff member is ready to load the car.
- All grades will be ready for pick-up at the back door of the elementary upper school building.

INCLEMENT WEATHER/EMERGENCY DISMISSAL

In the event of emergency dismissal or unscheduled holidays, the Archdiocesan policy is for Catholic Schools to follow HISD's decision about closing school in inclement weather. Should an emergency situation involve only St. Mary of the Purification Catholic School, room representatives/Principal will contact school families. An Emergency Contact System (IRIS) will notify families through cell phone, home phone and by email. We must have the most current email addresses and cell phone numbers for your family on file.

Parents/guardians are cautioned to exercise their judgment in situations, which may only affect their local neighborhoods (such as flooding). In such instances, children may be released early to parents/guardians to insure their safe arrival home. In the event the school is forced to close for an emergency or weather event, the day(s) missed will be made up during the school year at the discretion of the Pastor and the Superintendent.

CHILD ABUSE LAWS

St. Mary of the Purification Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

BEFORE/AFTER SCHOOL PROGRAM

The school provides an After School Program for the convenience of the parents. The hours are 3:15p.m. to 6:00p.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 upon arrival in cash or check. 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).

LUNCH VISITATION POLICY

Parents will be allowed to have lunch on occasion with their children and should register as a visitor with the school office upon entering campus. This should be a rare occasion and not a regular practice. Parents shall not leave campus with their child to have lunch.

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.

DISCIPLINE CODE

Rules/Consequences/Exceptions

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, and 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.

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.

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 Folder signed by a parent.

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.

DISCIPLINE CONSEQUENCES

Since our school is a PK-5 campus, consequences will be administered with respect to the age and maturity level of the student.

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.

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

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.

DISCIPLINARY PROBATION

A student's continuous misbehavior may result in being placed on disciplinary probation by the principal. The principal will determine the length of the probation and notify the teacher, student and parents of the reasons for the terms of probation. Probation may occur in class or in a setting of in-school suspension. During the probation and at the end of the probation, the parents will be informed of the student's progress. At the conclusion of the probation, the principal, in consultation with the student's teachers, will determine whether sufficient improvement in behavior has occurred. If insufficient progress is noted, the principal may consider other actions.

If a problem persists, the child may be removed from classes until parents attend a conference with the teachers and/or the principal.

Suspensions and Expulsions

The following offenses committed by students are potential reasons for suspension or expulsion, pending a Principal's conference with the parent(s) and/or guardian(s). Suspensions over five (5) days and expulsions shall require the approval of the Superintendent.

It is impossible to list all of the behaviors which may be deemed unacceptable; however, the following are major offenses that will not be tolerated at St. Somebody Catholic School and will result in an office referral and may lead to suspension or expulsion:

- Use, sale, distribution, or possession of real or fake: tobacco, alcohol, weapons, drugs, or other illegal/controlled substances and other items
- Defiance of authority in word or deed by students or parents
- Defiance of authority by passive refusal to follow the rules or policies of the school
- Destruction or vandalism of school property (In each instance, restitution will be paid to the school to repair or replace the property)

- Serious theft or dishonesty
- Use of crude, sexual, or offensive language or possession of such materials
- Serious or continuous disruptive behavior
- Acts or threats of aggression or violence or any instance of bullying or harassment
- Acts of sexual harassment
- Violation of internet code of ethics or the acceptable use policy
- Photographing or video-recording students or school personnel without permission
- Habitual unauthorized absences or tardiness
- Failure to follow the Honor Code
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.

Complaint/Appeal

Grievance Procedure – Complaint/Appeal

Although the Archdiocese 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 meeting with the immediate authoritative person (teacher) to discuss the matter. If, however, the matter is not settled to the parent’s satisfaction, the parent may send a formal letter of complaint to the principal within five (5) working days following the occurrence of the event on which the complaint is based. Please contact the principal for a copy of the Archdiocese’s current appeals process/complaint procedure for further details.

Bullying/Harassment/Cyber-bullying

Bullying

St. Mary of the Purification Catholic School believes that as Catholic Christians everyone has the right to be treated with respect. School administration and staff work to prevent harassment in all forms, including bullying and cyber-bullying. Bullying is often hard to identify. Victims do not want to cause more trouble nor do they want to admit that they are bullied and the bully hides their actions or defends it as play or normal “joking”. Bullying is defined by a power imbalance between a bully and their target. This power can be derived from physical size, strength, popularity, gender or verbal skill. Bullying can happen physically, emotionally, socially or via technology called cyber-bullying. Bullying involves repeated acts of physical, emotional or social behavior that are intentional, controlling and hurtful. Bullying persists even when the target has asked for it to stop. Bullying is a learned behavior that is either direct or indirect. Direct bullying is usually seen and felt readily; examples might be: shoving, kicking, intentionally scaring or physically intimidating someone. Indirect bullying is also called relational aggression.

It is difficult to identify and more difficult to remedy. Examples of relational aggression include: spreading rumors, teasing, exclusion and name calling. 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.

St. Mary of the Purification Catholic School will not tolerate any form of bullying. Students are encouraged to report any incident of harassment to their teacher, counselor, principal, or any

school staff. At St. Mary of the Purification Catholic School we use a three tiered process to combat the destructiveness of bullying and to promote kindness and good social skills.

The three tiers are as follows:

Level One Intervention

If a child is accused of bullying the accusation will be addressed by the classroom teacher and an educational remedy is put into place. Most of the time, students do not know that their behavior is hurtful to others. Society has evolved into a much more verbally critical and sarcastic environment and sometimes educating children to appropriate and loving interactions with one another is all that is needed.

Level Two Intervention

If a child is accused of bullying a second time the school counselor will be invited to assess the situation with the teacher. Sometimes this means having individual counseling and/or a classroom guidance lesson on what bullying is and how to interact in a kind and assertive manner.

Level Three Intervention

If a child is accused of bullying a third time a referral is made to the Principal to begin the discipline process. The parents will work with the school to develop a plan of action to help the student develop their social skills and to eliminate all bullying activity. The Principal reserves the right to develop any individualized behavior plan that is seen as necessary to ensure the physical and emotional safety for all the students. Continued bullying may result in further disciplinary action, up to and including expulsion.

Harassment

Harassment, as defined for St. Mary of the Purification Catholic School, is that which is sufficiently severe, persistent, or pervasive, adversely affecting a student's education or that which creates a hostile or abusive educational environment. The act of harassment is a direct violation of the Christian behaviors and values upheld in the school. Harassment involving students, school and parish faculty, parents and visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment, each incident will be reviewed independently and action taken may range from a disciplinary report to expulsion from the school and in some cases, legal action. Should anyone become a victim of or witness harassment, the following steps should be taken:

- 1) Immediately notify someone in authority, such as teacher, principal, or priest.
- 2) After reporting the harassment, keep the information confidential.
- 3) If necessary, write an account of what happened for future reference.

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

Harassment - Sexual

Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic School. It subverts the mission of Catholic Education and threatens the careers, educational experience and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole. Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or imitations.
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, studies, or play.
- Retaliation for having reported or threatened to report sexual harassment.
- Obscene comments of a sexual nature can be deemed as sexual harassment.

Blogs/Social Networking

Engagement in online blogs and social media sites may result in disciplinary actions if the content of the parent/student's blog or social media includes defamatory comments regarding the school, the faculty, other students or the parish.

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.

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
- 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, Sin conduct, and/or tuition/fees become current.

A \$45 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.

- 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 vice 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 8:00a.m. - 4:00p.m. Mon-Thurs.
- Parents, please remind your child of the cell phone policy.

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 4 and 5 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

The All School Mass will be every Friday at 8:30 in the Church. Students must be in formal uniform.

FIELD TRIP POLICIES/FORMS

Field trips serve the instructional program by utilizing the educational resources of the community that supplement classroom work. To keep with the class's instructional objectives, teachers plan the field trips. Some field trips are held here on campus. Participation in field trips is a privilege and can be denied to students who fail to meet behavioral requirements. Parents or guardians are required to sign a permission and liability release form in order for the student to participate. Students are not allowed to attend a field trip without this written permission from their parents or guardians. A note or phone call cannot be substituted for this form. Teachers verify and set the number of parents or guardians needed to chaperone during field trips. Parent chaperones are to take an active role in supervising designated students, knowing that the students are ultimately under the jurisdiction of a teacher. Parents are not allowed to transport students in their own vehicle. Parents must also meet additional requirements and be cleared by the VIRTUS system. Siblings of students participating in class field trips may not attend the outing. Students may only be transported to the designations indicated on the field trip permission forms. All adults interacting or responsible for chaperoning students must be VIRTUS trained.

SAFETY

Unlicensed Drivers

Unlicensed drivers are not permitted to drive on the property or campus of St. Mary of the Purification School or Parish.

Fire Drills

State Law requires that fire drills be held monthly. Additional drills for sheltering in place and inclement weather are run during school hours as deemed necessary by the administration.

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.

PARENT INVOLVEMENT

Service Requirements

Tuition revenues cover less than 55% of the school's operational expenses. The school's budget must be supported by funds raised from individuals, businesses, corporations, foundations, gifts,

grants, etc. 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 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, and 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.

The Role of School Organizations

School associations and organizations are under the direction and leadership of the school principal. To provide sound structure by-laws should be established for associations and organizations. All organization funds belong to the school and are managed by the principal through the school account number. No separate account numbers are allowed. The principal must approve all fund disbursements. Formation of these organizations, as well as the continuance of them, is solely at the discretion of the principal.

- **Parent/Teacher Organization:** Parent Teacher and/or Home School Organizations under the leadership of the principal provide parents and educators a vehicle to foster collaboration in educational and social endeavors. The principal must approve all fund disbursements.
- **Booster Club Organizations:** Booster Club Organizations under the leadership of the principal assist schools in providing appropriate athletic competition for students. The principal must approve all fund disbursements.

Use of School Grounds and Facilities

Outside of school hours, all use of the school's grounds and facilities is at the discretion of the Pastor.

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 a 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.

St. Mary of the Purification Catholic School
PARENT-STUDENT HANDBOOK
ACKNOWLEDGMENT FORM 2016-2017

Dear Parent/Guardian:

Please sign, date and return this acknowledgment form to your oldest child's teacher. Your signature (and that of your child/children) indicates that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook.

Thank you for your cooperation.

Our family has discussed the St. Mary of the Purification Catholic School Parent Student Handbook. We agree to follow the school procedures, regulations and policies covered in this Handbook for the School Year 2016-17.

Print Family Last Name

Parent Signature Date

Parent Signature Date

Student Signature Grade Date

Student Signature Grade Date

Student Signature Grade Date

St. Mary of the Purification Catholic School
MEDIA RELEASE FORM 2016-2017

I hereby grant permission to St. Mary of the Purification Catholic School to allow my child/children, to be photographed, videotaped, interviewed, or posted through images on the parish/school website and other printed material such as newsletters and yearbooks.

It is my understanding that this photograph/interview or portions thereof will be used for public view and for teacher training purposes. Images will not be bought or sold.

I agree to participate without financial remuneration, and I understand that this releases St. Mary of the Purification Catholic School, and the Archdiocese of Galveston-Houston from any future claims as well as from any liability arising from the use of said photograph/interview.

Print Family Last Name _____

Name of Child _____ Grade: _____

Name of Child _____ Grade: _____

Name of Child _____ Grade: _____

Signature of Parent/Guardian: _____

Date: _____