

Parent/Student Handbook

2018--2019



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PREFACE

This Family Handbook has been compiled in accordance with the guidelines of the Catholic Education Office, Diocese of Austin. Its purpose is to provide a convenient reference to the policies, procedures, and practices of St. Martin de Porres Catholic School, Prosper, Texas. It must be emphasized that the rules and regulations are not ends in themselves, but means to an end, that of preparing the child for what s/he must be and do in order to attain the sublime purpose for which she/he was created.

At your child's Baptism the following was prayed: "God is the giver of all life, human and divine. May God bless the father of this child. He and his wife will be the first teachers of their child in the ways of faith. May they also be the best teachers, bearing witness to the faith by what they say and do." St. Martin de Porres Catholic School will fulfill its educative mission for your child to the degree that this prayer is made real in your lives. Ultimately, you, the parents, will transmit the faith to your child(ren).

We welcome you to St. Martin de Porres Catholic School and look forward to partnering with you in the spiritual and educational formation of your child.

Fr. Stephen Hauck, Pastor

Susan Flanagan, Principal

This handbook is in effect for the 2018 – 2019 school year. The principal reserves the right to amend this handbook at any time for any reason.

All families must sign an agreement each year to uphold and cooperate with the policies and procedures in this handbook.

St. Martin de Porres Catholic School complies with all applicable state and federal laws regarding nondiscrimination. Our doors are open to children of all faiths.

INTRODUCTION

The purpose of this handbook is to acquaint you with your parish school and to inform you of the regulations and requirements that will govern your child's life at St. Martin de Porres Catholic School. A good understanding of the content of this handbook will unite all of us – parents, teachers, students and administrators – in our efforts to help your child in his/her spiritual, intellectual, physical, civic and religious growth.

This particular handbook sets down for students those expectations that affect them. These policies are a collaboration of federal and state laws as governed by the State of Texas, policies as mandated by the Fort Worth Catholic Diocese, and rules as approved by the St. Martin de Porres Catholic School Advisory Council.

This handbook is not intended to cover all diocesan and school policies and procedures. The purpose is to provide information about the most common areas that affect students and parents at St. Martin de Porres Catholic School.

The principal reserves the right to amend the handbook at any time. In all cases, the definitive interpretation of the handbook remains solely with the principal.

Canon Law:

Parents as well as those who take their place are obligated to educate children. The duty and the right of educating belong in a unique way to the Church, which has been divinely entrusted with the mission to assist young men and women so that they can arrive at the fullness of the Christian life. Among educational means the Christian faithful should greatly value schools, which are of principle assistance to parents in fulfilling their educational task. Parents should cooperate with the school's teachers to whom they entrust their children to be educated, while teachers have the duty to collaborate closely with parents through associations and meetings.

Code of Canon Law: 793, 794, and 796

History – Holy Cross Catholic School/St. Martin de Porres Catholic School:

In the late 1980's and the early 1990's, the Leadership of Holy Cross Parish began the process to establish a Catholic School associated with the parish. After much study and analysis, it was decided, at that time, the Catholic population was not sufficient to support a school.

Parish Leadership revisited this idea in 2009. In late 2009, a feasibility study for a Catholic School was conducted by Meitler and Associates on behalf of Holy Cross Parish and the Diocese of Fort Worth. The results of that study indicated that there is a need for a school and that the Catholic population of the parish would support a school. As a result of that study, and further analysis, it was decided that Holy Cross Catholic School would open in August, 2012 at 303 King Road, Frisco, Texas. The school opened with PreK--3, PreK--4, Kindergarten, Grade 1 and Grade 2 with a curriculum enhanced with technology and the Arts.

In 2014, Bishop Michael Olson issued a decree forming a new Catholic parish in Prosper, Texas named St. Martin de Porres and ordered the school become a part of this new parish, effective July 1, 2015.

School Vision:

St. Martin de Porres Catholic School will be the school of choice for area families with students in grades PreK-3 through the eighth grade. St. Martin de Porres graduates will be well--rounded,

having a strong academic foundation built upon experiences in liberal arts and sciences strengthened by moral integrity and service to community

School Mission:

St. Martin de Porres Catholic School is dedicated to the growth of our students in mind, body, and spirit. The school community will promote holiness and truth through Catholic Christian discipleship, knowledge of the Catholic faith, and a classic academic education, while embracing the spirit of St. Martin de Porres through its diversity and humble commitment to service.

Our Promise:

To be academically excellent and authentically Catholic, while actively serving our students and their families.

Philosophy and Goals:

St. Martin de Porres Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Fort Worth.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God--given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

PARENTAL WITNESS STATEMENT INTRODUCTION

We, at St. Martin de Porres 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. Martin de Porres Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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. Martin de Porres Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), 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 for the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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. 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.

PARENTAL WITNESS STATEMENT

By enrolling my child in a Catholic school, I acknowledge and accept my privilege and the Faith responsibility to be the primary religious educator of my children. I understand the Catholic school is a way in which my Church seeks to share and assist me in my vocation. However, I know that no matter how clearly and effectively the Catholic school communicates the truths of our faith, unless my children see these truths take flesh in our family, there is little hope that will take root in their hearts. I believe that the Catholic school can deepen, enrich, and reinforce a Faith that my children experience in their home. I understand my own witness as essential to the religious development and growth of my child(ren).

Aware of the dignity of my call from God and with a reverent awe for the responsibility, which is mine, I commit myself to be in word and deed the first teacher of my children. Practically, I understand this to mean I need:

1. to participate consistently and actively in the Sunday Eucharist.
2. to speak to my children about the things of God, and to make prayer an integral and important part of the environment of our home.

3. to participate and cooperate, as our Catholic School requests, in the religious education and especially the sacramental preparation of my children.
4. to accept my responsibility to support the moral teachings of the Catholic Faith in order not to contradict in my home what is proclaimed in the school.
5. to teach my children by word and example to have a love and concern for the needs of others, especially the poor.
6. to do my fair share in financially supporting the Catholic School.
7. to volunteer my time, talent, and expertise.

My parental responsibilities are:

1. to encourage my child to obey the regulations and principles of good behavior.
2. to provide adequate time and place for study and to encourage completion of assignments as required for successful learning.
3. to encourage the development of my child's individual talents and interests, seeking help for those areas needing special help or attention and following the advice of the school.
4. to keep the school informed of special needs of my child.
5. to read all communications sent to the home or emailed by the school.
6. to attend conferences and to request additional conferences as needed; consultation and communication are the responsibility of both the parent and the school.
7. to support the school community, the staff, parents, administration and students in a loyal and community building manner and abide by the regulations in this handbook even though personally opposed to recommendations and decisions.
8. to comply with all policies in regards to uniforms, homework and communications.

ACADEMIC LIFE

Parents often ask how they can help their child in school. What can they do to ensure success? While some of the responsibilities may seem simplistic, they are all essential. It takes more than teacher input. It also takes a firm commitment from students and, equally important, from parents. What happens in school is only a small part of the educational process. Follow--up at home, by both students and parents, are vital for success. As parents and educators, we are dedicated to helping children become responsible citizens. Students must learn not only responsible conduct behavior but also responsible academic behavior. Students are responsible for completing their own assignments and remembering to bring their own books, assignments and materials to class. Students are discouraged from calling home for forgotten materials.

Assignment Books/Planners:

School assignment books/planners are required for students beginning in Kindergarten. The school has specially designed planners, which are provided by the school. All students use these planners daily. Teachers will try to ensure that students write their assignments in their

planners. Parents need to check assignment books daily.

Conferences:

All students will have two mandatory scheduled Parent/Teacher conferences per year. The conferences will be scheduled midway through the first quarter and at the end of the third quarter. Special conferences are necessary when a student's work and/or behavior deteriorates to the extent that his/her welfare or that of his/her classmates suffer.

If a parent wishes to schedule a conference with a teacher, they are asked to email the teacher directly. Please do not try to communicate with the teacher during arrival/dismissal times of the school day. At these times teachers are occupied with supervising the safety of children.

Teachers are provided a daily conference period which allows for private parent/teacher conferences. The lunchroom, hallway, morning assembly time, and recess are not times for parent conferences.

It is the intention of the school to keep in close communication with parents. If a problem arises, the person should go directly to the one with whom they are having a problem before going to that person's superior. (Appendix)

Early Childhood Program (Pre--School Program):

Children must be 3, 4, or 5 years old by September 1. Faith formation is integrated in the curriculum and taught daily.

PreK--3 (Offered five days a week with full and partial day options):

This is a developmentally appropriate curriculum offering practice in large and fine motor activities, social skills, exploration of the world around them, language arts skills, music, art, Spanish, everyday technology and religious formation.

Pre-K-4 (A full day program held five days a week):

This is a developmental skill---building curriculum. The readiness curriculum offers manipulative activities in religion, language arts, math, science, social studies, art, music, large and fine motor skills, Spanish, computer concepts and social interaction.

Kindergarten (A full day program held five days a week):

A developmental and academic curriculum offering literacy readiness activities, large and small motor skills development, and age appropriate instruction in these academic areas: religion, language arts, math, science, social studies, Spanish and technology.

Homework:

It is the policy of St. Martin de Porres Catholic School to assign homework. The purpose of homework is to foster habits of independent work and study; to reinforce learning that has taken place in school; to bring the home and school closer together; and to relate school learning to out---of---school interests.

A reasonable amount of homework will be assigned daily. Homework time will vary in length and intensity depending on the student and the grade level. Students are expected to complete all homework assignments. Academic and/or behavioral consequences are applied when homework is not completed. Parents should supervise the completion, but should NOT do the

assignments for their child.

Students enrolled in the early childhood program should have a daily story time with their families. Each parent should spend a minimum of 20-30 minutes reading with their child, discussing the story, vocabulary and characters in the story.

All students in grades 1-8 are expected to read for a minimum of 20 minutes each day, to include weekends and holidays. Students may be required to record their reading time in reading log to be signed by parents. This reading requirement is in addition to other subject area homework times listed below:

- Kindergarten 15 minutes
- Grades 1--2 20--30 minutes
- Grades 3--5 30-60 minutes
- Grades 6-8 60-90 minutes

Grades K--7 may be assigned homework Monday through Thursday. (This does not include long-term projects) Homework WILL NOT be assigned to students on Friday evenings or during Christmas, Spring Break, and Easter. **No tests or quizzes will be given on Mondays or the first day of the school week. No projects will be due on Monday or the first day of the school week.**

Homework Policy Due To Illness:

For absences less than three (3) days, students will be given missed assignments upon return to school. When a student is **absent for three or more days**, a parent/guardian may call the school office before **9:30 AM** to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:30--4:00 PM. Students will be allowed one day for each day of absence due to illness; for example, a student who has been absent for three days will be given three days to complete the missed work. Arrangements for regular classroom tests missed because of an absence are made with the individual teachers.

Homework due to vacations/planned absences:

St. Martin de Porres Catholic School calendar provides for extended weekends and vacations 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.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of a vacation. Please do not ask a teacher to make an exception or offer payment for homework given in advance of an absence.

Progress Reports:

A Progress Report is sent out at mid--quarter of each nine week period to all students beginning in Kindergarten. Progress Reports are sent electronically through RenWeb and a paper copy is sent home. Parents need to respond within a week that they have seen the progress report by signing and returning the paper copy. Parents may make appointments to discuss progress reports with the teacher via email communication.

Report Cards:

Report cards are issued four times a year at the end of each quarter beginning in Kindergarten.

Report cards will be sent home with students. Parents must sign the report cards and return them to the teacher within one week of distribution.

PreK--3, PreK--4 and Kindergarten Evaluation Key

- M = Has Met Objective
- P = Acceptable Progress
- I = Improvement/Practice Needed
- N/A = Not Applicable

Grades 1--8 Grading Code

- A 94---100%
- B 86---93%
- C 76---85%
- D 70---75%
- F below 70

Promotion and Retention of Students:

Promotion of a student in elementary school will be based on the satisfactory completion of the present grade curriculum and the ability to do the work at the next grade level.

There are no social promotions in the schools in the Diocese of Fort Worth. Students are promoted the next grade level based on their academic achievement. The following are specific regulations for promotion for various grade levels:

Kindergarten: A student must have at least a grade level mastery in reading and mathematics. Promotion is based on the ability to do the work at the next grade level.

Grades 1---5: A student must have at least a “70” in religion, language arts, and mathematics and an overall grade average of “70”.

Grades 6 and up: A student must have a “70” in all core subjects-----Religion, English/Literature, mathematics, science, and social studies/history. A student who fails more than 2 major subjects is not promoted.

Students in elementary school should not be retained more than once while enrolled in the diocesan system. If a student is to be retained in a grade, his/her parents will be notified of the probability as early as possible, never later than the end of the third grading period.

The principal is responsible for the promotion and classification of students. Decisions in this regard should be made only after consultation with the student’s teachers and parents/guardians.

Promotion in the primary grades should be based largely on reading ability, oral and written expression, and mathematical computation skills. In grades 4---8, promotion should be based on achievement in the major subject areas.

ACCREDITATION

The school is accredited by the Texas Catholic Conference of Bishops Education Department, one of the associations recognized by the Texas Education Agency for accrediting non--public schools in Texas. St. Martin de Porres Catholic School has an enriched curriculum that exceeds the minimum standards established by the state of Texas. The school holds a membership in the National Catholic Education Association.

ADMISSIONS, REGISTRATION, TUITION

St. Martin de Porres is in compliance with the Civil Rights Acts of 1964 and other Federal Statutes of non---discrimination in its employment and admission practices. It admits qualified students of any race, color, religion, gender, national or ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Age for Entering School:

In accordance with the Texas Catholic Conference accreditation standards, St. Martin de Porres Catholic School complies with all age and immunization requirements of the State of Texas and the Catholic Diocese of Fort Worth. As a Catholic, non---public school dedicated to academic excellence within a disciplined, value---centered environment, the school actively seeks students and families who have a positive attitude toward the value of a traditional Catholic education.

St. Martin de Porres Catholic School requires that a student entering the PK-3 program is 3 years of age by September 1. **All students must be potty trained.** Students entering the PK-4 program must be 4 years of age by September 1. **All students must be potty trained.**

According to Texas State Law, a child must be 5 years of age by September 1 to enter Kindergarten, no exceptions. A child must be 6 years of age by September 1 to enter first grade. According to Diocesan Policy #5000, attending a Catholic school is a privilege and not a right of a student. The conduct of a student or the parent of the student may cause the student to lose the privilege of attending St. Martin de Porres Catholic School.

Re--enrollment of Existing Students:

St. Martin de Porres Catholic School does not automatically extend re---enrollment to every student. This privilege is reserved for those students for whom St. Martin de Porres Catholic School has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. Students may be denied enrollment at any time during the school year if attitude, behavior and/or academics become negative. The attitude and behavior of parents and their willingness to follow school procedures and requests are also a consideration for re---enrollment of their children.

Registration for Existing Students:

Students in all grades will re--register in January for the following school year. A non--refundable registration fee is required at this time. The administration reserves the right to review each re--registration and, with due consideration, welcome back students or refuse readmission.

Admission Order and Criteria:

The following admission order and criteria will be considered in accepting the application:

Order:

Currently enrolled students

Siblings of currently enrolled students

Students whose families are verified active members of local Catholic parishes. All other students

Criteria:

All tuition and fees at the time of the application must be current.

Students must have shown appropriate growth in academic and behavior standards. All students and parents jointly agree to abide by the following:

- School mission
- Administrative policies and regulations
- School policies/rules and classroom procedures

Enrollment and Registration – New Students:

Registration of **new** students in all grades will begin in February for the following school year. Applicants must follow procedures as stated on the school's website and turn in all paper copies to the school office. All admissions are offered with a nine--week probationary period. The administration reserved the right to rescind enrollment for students who do not meet behavioral or academic

Tuition and Tuition Assistance:

Registration fees are due at the time of registration. Tuition is paid through FACTS Tuition Management Service. Payments are based on an 11-month payment cycle. Full payment may also be made by June 10 to receive a 5% discount. *** A family receiving financial assistance is not eligible for the full payment discount. More information is available on the school's website or you may call the school office.

Financial issues should never keep a family from providing a Catholic education for their children. If a family is interested in financial aid, or are having trouble making tuition payments, please contact the school principal as soon as possible.

Tuition assistance is available on a limited basis. Application for tuition assistance should be made when registering in January. All applications are completed through FACTS Tuition Management Service. **All tuition assistance is decided locally and is based only on determined need.** Tuition rates are announced in the spring for the following school year.

Tuition Delinquency Policy:

Please refer to the tuition contract you signed with the school for details on delinquency policies.

Fees and Fines:

St. Martin de Porres Catholic School will withhold the release of report cards and transcripts if the student owes outstanding fines or fees for any of the following: tuition, defaced, damaged or lost books, books not returned, library fines or program fees.

Withdrawal:

If a family leaves St. Martin de Porres Catholic School before the end of the school year, formal written notice must be provided to the principal a minimum of 15 calendar days prior to the last

day of attendance. Tuition payment for the entire year will be expected. The principal may rescind the tuition contract for extenuating circumstances, with the approval of the pastor.

ATTENDANCE, ABSENCES, LATE ARRIVAL AND, EARLY RELEASES

Regular attendance in school is necessary for students to be successful. A student who is absent from school will not be allowed to attend class parties, or participate in any after school activities, including sporting events, on the day of the absence.

In order to receive credit for a class, the student must have attended 90% of the days the class is offered. After 10 days of absences, the student and parent will meet with the principal and teachers to determine a course of action regarding absences.

Medical and/or dental appointments are to be scheduled outside school time. Exceptions will be made if absolutely necessary. Upon arrival at school from a medical appointment please provide the office with the doctor's note for the excused absence.

Absence Procedure:

If for any reason a student will not be in attendance, the parent is required to call the school office no later than 9:30 a.m. to report the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of St. Martin de Porres students and is aligned with the statutes of the state of Texas.

Students must be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please do not write the note on napkin, receipt, or other type of 'scrap' paper. ***A note from the physician is required when the child has been absent 3 days or more.***

PLEASE NOTE: Diocesan policy states that if participation in PE or recess is restricted, a doctor's note is required.

Absence/Early Release During the School Day:

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into the school by a parent at the school office. Students who are away from school for three (3) or more hours will be counted as absent for a ½ day. Students will not be permitted more than three (3) early releases per quarter.

Tardiness:

It is the responsibility of the parent to see that students arrive on time. The school is open, free of charge, for drop off a half hour prior to the start of school.

Students' late arrival disrupts the class and the learning environment in each classroom. Being on time, results in teaching the value of punctuality and respect. Please respect your child and other children by being punctual. **Every five (5) tardies will count as one (1) absence.**

Morning Arrival Procedure and Tardy Policy:

The school day begins at 7:45 a.m. Students must be in the activity center and ready for morning assembly by 7:45 a.m. Students who arrive after 7:45 a.m. will be considered tardy. Students arriving after 8:00 a.m. must be accompanied by a parent to the school office and will receive a tardy slip before going to their classroom. A written excuse for the tardy must be given to the school to keep on file.

1. Students arriving at school after 11:00 a.m. will be counted absent for half a day.
2. In order to receive credit for half-day attendance, a student must be in class for three consecutive hours of instruction.

ATHLETIC ACTIVITIES:

Students who participate in these activities attend all practices/meets and maintain conduct becoming a Christian student. Students must be passing all of their core classes to participate in any athletic programs. Participation fees will be assessed for these activities.

Grading and Athletics Policy:

Students must be passing all core area classes: Religion, Language Arts, Math, Science, Social Studies and Spanish (middle school) in order to participate in athletics. This means they must have all passing grades at progress report time and report card time. The middle school (6th - 8th grade) progress reports will now use letter grades just like the report cards; the 4th and 5th grade progress reports will continue to use M or I for meets expectations or needs improvement. An "I" will be considered "not passing" at the 4th or 5th grade level.

If a student is not passing, they must successfully bring up the grade to passing in order to be allowed to play again. They will sit out for as long (or short) as it takes to improve to a passing grade. The teacher will send home a signed note stating that the failing grade has been raised to passing and will give the principal a copy as well.

BLOGS

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Instagram, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

BULLYING AND CYBERBULLYING

St. Martin de Porres 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 or in jest and/or online) face detention, suspension, and/or expulsion.

CLASSROOM LEARNING ENVIRONMENT

Our school promotes a safe, nurturing and positive learning environment in the classrooms and throughout the school campus. All parents, students, community members and staff are called upon to help us maintain this environment.

Visitors: To ensure the safety of our students and to minimize class interruptions, *no visitor, parent or other family members*, unless to perform a duty as an aide, may go to the classroom during school hours. Forgotten papers, lunches, books, etc. are to be brought to the school office. The respective child will be notified. Classrooms may not be disturbed. Except with permission from the Principal, parents or visitors are not allowed in the school building during the day. All visitors, aides, etc. must sign in and sign out on the official log. All visitors are required to wear an identification badge while in the building. Staff will approach any person not displaying an ID badge.

Classroom Parties: The classroom teacher and room parents plan holiday celebrations. All students enjoy All Saints Day, Christmas, and St. Valentine's Day parties. Any other party-like activity requires the permission of the Principal. The usual time for scheduled parties is the last 45 minutes of the school day.

Birthday Celebrations: As a special treat, parents may send a snack to be distributed at lunchtime for an entire class. You are required to notify the teacher ahead of time and check with the office before bringing any treat for a class due to possible food allergies. Recommended treats include: donuts, decorated cookies (single large or several small); muffins or lightly iced cupcakes; parents are asked not to send any type of snack or birthday treat that requires utensils, such as cakes. Remember, we are a peanut free school (check all packaging labels for store bought treats).

If your family is planning a birthday celebration for your child, *you may distribute invitations or follow-up thank-you notes only if every student in the class is invited*. If you are inviting only a select few, please do not distribute invitations or follow up thank-you notes on school grounds. No part of a scheduled party should enter the school environment (e.g. favors, T-shirts, group departures from our school).

COMMUNICATION

Communication is only allowed with the parent(s) or guardian(s) officially on file. If a family wishes for another person to be able to discuss the student with us, we must have a signed form on file.

Issues/Concerns: In keeping with church principles of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, should you have a concern or issue, we encourage you to go directly to the person/staff member related to the concern for discussion. Only after such attempts have failed, should the administrator be contacted. All discussions of a concern or issue should be done through scheduled appointments. We ask our students to work together to solve their individual differences, so please be a good role model in building positive school, family and community relations by incorporating appropriate, respectful problem solving strategies and lines of communication. Please do not call administration until you have spoken with a teacher regarding your concern.

Email:

Teachers' school email addresses are listed on the St. Martin de Porres Catholic School Website. Teachers do not check email during the instructional day as they are busy teaching your children. They should check email during their planning period. If a teacher does not respond to your request within 24 hours, please contact the school office to make sure the teacher's email is working properly.

Wednesday Folder:

Each Wednesday the students bring home a weekly folder with papers for parents to look over and also notes from the teacher pertinent to your child's progress. Parents are required to check this folder each Wednesday and the student must return it to the teacher on Thursday.

School Website:

The school website will be your primary resource for school information. St. Martin de Porres Catholic School website is www.smdpcatholic.org. Please use this website for accessing information prior to calling the school. Upcoming events are listed on the home page. Other items of importance should be available on the parent resource page.

On--Line Student Database:

Parents will be given a password to log-on to RenWeb, Parents Web where they can access teachers' email, student attendance, grades, school directory, etc.

Other communication opportunities:

- Meet the Teacher, Open Houses, Parent/Teacher Conferences.
- School Newsletters will be posted online on the school website. Students and parents are responsible for all information included in the school newsletters.

Assignment Books/Planner:

In an effort to develop good study skills, students use a daily assignment book. Students are required to use the daily planner provided by the school. This helps students keep up with assignments and provides parents a regular daily means of evaluating progress and communicating with the teacher. Students write their daily assignments in the planner and any homework that may need to be completed prior to the next school day.

Parent/Teacher Conferences:

A required parent/teacher progress report conference will be scheduled midway through the first quarter. There will be a spring parent/teacher conference time.

Other parent conference may be scheduled with the individual teacher at a mutually agreed upon time. By making a scheduled appointment, parents are sure to have the undivided attention of the teacher.

*** Spur of the moment conferences (hallway, car line, lunch time, etc.) will NOT be allowed. All communication regarding student must be documented per Diocesan policy.

COMPUTER ETHICS

It is the policy of St. Martin de Porres Catholic School to require the ethical use of the internet and related technologies by all employees, students, volunteers, patrons, and guests as set forth below. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense.

(PARENTS MUST SIGN THE TECHNOLOGY ACCEPTABLE USE POLICY FORM IN THE APPENDIX)

Computer Ethics Violations, Consequences:

Students are responsible for good behavior on school computer networks just as they are in the class, hallway or playground. A copy of the **Acceptable Use Policy** is included in the appendix of this handbook. This must be signed by the student and parent at registration and kept on file for the duration of the student's enrollment at SMDP.

1. **Acceptable use:** The use of the internet and related technologies must be in support of education, research and consistent with the educational objectives of SMDP. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.
2. **Unacceptable use:** Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyright material, threatening, violent or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat" or social networking is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications.
3. **Privileges:** The use of the internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the internet and related technologies will participate in a training session with the school's technology teacher.
4. **Copyright:** It is the policy of SMDP that all employees, students, volunteers, patrons, and guests will abide by the federal copyright laws. Employees, students, volunteers, patrons, guests and who willfully disregard copyright laws are in violation of SMDP policy, are doing so at their own risk and assuming all liability for their violations.

CONDUCT, DISCIPLINE

Philosophy:

At St. Martin de Porres Catholic School, the philosophy is to believe in the ability of students to behave and react in ways appropriate to our Catholic community. High expectations for behavior, justice, fairness and cooperative interaction among all members of the SMDP community are stressed at school. At SMDP natural consequences for actions are employed with students and faculty. Consequences for poor decisions should flow from the nature of the

mistake and reconciliation is based on mending the community. Consequences reflect the natural outcome of poorly made or inappropriate decisions. Consequences are not punitive in nature.

The school's response to behavior challenges is to reject the action, and apply the appropriate consequences while remembering and reminding the child of our continued love as they are children of God.

SMDP follows the Diocese of Fort Worth's strict guidelines of allowing **NO corporal punishment**.

Code of Conduct:

The following five standards of conduct are offered as guidelines to the development of responsible, civic-minded Christian students.

1. **Exercise self--control.**
 - a. Use courteous language.
 - b. Resolve conflicts in a mature manner.
 - c. Be appropriately dressed and groomed, and otherwise comply with the school's uniform policies.
 - d. Be honest.
 - e. Make ethical and morally responsible choices.
2. **Demonstrate a positive attitude.**
 - a. Be polite.
 - b. Be cooperative.
 - c. Take a leadership role.
3. **Respect the rights and feelings of others.**
 - a. Behave in a manner that does not disrupt others.
 - b. Treat others with courtesy and respect.
4. **Take responsibility for school property and the property of others.**
 - a. Respect the school buildings, grounds and property.
 - b. Keep the campus free from trash and graffiti.
 - c. Respect the property of other students, teachers or staff.
5. **Support the learning process.**
 - a. Obey classroom policies.
 - b. Attend all classes regularly and on time.
 - c. Be prepared for class (i.e., bring assignments, books and supplies).
 - d. Complete school work, projects, quizzes and tests independently.
 - e. Participate in classroom activities.

Disciplinary Guidelines:

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible citizens of the school community. Teachers and administrators use their professional judgment to determine appropriate disciplinary action based upon the following:

- Seriousness of the offense

- Student's age
- Grade level
- Ability and functioning level
- Frequency of the misconduct
- Student's attitude
- Effect of misconduct on the school environment

Disciplinary Consequences:

For misconduct one or more of the following disciplinary measures may be taken:

- Withdrawal of privileges or time apart from classmates for a portion of the day
- Written assignment related to the misconduct
- Conference with parents/teacher
- Lowering of the conduct grade in a class
- Detention; after school
- Logical consequences (i.e.: making a mess at the lunch tables = cleaning up the tables; damaging property = make restitution for damage, etc.)
- In--school suspension (ISS)
- Out--of--school suspension (OSS)
- Expulsion

Teachers are empowered to use individual disciplinary techniques in their classrooms that promote self--discipline and emphasize mutual respect, reverence and responsibility for all. Any "quiet time" or "time out" responses to a child's need for re--evaluation of a specific behavior will be in a respectful and non---threatening manner.

Any act, which demonstrates a lack of integrity or respect for the property of others, is never acceptable. SMDP will not tolerate **vandalism or stealing**. Students who choose to engage in such activity will be suspended or may be expelled.

Fort Worth Diocesan policy and SMDP **will not tolerate fighting, harassment or bullying** on or off campus while students are under their supervision. Fighting, intimidation, bullying and harassment of any kind are inappropriate and also unacceptable. **SMDP faculty has been trained to recognize and address inappropriate behavior**. Depending upon the type and severity of the offense, a student may be given a disciplinary referral or a detention. A student may also be suspended or expelled.

NOTE: Parents, please communicate with your child's teacher should you have a concern in any of these areas.

Respect to others is also shown in the manner in which we communicate to others. **Profanity, crude or inappropriate languages and rude gestures are never acceptable**. Students should always show the utmost respect for faculty, staff and fellow students. Violating this ethic will result in a disciplinary referral.

Items such as, but not limited to: cigarettes, e-cigarettes, questionable books and pictures, White-out®, Sharpie® markers, knives (of any sort), guns, matches, lighters, toys, trading cards,

laser lights, CSs, cameras, fidget spinners, or anything that will detract from a learning situation are not to be brought to school at any time. **KEY CHAINS AND TOYS SHOULD NOT BE ATTACHED TO BACKPACKS.** School administration, in accordance with state laws and Diocesan policy, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in school.

Search and Seizure:

Cubbies, desks, and other storage spaces are school property. The school reserves the right to search possessions at any time. The school may confiscate any articles seen as outside good judgment, including those items which violate school rules.

Notification of Concerns:

Disciplinary notification will be issued for unacceptable behavior via email.

Principal's Discretion:

If during the course of the school year, a situation arises that is not addressed in the SMDP student--parent handbook, the principal, in consultation with the pastor, is empowered to implement a procedure or procedures that supports the common good of the school community. The administration reserves the right to change student consequences should a more fitting consequence be warranted.

Appeal:

If the parents or the guardian wish to appeal the principal's decision, a written appeal must be filed with the Superintendent of Schools within five (5) days from the date of the parent's or the guardian's receipt of notification of the principal's decision.

The decision shall be sent by certified mail and if the parent or guardian refuses to accept the mail, the five (5) day period shall begin to run on the day the letter is mailed. The decision of the Superintendent is final and is not subject to any other appeal, grievance, and mediation or conciliation process of the Diocese of Fort Worth.

Standards of Behavior for Adults:

Staff, parents and other members of the school community are called upon to model similar good standards of behavior as well. Adults in the Catholic community should be good listeners, remain mutually supportive and inclusive of one another, maintain appropriate confidentiality, and handle disagreements in a spirit of conciliation.

Volunteers on the campus are especially reminded to keep conversation positive and limited to appropriate topics.

Climate of Inclusiveness:

A special word is needed about the goal of inclusiveness, since this principle is frequently violated among children and in schools. Students of all ages will be taught that name-calling, bullying, ridiculing, teasing, and excluding have no place at school and are not only unnecessary, but also intolerable. Parents are encouraged to reinforce these ideas at home.

Similarly, the goal of inclusiveness should be kept in mind in our multilingual society. All students and adults are expected to speak in a language that is understood by all persons by whom the conversation may be heard. When there is no shared common language among all persons present, translation is a standard of courtesy.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. If serious concerns exist, parents will be promptly notified.

CUSTODY

SMDP abides by the provisions of the Buckley amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If a court order specifies that there is to be no information given, the custodial parent **MUST** provide the school with a court-certified copy of the court order. **If legal interpretation is needed, the cost of this will be charged to the parent raising the question.**

Request to access student records must be made in writing no less than 24 hours in advance.

Records may not be removed from the school office and a school employee must be present to view records.

ELECTRONIC DEVICES/CELL PHONES/ TOYS

Students are not allowed to possess toys on campus unless being brought to class at the teachers' request for a specific lesson/activity. Students are not allowed to possess on campus electronic devices such as radios, beepers, compact disc players, iPods, iPads (brought from home), MP3 players. Students using iPods, or MP3 players (whether audio, text message, or camera feature) during class are subject to disciplinary action including. These toys and/or devices will remain in the school office until the parent/guardian picks them up. The school is not responsible for any lost or damaged cell phone or other electronic devices. Cell phones must remain turned off and remain in the student's backpack during school hours. Personal cell phones are restricted from student use while on the school campus, unless given permission by a teacher or the principal. If a student is using a cell phone during the restricted hours and/or carrying it with them, the phone will be confiscated and brought to the office where the parent may retrieve it at the end of the day. A \$15.00 fee will be assessed at the time the phone is picked up.

EMERGENCY SCHOOL CLOSINGS

Inclement Weather:

In the event of severe weather, SMDP will follow the decision of the Prosper Independent School District regarding closings or late starts. As soon as a decision is made, SMDP will send out a Parent Alert via RenWeb. If the school is open, but you find the roads hazardous in your area, please wait until the traffic eases before you venture out.

Children are not counted tardy when they arrive late on bad weather days.

Other Emergencies:

If the school closes for any other reason, the school will contact parents as quickly as possible.

EXTENDED DAY PROGRAM

SMDP offers extended care for students. Students may be dropped off starting at 7:15 a.m. at the morning drop-off location where they will proceed into the SMDP Activity Center. This is free of charge.

After school is provided until 6:00 p.m. After school care will be held in the school building. Please refer to the school website for specific fees and registration information.

FIELD TRIPS

School field trips are encouraged as educational and cultural experiences. Trips are correlated to classroom curriculum to create, enrich and maintain interest in all phases of the curriculum. The teacher may request a field trip if they believe that a particular opportunity will greatly enhance student learning. No class is required to take field trips, and no grade should anticipate a field trip as an annual event. Each teaching situation is unique, and the teacher is the best judge of what will be beneficial for the learning and enhancement of the education of each student.

Participation in field trips is a privilege, not a right. Students considered by the teacher to be disruptive may be restricted from participating in field trips. If a child is not allowed to attend a field trip, he/she will report to school as usual and will spend the day in another classroom with grade level appropriate content instruction.

Permission forms are required for student participation in a field trip. These forms must be in original hard copy form, (no electronic versions will be allowed), signed and on file at the school 48 hours prior to the field trip. Telephone calls will not be accepted in lieu of written permission. A child that does not have a signed permission slip by the due date will not be permitted to attend the field trip. The student will spend the day in another classroom with grade level appropriate work.

Parent chaperones must have completed the Safe Environment training. Siblings are not allowed on field trips, as parents must be able to provide supervision necessary for students on the field trip. Field trips are not meant to be family outings, and the number of parent chaperones will be decided by the school administration. Only parent chaperones may attend school field trips. Please refer to the volunteer handbook for chaperone guidelines.

GRIEVANCE PROCEDURE

St. Martin de Porres Catholic School makes every effort to ensure effective communication between families and staff, but from time--to--time, misunderstandings will occur. The following procedures and guidelines need to be followed should a conflict arise:

1. Grievances are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff--related grievance, an attempt must be made to settle the matter first with the staff member.
2. If no satisfactory solution is reached, the family should contact the Principal.
3. Allow yourself time to consider all options. Please respect a 24--hour grievance policy

and do not confront teachers, administrators or other parents while emotions are high. **Under no circumstance is a parent to disrupt a teacher during class time.** Please respect everyone's privacy and do not call teachers at home.

4. If you have a concern that involves a child other than your own, please talk to the teacher about this concern. **Do not** talk to the child or their parents with whom you are concerned. Please respect everyone's right to confidentiality and privacy.

HARASSMENT

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior could face detention, suspension, and/or expulsion.

HEALTH AND SAFETY

Accidents:

In the event that a student is seriously injured, the Principal, school nurse, or health representative will contact a parent or contact person. 911 may be called. If it is determined that the child must be transported for emergency medical care, the original signed copy of the parent's release to obtain medical care (usually on student's emergency card that was completed at the time of registration) and a school staff member must accompany the student and stay with the student until a parent is present. An accident report must be completed and kept on file for every incident occurring on school premises for which professional medical care was sought. The school does not assume any responsibility for either medical or hospital expenses of a student.

Accident Insurance and Student Emergency Information:

Accident insurance may be distributed to students through a third party vendor. Negotiations concerning insurance are strictly between the insured and the insurance company.

Student Emergency Information:

For the safety of each student, parents or guardians must complete and return their Emergency Information Card to the administration during school registration or before the first day of school. If information changes at any time during the school year, please promptly notify the school office.

Crisis Management Plan:

SMDP has a Crisis Management Plan which follows the Diocesan Policy. The plan is posted in every room in the school in a highly visible location by the entry door, and the faculty has been given instructions and training on the following: acts of nature, environmental and building disasters and disruption of campus life.

Illness During School Hours:

Should a child become ill or injured during the school day, and the matter cannot be handled at school, the parent will be called to make further arrangements. A child whose temperature is 100 degrees or above must be picked up from school as soon as possible. Please list an

emergency contact who can arrive within 30 minutes of notification. It is crucial that the school have a current phone number for a parent or designated person who could be notified to take the child home. A child may leave only with one of the above and **MUST** be signed out in the nurse's office upon leaving campus. A physician's note is required to excuse a child from PE or outside recess. In the event of an incident occurring during the day, the school nurse will write an excuse note for PE or outside recess. In order to prevent the spread of disease, please do not send your child to school if he is exhibiting any symptoms or illness or running a fever. If he has been ill, it is required that he be free of fever for 24 hours prior to returning to school. Also, if he has missed more than three consecutive days due to illness, a note from the doctor is required.

GUIDELINES FOR STUDENT ILLNESSES

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Oral temperatures 100 or more	Fever free for 24 hours
Vomiting, nausea, abdominal pain	Symptom free
Marked drowsiness or malaise	Symptom free
Acute skin rashes or eruptions	Written physician release
Red, inflamed or discharging eyes	Written physician release
Swollen glands around jaws, ears, neck	Written physician release
Suspected scabies or impetigo	Written physician release
Sore throat, acute cold or persistent cough	Symptom free
Any skin lesion in the weeping stage	Covered, physician diagnosed as non-infections
Earache	Symptom free
Pediculosis (head lice)	Nit free
Other symptoms suggestive of acute illness	Written physician release

Immunizations:

Students must be current on immunizations to enroll and attend school. A child will not be registered if he/she does not meet the Texas Health Department immunizations requirements for students who attend school in the Diocese of Fort Worth. A complete copy of the student's immunizations, validated by a physician, must be furnished to the school nurse before he/she may enter school on the first day. Religious objections to shots are not accepted. Students with medical exemptions must have a physician signed note.

Medication:

So that all safeguards may be taken to protect the health of the child, the school office must be notified before the first day of school, concerning prescribed medications and/or any special physical conditions of the child. Diocesan policy states that necessary medications such as those needed for epileptics, asthmatics, and diabetics or hyperkinetic may be given at school. All medication should be given outside of school hours if possible. Three--times--a--day medications should be given before school, after school, and at bedtime for optimal coverage.

Acetaminophen and ibuprofen may be dispensed if necessary with written permission of a doctor. **ONLY DOCTOR PRESCRIBED MEDICATIONS IN THE ORIGINAL CONTAINER WILL BE ADMINISTERED TO THE STUDENT.** Medication must be accompanied by the Diocesan Medication Permit Form. This form is available online and in the nurse's clinic. This form and instructions for administering must be provided. This form must include the specific dosage and times and signed by a physician. Medication must be handed directly from the parent/guardian to the school nurse or office personnel. **MEDICATION MAY NOT BE CARRIED OR KEPT BY STUDENTS.** It cannot be in backpacks, lunch boxes, etc. This includes throat lozenges and cough drops.

Medication sent in baggies or unlabeled containers will not be given. The parent is responsible to pick up any unused medicine or it will be destroyed at the end of the school year. All medication is kept in a locked cabinet/drawer in the school office and administered in the school office by the nurse or her designee. Antibiotics will not be given at school by school personnel.

If the parent feels the antibiotic must be given during the school day, the parent must come to the school clinic and administer the medication.

Pest Control:

Texas state--regulated structural pest control regulations are followed when treating SMDP for any type of pest control. Notification will be placed on the front door of SMDP when pest control has conducted a treatment on campus.

Safety Drills:

SMDP conducts fire, tornado and safety drills during the course of the year in compliance with the State of Texas. Evacuation routes are posted in each room. Students will move to the designated areas quickly and in silence.

Screenings:

State law mandates vision, hearing, AN, and scoliosis screening. Screenings will be done unless parents provide documentation from a physician that testing has been done and the school has a written statement from the parents that they do not wish for this screening to be completed again.

If a child is having difficulty in school due to the possibility of difficulties with attention or focus on classroom studies, speech difficulties or possible emotional health issues, the school may request that screening be done to identify these difficulties that could hinder the learning process.

LEARNING DIFFERENCES

Flowing from our school philosophy that each student is unique in God's plan and possesses individual gifts and talents, we respect and nurture individual differences. We explore different ways to help the students learn and retain new and/or difficult information and skills more easily, increase their academic performance, and self-concept.

LIBRARY/MEDIA CENTER

All students beginning in PreK--3 through 5th grade attend library at least once week; 6th - 8th grade students will attend library every two weeks. Individual students may attend more often at each teacher's discretion, or teachers may take students to the library for research or other curriculum related activities. Students may check out one book a week and library books are due the next library class period. Any books not returned at the end of the school year will need to be paid for by the delinquent borrower.

LUNCH

St. Martin de Porres does not provide lunch. Students must bring their lunch daily, including a drink. **Parents must also supply napkins and plastic ware.** Parents/guests visiting for lunch may

bring vendor food items. Due to food allergies, students bringing any lunch items with peanuts will sit at the designated "Peanut Table." Parents may visit and eat lunch with their student, but we ask that this not be an everyday or even weekly experience. No outside lunch visitors will be welcomed until the first week in October.

OFF-CAMPUS CONDUCT

The administration of St. Martin de Porres Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

SCHOOL ADVISORY COUNCIL

SMDP Advisory Council is an advisory council to the Principal and the Pastor. The School Advisory Council (SAC) *advises* the Principal and Pastor in order to achieve and maintain the mission statement of St. Martin de Porres Catholic School and Church. All school decisions are made by the principal and/or pastor.

The SAC does not:

- Discipline students
- Develop curriculum
- Approve instructional materials
- Hire/fire staff
- Write regulations
- Handle grievances

RELIGIOUS FORMATION

Every student at SMDP receives age--appropriate religious instruction. Non--Catholic students are also required to participate in religion classes. SMDP uses the diocesan religion curriculum to introduce and reinforce doctrine, scripture and the liturgical year at every grade level.

SCHOOL HOURS

Regular school hours are Monday through Friday 7:45 a.m. - 3:15 p.m.

Arrival and Dismissal Times:

Supervision of students begins at 7:15 a.m. in the activity center.

Pre-K3 - 2nd grade students are dismissed at 3:05 p.m.; 3rd - 8th grade students are dismissed at 3:15 p.m. If a family has students in both the younger and older grades, they should plan to pick up their children at the later dismissal time. Students not picked up by 3:25 p.m. will be taken to the extended care program and the family will be charged the applicable fee.

Early dismissal:

On early dismissal days students will be dismissed at 12:00 p.m. (PreK3 - 2nd will be dismissed at 11:50 a.m.). Students must be picked up no later than 12:10 p.m. on early dismissal days. Teachers have staff development on these afternoons. Students not picked up by 12:10 p.m. will be taken to the office or sent to the extended care program, if it is in session.

School Office Hours:

The school office is open from 7:45 a.m. – 4:00 p.m. every school day. On early dismissal days, the office will only remain open until 1:00 p.m. Parents are not allowed entry to the classrooms after dismissal. Students may remain in school after dismissal for a scheduled tutorial.

SCHOOL PERSONAL SAFETY

St. Martin de Porres 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 or in jest and/or online**) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

SCHOOL SUPPLIES

All students should be properly supplied with basic school supplies. Parents must supply a backpack, lunch box, and the supplies for each grade level. The school will have headphones for use, but highly encourage parents to provide individual headphone for sanitary reasons.

SEXTING

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

TEXTBOOKS

The Diocesan Education Office has approved all textbooks that are used at SMDP. Textbooks are the property of the school and are issued to students on an annual basis. All students will obtain and return textbooks in good condition. Students are responsible for proper care of their textbooks.

Fines will be assessed at the end of the year for book damage. Damage beyond normal wear will be assessed fines, and major damage will be assessed at the replacement cost of a new book.

Lost books will be charged at replacement cost. **BOOKS ARE EXPENSIVE!**

TEXTING

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

UNIFORM POLICY, DRESS CODE

The uniform code of SMDP plays an important role in the school: it unifies the school as a community. All students should take pride in the SMDP uniform and remember they represent their school when seen in this uniform. Students are expected to be in uniform when they are on campus, and ALL students are expected to fully comply. Students must wear full dress uniform on Mass days. On warm days, students will be permitted to remove their sweaters. All faculty and administrators are responsible for calling a student's attention to anything that is not per

uniform policy. Uniforms are monitored on a regular basis and rules will be enforced. Parents will be called and asked to bring the necessary item to school if the student is not in compliance with the uniform policy. On field trips, students wear the appropriate school uniform for the field trip. Please refer to the dress code and out of uniform policy requirements in the Appendix.

Out of Uniform Dress Code Exceptions:

Each student will be allowed an OOU Day on his or her birthday or the closest school day to their actual birthday. Students whose birthdays are in summer should make arrangement with the teacher (approved by the principal) as to when to celebrate their OOU Birthday Day.

VIRTUAL REALITY SITES

Virtual Reality Sites such as, but not limited to, www.there.com[®] and www.secondlife.com[®] pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

VISITORS

All visitors must report to the school office. Visitors must show official photo identification, must sign in and obtain a visitor badge. They must sign out in the office when leaving the school. No visitor will gain access to the building unless they are “buzzed in” at the receptionist’s desk. All exterior doors are locked at 8:20 . Visitors who come to have lunch with their child, volunteers in the library or an individual classroom must follow this same procedure no matter how often they frequent the building. SMDP must know exactly who is in the building at all times and where they are located for security and safety of all.

VOLUNTEERS

SMDP is built on the solid foundation of volunteers and their time, talent and treasure. Volunteer opportunities are available in the following areas: cafeteria, library, field trip chaperones, field day, fundraising, special events, serve as room parents and classroom tutors. Keeping the best interests of the students in mind, and to provide a safe and secure environment for our youth is a priority of the Diocese of Fort Worth and SMDP. All volunteers are required to complete Safe Environment Training. All families will be required to give 20 hours of volunteer time this year; families on tuition assistance will be required to donate 35 hours. Unfulfilled volunteer hours will be assessed at the year’s end and families will be billed via FACTS \$10.00 per unfilled hour.

WEATHER GUIDELINES

The Diocese of Fort Worth issues guidelines for outdoor activities concerning days of high temperature, high ozone, cold temperature and lightning. School personnel follow these guidelines to ensure the safety of all students, staff and volunteers.

APPENDIX FORMS

The following forms are available on the website. The technology agreement and the handbook covenant must be signed by the parent/guardian and returned to school office.

- Technology Acceptable Use Policy and Agreement
- Permission to Publish
- Student Dress Code Requirements
- Handbook Covenant

*** Administration reserves the right to amend this handbook at any time. Any changes will be communicated to school families immediately.

Morning Offering Prayer

Heavenly Father,

I praise you and thank You for your great love
and I lift up this day for your blessing!

With your help, I will live today as a
responsible, generous and honest person.

Like Jesus, as taught by his mother, Mary, I will try today to treat
everyone I meet with dignity and respect.

With Jesus' spirit alive in me, I will witness my
love by thinking of others first and myself last.

Help me today Father, to put into action
what I have said in words.

I ask this in Jesus' name.

Amen

PRAYERS

The Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

The Apostles' Creed

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He arose again *from* the dead. He ascended into heaven, sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead.

I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

The Lord's Prayer

Our Father, who art in heaven, hallowed be thy name; Thy kingdom come; Thy will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with you; blessed are you among women, and blessed is the fruit of your womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

O My Jesus

O my Jesus, forgive us our sins, save us from the fires of hell, and lead All souls into heaven, especially those most in need of thy mercy.

Prayer before Meals

Bless us, O Lord, and these Your gifts, which we are about to receive from Your bounty, through Christ our Lord. Amen

Prayer after Meals

We give You thanks, almighty God, for all Your benefits, who lives and reigns world without end. Amen

Morning Prayer

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: the salvation of souls, the reparation of sins, the reunion of all Christians. I offer them for the intentions of our Bishops and all our associates, and in particular for those recommended by our Holy Father for this month.

Evening Prayer

O my God, I adore You, and I love You with all my heart. I thank You for having created me and saved me by Your grace, and for having preserved me during this day. I pray that You will take for Yourself whatever good I might have done this day, and that You will forgive me whatever evil I have done. Protect me this night, and may Your grace be with me always. Amen.

The Angelus

The angel of the Lord declared unto Mary.
And she conceived of the Holy Spirit. Hail Mary, etc.

Behold the handmaid of the Lord.
Be it done unto me according to your word. Hail Mary, etc.

And the Word was made flesh.
And dwelt among us. Hail Mary, etc.

Pray for us, O Holy Mother of God.
That we may be made worthy of the promises of Christ.

Let us Pray

Pour forth, we beseech You, O Lord, Your grace into our hearts that we, to whom the Incarnation of Christ, Your Son, has been made known by the message of an angel, may, by His Passion and Cross, be brought to the glory of His resurrection through the same Christ, our Lord. Amen,

To My Guardian Angel

Angel of God, my guardian dear, To whom His love commits me here,
Ever this day be at my side, To light and guard, to rule and guide. Amen.

How To Pray the Rosary

1. Make the Sign of the Cross and say the Apostles' Creed.
2. Say the Our Father.
3. Say three Hail Mary's.
4. Say the Glory be to the Father.
5. Announce the first mystery; then say the Our Father.
6. Say ten Hail Mary's.
7. Say the Glory be to the Father.
8. Announce the second mystery; then say the Our Father.
9. Say ten Hail Mary's.
10. Say the Glory be to the Father,
11. Say O My Jesus,
12. Announce the third mystery; then say the Our Father.
13. Say ten Hail Mary's.
14. Say the Glory be to the Father.
15. Announce the fourth mystery; then say the Our Father.
16. Say ten Hail Mary's.
17. Say the Glory be to the Father.
18. Announce the fifth mystery; then say the Our Father.
19. Say ten Hail Mary's.

20. Say the Glory be to the Father.

Hail, Holy Queen

Hail, holy Queen, Mother of mercy; hail our life, our sweetness and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious Advocate, your eyes of mercy toward us, And after this our exile show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary.

V, Pray for us, Holy Mother of God;

R. That we may be made worthy of the promises of Christ

Rosary Prayer

O God, whose only-begotten Son, by His life, death and resurrection, has purchased for us the rewards of eternal life; grant, we beseech You, that meditating upon the mysteries of the most holy rosary of the Blessed Virgin Mary, we may learn imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.

Act of Contrition

I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against You, whom I should love above all things. I firmly intend, with Your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior, Jesus Christ suffered and died for us. In His name, my God have mercy. Amen.

The Mysteries of the Rosary

Joyful Mysteries

1. The Annunciation
2. The Visitation
3. The Nativity
4. The Presentation
5. The Finding in the Temple

Sorrowful Mysteries

1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning with Thorns
4. Carrying of the Cross
5. The Crucifixion

Glorious Mysteries

1. The Resurrection
2. The Ascension
3. Descent of the Holy Spirit
4. The Assumption
5. Coronation of Mary

Luminous Mysteries

1. Baptism of our Lord
2. Wedding at Cana
3. Proclamation of the Kingdom
4. Transfiguration
5. Institution of the Eucharist

