Shiner Catholic School
Handbook for Students and Parents

St. Ludmila Elementary School
and
St. Paul High School

2023-24

Preparing the Children of God for the Kingdom of God...since 1897

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Preface

Students:

Shiner Catholic School extends a true Christian welcome to new and returning students. This handbook is intended to offer you some helpful guidelines for campus life which will serve to facilitate your academic and personal growth. A careful reading and frequent review of this document will hopefully allow you to get the most out of your school years.

Parents:

Shiner Catholic School recognizes the parent or guardian of a child as the primary educator of that child. The school is here to assist parents as they seek an education that allows their child to be "gradually introduced to a knowledge of the mystery of salvation and become daily more appreciative of the gift of faith they have received (*Gravissimum Educationis, 2")*. This is a daunting task for both the parent and the school. It requires a great deal of trust and mutual cooperation. Parents and guardians are asked to familiarize themselves with the daily routine of the school and its various regulations and to assist wholeheartedly in their fulfillment. The registration of a student is deemed an acceptance on his / her part and on the part of his / her parents or guardians of the regulations of the school, including the decisions of the school administration concerning infractions of school regulations.

Shiner Catholic School is, first and foremost, a Catholic school. The religious formation of students is at the very heart of the school's mission. The parents or guardians of students who are not Catholic should realize that their child will be required to participate in the full educational program, including the taking of religion courses during which Catholic doctrine will be taught and expounded upon. Likewise, students will be expected to participate in the prayer and liturgical life of the school to the fullest degree it is permitted by Canon Law and Church teaching.

Students and their parents or guardians will be expected to demonstrate a respect for the teachings of the Church, her liturgical practice, and the Sacraments.

The parents or guardians enrolled at Shiner Catholic School must demonstrate a willingness to comply with school policy, particularly as it is described in this handbook and implemented by the school's administration. A deliberate or persistent disregard, whether stated or demonstrated, for school policy could be grounds for a family being required to withdraw their child from Shiner Catholic School. The pastor and the principal reserves the right to ask any student to withdraw or to refuse admission if a student does not appear to be profiting from attendance at Shiner Catholic School or if other family members cause disruption to the school community.

Accreditation:

Shiner Catholic School is fully accredited by the Texas Catholic Conference of Bishops Education Department. The Texas Education Agency recognizes the authority of the Texas Catholic Conference of Bishops Education Department to accredit Catholic schools in the state of Texas. Our accreditation manuals have a letter of understanding written by the Commissioner of Education verifying "the continuing recognition of the Texas Private School Accreditation Commission (TEPSAC) and its affiliated associations for the purpose of determining the accreditation of non-public schools (*Guide to Quality and Effectiveness: An Accreditation Manual for Catholic Schools of Texas,* III-6)."

Mission Statement of the Shiner Catholic School

"Preparing the Children of God for the Kingdom of God...since 1897"

Philosophy of Shiner Catholic School Community

We believe that a relationship with God is central to our purpose for being. Our school fosters the development of Christian moral values including courage, integrity, self-discipline, a respect for the dignity of life, and service to others.

In the curriculum and other areas of decision-making, we focus on the growth of students' spiritual, moral, intellectual, and physical abilities. Our school educates students to become responsible, competent citizens who appreciate the various cultural traditions in the world.

Our school provides a Christian environment, designed to develop the students' God-given abilities and to instill Catholic values. Our students are encouraged to critically study and analyze the world from a Catholic perspective.

We are a unique community in which students, their families, teachers, and staff can experience the presence of the Holy Spirit and proclaim the Gospel message. We remain faithful to our Catholic heritage while respecting the diversity of other religious traditions.

Objectives

Educational Objectives

Based upon the Shiner Catholic School philosophy, the aims and objectives of the school are listed as follows:

Because Christian truths and values are integrated into the student's total development, students are:

- Taught the beliefs, values, and traditions of the Roman Catholic Church through religion classes and personal example in such a way that these nurture good moral behavior and active participation in the Mass and other liturgical celebrations.
- Taught and given example of Christian understanding and tolerance for the cultural traditions and beliefs of others.

Educational programs are designed to address the needs and talents of all students. Therefore, these:

- Provide a varied and challenging curriculum to give students the opportunity to fully develop their God-given talents.
- Create an atmosphere in which good study habits, a desire for knowledge, and for academic excellence are encouraged.
- Provide opportunities to acquire skill in the use of the logical process of search, analysis, evaluation, and problem solving for use in all aspects of life.
- Develop in students a sense of respect for and cooperation with their peers and those in authority by providing an environment that models a sense of Christian responsibility for others in the community.

Governance

The Bishop

Through the Holy Spirit, who has been given to them, bishops are the successors of the apostles by divine institution; they are constituted pastors within the Church so that they are teachers of doctrine, priests of sacred worship and ministers of governance (*The Code of Canon Law, c. 375)*."As chief representative of the Church's teaching authority, the Diocesan Bishop is juridical head of the school system. His is the ultimate responsibility for articulating the faith and educational policies. He delegates ordinary oversight of the Catholic School System to the Superintendent of Schools (*Handbook of Policies and Regulations for Catholic Schools,* Policy 2100)."

The Superintendent of Schools
"The Superintendent of Schools is the chief administrative officer of the Catholic Schools in the Diocese. The Superintendent of Schools is responsible to the Diocesan Bishop. It is the duty of the Superintendent of Schools to coordinate all school programs and to represent the diocesan school system in dealing with state and regional educational offices. The Superintendent of Schools acts as the executive officer of the Diocesan School Advisory Council (*Handbook of Policies and Regulations for Catholic Schools,* Policy 2100)."

The Pastor
The Pastor of Saints Cyril and Methodius Catholic Church "is the proper shepherd of the parish entrusted to him, exercising pastoral care in the community entrusted him under the authority of the diocesan bishop in whose ministry of Christ he has been called to share; in accord with the norm of the law he carries out for his community the duties of teaching, sanctifying, and governing, with the cooperation of other presbyters or deacons and the assistance of the lay members of the Christian faithful (*The Code of Canon Law, c.519)."* "The Pastor is ex-officio the chief administrative officer of the parish school. The Pastor serves as spiritual leader of the school community. The Pastor, in consultation with the Local School Advisory Council, has final approval over actions taken by the Local School Advisory Council (*Handbook of Policies and Regulations for Catholic Schools,* Policy 2100).

School Advisory Council
The Shiner Catholic School Advisory Council "provides advice and direction to the pastor and principal in aspects of the local school including planning, policy formation, finances, and public relations. All policies and significant actions of the local school council shall need approval of the pastor, and must be in accord with diocesan policy (*Handbook of Policies and Regulations for Catholic Schools,* Policy 1120)."

Principal
"The principal, as administrator of the school is responsible for the implementation of council policy, diocesan policy and governmental requirements. As the educational leader of the school community, the principal has full administrative responsibility for carrying out the instructional program (*Handbook of Policies and Regulations for Catholic Schools,* Policy 2100)."

Teacher
The teacher is accountable to the principal and the parents for providing suitable learning experiences that are in accord with the philosophy of Shiner Catholic

School. The main responsibilities of the teacher include the religious and academic instruction of the student, the evaluation and grading of scholastic achievement, the maintenance and promotion of discipline, and the implementation of the requirements of the Texas Catholic Conference of Bishops Education Department (TCCBED), the Diocesan School Office, and the Shiner Catholic School.

Parent-Teacher Connection (PTC)
The main purpose of the Shiner Catholic School Parent-Teacher Connection (PTC) is to foster unity and understanding between the home and the school.

Athletic Booster Club
The objective of the Shiner Catholic School Athletic Booster Club is to assist and support athletic activities and other activities of the Shiner Catholic School subject to the approval of the Shiner Catholic School Advisory Council.

Band Booster Club
The objective of the Shiner Catholic School Band Booster Club is to assist and support band activities and other activities of the Shiner Catholic School subject to the approval of the Shiner Catholic School Advisory Council.

Admissions

Shiner Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. An entrance interview for all new students will be required before acceptance into Shiner Catholic School.

Once a student is admitted to Shiner Catholic School, the parent/guardian that completes the required registration forms is solely responsible for that student until graduation or withdrawal from Shiner Catholic School, regardless of the student's age.

Minimum Age Requirements

Shiner Catholic School complies with the minimum age requirements set by the Texas Catholic Conference Education Department. These minimum requirements are as follows:

For admission to Pre-Kindergarten 3, the student must be three (3) years of age on or before September 1st of the year they are enrolling. Students must be toilet trained prior to the beginning of classes.

For admission to Pre-Kindergarten 4, the student must be four (4) years of age on or before September 1st of the year they are enrolling. Students must be toilet trained prior to the beginning of classes.

For admission to Kindergarten, the student must be five (5) years of age on or before September 1st of the year they are enrolling. Students must be toilet trained prior to the beginning of classes.

For admission to First (1st) grade, the student must be six (6) years of age on or before September 1st of the year they are enrolling.

"An exception may be made by the principal if the child has been enrolled in an accredited school in another state prior to transferring to a school in Texas or has attended a full term in a kindergarten program in another state that admits children who are under five years of age into the kindergarten program.

Admissions Standards

"Admission of students in grades other than 3K, 4K, 5K, and first grade, will not be based on chronological age, but on the readiness of children to do the work required. The ability of a new student at a specific grade level transferring from a non-accredited school or a home school will be determined by a standardized test administered to the child at the parent's expense (*Handbook of Policies and Regulations for Catholic Schools*, Policy 5110)." Students who have previously attended school and are seeking admission to Shiner Catholic School will be evaluated based on their academic performance and discipline records. Shiner Catholic School reserves the right to refuse admission to a new or returning student who does not demonstrate the aptitude or willingness to succeed in our school environment. Likewise, families not in good standing with the school for the non-payment of tuition, fees, fines, or other financial obligations incurred from the previous school year will not be permitted to register for the next school year.

After School Care
After school care is available until 5:30 p.m. to Shiner Catholic School students in Pre-Kindergarten 3 through the 6th grade.

After School Care Late Pick Up Fee
An initial $5.00 per child plus $1.00 per minute, per child after the first five minutes will be assessed for students who are not picked up promptly at 5:30 p.m. The clock ini the after school care classroom will be used to keep time.

Required Documents
The following certificates and records shall be presented at the time of registration:
- State (from Bureau of Vital Statistics) birth certificate (copy)
- Baptismal certificate (Catholics only)
- Current Immunization records (copy)
- Records from previous school (if applicable), including report cards or transcripts.

In the case of students whose parents are separated / divorced, a copy of the official custody agreement must be furnished to the school Principal.

(*Handbook of Policies and Regulations for Catholic Schools,* Policy 5110)

High School Credit for Transfer and Previously Home-Schooled Students
High school students seeking admission to St. Paul High School must present a transcript from an accredited school or home-school program to receive credit for coursework already completed. Should a student have received previous instruction in a particular course, but not have acceptable documentation of completion; that student will be eligible to receive credit for the course by taking a credit by examination test and passing the test with a score of seventy (70). Students wishing to exercise this option will need to get prior approval from the school administrator and shall have the test administered by Shiner Catholic School staff. The parents of the student shall be responsible for paying any costs associated with the ordering, grading, and reporting of results for this method of earning high school credit.

Provisional Admission
All new students are provisionally admitted until all admission requirements have been met. Admission requirements include the payment of all fees, completion of the requisite registration forms, and the receipt of all records from any previous school attended, including academic and discipline records. The school has thirty (30) school days after the admissions process has been completed to formally accept or reject a student for admission. Failure to complete the registration process could result in a student not being admitted to Shiner Catholic School.

Admission of Non-Immigrant Students

Shiner Catholic School "will comply with Immigration and Naturalization Service requirements regarding non-immigrant F-1 students. Such students entering the United States to study must hold passports with a United States Student Visa. Students shall obtain an I-20 Form from the Immigration and Naturalization Service. The principal or other authorized school official will complete the school portion of the form and return it to the student. When the Immigration and Naturalization Service returns the official form to the school, it will be kept in the student's file (*Handbook of Policies and Regulations for Catholic Schools*, Policy 5111)."

Payment of Tuition and Fees

Shiner Catholic School requires that arrangements be made to pay for all tuition and fees during the time set aside for registration. Families are required to pay in full, to set up a half pay plan, or to establish a monthly payment through FACTS Tuition Management Company. Failure to make arrangements to meet these financial arrangements during the designated time could result in a family forfeiting their child's opportunity to attend Shiner Catholic School for the coming school year.

Families who have not met their financial obligations to the school are subject to the following actions:

- The student will not receive any further report cards or transcripts.
- In the event of a transfer from Shiner Catholic School, permanent records will not be sent.
- Re-enrollment for the following year will not be allowed or will be suspended.
- The student will be subject to dismissal from Shiner Catholic School.

Tuition Refunds

Tuition is refunded to students who withdraw from school prior to the end of the year. The refund will be prorated and calculated based on the grading period during which the student withdraws. For example, if a family withdraws their child(ren) from Shiner Catholic School during the second nine week grading period, one half (1/2) of their tuition will be refunded. Pre-Registration Fees and the General Student Fee are not refundable.

Academic Program

Shiner Catholic School is the parish school of Saints Cyril and Methodius Catholic Church and as such is a Catholic institution of the Diocese of Victoria. Thus, the spiritual, moral, intellectual, social, and physical elements of the education that it offers are taught within the context of the Catholic Faith. Shiner Catholic School maintains a balanced curriculum which meets or exceeds the accreditation standards of the Texas Catholic Conference Education Department. The curriculum includes religion, English, language arts, science, mathematics, social studies, art, music, health, family life, physical education, computer technology, and foreign language instruction.

Promotion and Retention of Students

"The promotion or retention of a learner should be based primarily on the degree of achievement of the specific objectives of the grade or course. A learner who has not achieved satisfactorily in a grade or subject should repeat the subject or grade. To permit a learner to take a course for which he or she does not have the proper preparation is an injustice to him or her, to the other learners, and to the teacher. There may be cases in which ability, effort, interest, and other factors must be weighed. In such cases, the principal's decision shall be final (*Handbook of Policies and Regulations for Catholic Schools,* Policy 5116)."

The following principles will be adhered to when making a decision about the promotion or retention of a student at Shiner Catholic School:

- A student who has made satisfactory progress at one grade level will be promoted to the next higher grade.
- Students in first grade must have completed the primer level in reading and have at least a final average grade of **"N"** in religion, mathematics, and reading in order to be promoted to second grade.
- Students in grades 2-3 shall earn a final average of **"70"** in each major subject in order to be promoted to the next grade. The major subjects for these grades are religion, reading, English and mathematics.
- Students in grades 4-8 shall earn a final average of **"70"** in each major subject in order to be promoted to the next grade. The major subjects in grades 4-8 are religion, reading, English, mathematics, social studies, and science.
- Because language skills (English and reading in grades 2-8, reading in first grade) and number skills (mathematics in grades 1-8) are the basis for all other learning, a student who fails two of these subjects shall not be promoted to the next grade.

Students who fail two major subjects, provided both subjects are not in the area of language skills or number skills as indicated above, shall be promoted on the condition that they receive remedial instruction during the summer and receive a passing grade.

The principal must approve all remedial instruction and/or attendance at summer school programs (*Handbook of Policies and Regulations for Catholic Schools*, Policy 5116).

"Parents shall be informed of possible non-promotion at the beginning of the second semester or as soon as it becomes evident. If the learner is promoted conditionally, the parents shall make provisions for the learner to remove the condition through summer work. The principal shall approve these conditions (*Handbook of Policies and Regulations for Catholic Schools,* Policy 5116)."

Students at the high school level advance toward graduation by earning credit in individual courses. They are not promoted or retained at grade-level. The description of the credit that must be earned to graduate are described below.

High School Graduation Requirements

Students entering high school are subject to the graduation requirements described in the *Guide to Quality and Effectiveness: An Accreditation Manual for Catholic Schools of Texas.* Under those policy standards, the Texas Catholic Conference of Bishops Education Department allows schools to grant diplomas, according the following requirements:

Foundation Diploma requirements include: Religion-4 credits, English-4 credits, Math-4 credits, Science-4 credits, Social Studies-3.5 credits, Economics-.5 credit, Health Education-.5 credit, Speech-.5 credit, Foreign Language-2 credits, Physical Education-2 credits, Fine Arts-1 credit, Elective Credits-2 credits, for a total of 28 credits

Endorsements: Students may earn Endorsements in STEM (Science, Technology, Engineering, and Math) Arts and Humanities, and/or Multidisciplinary Studies.

Distinguished Level of Achievement: All students will receive this distinction by completing a total of four (4) credits in math, including Algebra II, a total of four (4) credits in science, and meeting the curriculum requirements for at least one Endorsement

Performance Acknowledgements: A student may earn a performance acknowledgement on the transcript for outstanding performance by: Successfully completing 12 hours of college credit (dual credit classes) with a grade equivalent of 3.0 or higher on a scale of 4.0, **or** earning a score on the PSAT/NMSQT that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, the National Hispanic Recognition Program, **or** National Achievement Scholarship Program **or** earning a combined critical reading and mathematical score of at least 1250 on the SAT **or** earning a composite score on the ACT examination of 28 (excluding the writing subscore).

GENERAL GUIDELINES:

1. Science courses must contain 40% laboratory time.
2. Credit by examination (credit for an academic subject in which the student has had no prior instruction) can be given if the student scores 90% on a criterion-referenced test for the applicable course. These tests can be purchased from Texas Tech University or University of Texas at Austin or can be any test approved by the superintendent.
3. The school administration has the right to determine which credits will be applied toward graduation requirements from courses provided by a source outside the school (e.g., courses taken by correspondence, online, distance learning, or those courses taken in the elementary/ middle school). Additional credits may be obtained in order to be eligible for advanced classes but will not count toward TCCB-ED graduation requirements. **(5/07)**
4. Elective courses are determined by the local high school. The minimum diploma requires completion of a minimum of one "academic elective" credit chosen from a list of academic courses determined by the local high school.
5. The superintendent may give written approval for use of an innovative, alternative program that is designed by a high school to meet its unique needs. The program must provide at least the minimum diploma requirements.

*** Graduation Requirements 2010-2011. HB 3 passed in 81st Legislative session.

Grade Point Averages

High school students will have their grade point averages calculated by converting their numerical grades based on a 100 point scale to a 4 point scale. The conversion of grades will take place as follows:

A : 94 - 100 = 4 points
B : 85 – 93 = 3 points
C: 75 – 84 = 2 points
D: 70 – 74 = 1 point

The grade point average will then be calculated by adding the points awarded for each credit earned, based on the four (4) point scale, and dividing by the number of credits earned. It is important to note that the fifteen (15) points added to a student's dual-credit college courses for each semester shall be reflected in the student's numerical grade prior to its conversion to the four (4) point scale.

Transfer Credits, Credit by Exam, & Distance-Learning / Correspondence Courses

A student who transfers into St. Paul High School shall receive credit for transfer courses taken at an accredited school or through an accredited home-school program. A transcript from the school or home-school program must be placed in the student's permanent file. The grades from these courses will be used to calculate a student's grade point average. For the purpose of determining honor graduates, the grades from the previous school or home-school program will be counted, provided the same course is offered at St. Paul High School.

High school students who have received previous instruction in a subject, but who were not awarded credit or cannot provide a transcript from an accredited educational entity indicating that this credit was earned, may receive credit by examination. A student who has received prior instruction in a course must pass his or her examination with a minimum score of seventy (70) in order to receive credit for the course. Likewise, a student may earn credit by completing an appropriate distance-learning or correspondence course. A student desiring to exercise any of these options must receive prior approval from the school administration prior to taking the exam or enrolling in a course.

Students who have not received previous course work in a subject may meet some of their graduation credits in one of the manners described above, but they must have prior approval from the school administration before proceeding. Students who have not received prior instruction in a course would need to pass a credit by exam with a minimum score of ninety (90) to be awarded credit.

School administration will give consideration to several factors, including the reason a student finds it necessary to use this method of earning or recovering credit, prior to granting permission. Currently, the University of Texas at Austin Continuing Education Department and the Texas Tech University Department of Outreach and Extended Studies are the two most widely recognized programs offering credit by examination based upon the statewide curriculum, the Texas Essential Knowledge and Skills.

The parents of the student shall be responsible for paying any costs associated with the ordering, grading, and reporting of results for this method of earning high school credit. When a student

scores a passing grade on the exam, the student's transcript shall reflect the credit earned. The grade from the exam will not be posted on the transcript nor will it be calculated into a students grade point average.

Dual-Credit College Courses

St. Paul High School offers students the opportunity to take college courses, while students are still in high school. Students successfully completing a college course not only receive their college credit hours, but simultaneously earn high school credit. Students must meet college admission requirements prior to being enrolled in these courses.

There are a slate of dual-credit college courses regularly offered to high school juniors and seniors. Students who take a college course shall have fifteen (15) points added to the numerical grade awarded by the college instructor. The additional points shall be reflected on the student's transcript. These fifteen (15) points shall be added to the grade for the purposes of granting credit. For example, a student with a grade of fifty-five (55) in a college course would not receive college credit for the course, but would still be granted high school credit with a grade of seventy (70). The fifteen (15) points shall be included in a student's grade for the purpose calculating a student's numerical grade average. For the purposes of granting high school credit in a one credit (one year) course, the weighted first semester grade and the weighted second semester grade shall be averaged to determine whether a minimum grade of seventy (70) has been earned. If that minimum standard is met, high school credit shall be granted.

Students should seek the prior approval of St. Paul High School administration for any college course, outside of those offered during the school year, for which they will seek dual-credit.

Advanced Placement Program

The Advanced Placement Program is an opportunity for students to pursue college-level studies while still in secondary school and to receive advanced placement and/or college credit while completing high school requirements. Students are challenged to meet national and international standards. AP courses stimulate the accelerated student with in-depth analytical reasoning skills and form disciplined habits for college level studies. Eight (8) points are added to the final average of AP classes taken at St. Paul High School.

Ranking/College Admission

St. Paul High School does not rank its students. St. Paul does provide information as required for college admission under the Texas Top Ten Percent legislation and recognizes its top three Honor Graduates as explained in the Honor Graduates section of the handbook. Eligible students will receive a letter stating the distinction(s) postmarked by June 30 after their junior year. An official sealed statement of the distinction(s) will also accompany official transcripts sent to the university admissions offices and scholarship committees as requested by these students. These standings will be updated and communicated with applicable students after seven (7) semesters and again upon graduation.

For all other students, college applications and/or scholarship applications that require a student's class rank will be accompanied by an official letter from St. Paul High School that specifies it is a non-ranking school and will not provide unofficial rankings.

The school also provides a standard comprehensive school profile to colleges and universities to assist in the academic and holistic review of applications.

Honor Graduates

Separate from the Ranking/College Admission Policy, at the end of the eighth semester, St. Paul High School honors the valedictorian, salutatorian, and historian. For the purpose of recognizing our honor graduates, we calculate their numerical grade average according to the criteria described below. St. Paul High School wants these awards to be based on a student's academic achievement. Hence, only a select set of courses will be considered in calculating a student's numerical grade average for the purposes of recognizing honor graduates. Those courses are English I, English II, English III, English IV, Algebra I, Algebra II, Algebra III, Geometry, Pre-Calculus, Calculus, Advanced Algebra, Integrated Physics and Chemistry, Biology, Chemistry, Physics, Earth and Space Science, World Geography, World History, United States History, Government, Economics, Religion I, Religion II, Religion III, Religion IV, Spanish I, Spanish II, and Spanish III. Fifteen (15) points per semester will be added for all dual-credit courses. The points will be reflected on the report card and the transcript. Any dual-credit college course for which high school credit in one of the above-listed is granted shall be calculated into the numerical grade average for recognizing honor graduates. Courses for which credit is earned in summer school, correspondence courses, or credit by exam shall not be included in the calculation for honor graduates. The valedictorian shall be the student with the highest numerical grade average based on the criteria described above at the end of the last semester of the senior year. The salutatorian shall be the student with the second highest numerical grade average based on the criteria described above at the end of the last semester of the senior year. The historian shall be the student with the third highest numerical grade average based on the criteria described above at the end of the last semester of the senior year. A student must have been enrolled at St. Paul High School for his or her entire junior and senior years to qualify as an honor graduate. For the purpose of determining honor graduates, the grades transferred to St. Paul High School from a previous school or home-school program will be counted, provided the same course is offered at St. Paul High School. In case of a tie for the valedictorian, salutatorian or historian the following methods will be used to determine who shall be recognized as valedictorian, salutatorian, or historian: Method 1: Compute the grade average to a sufficient number of decimal places until the tie is broken. If a tie remains, use method 2. Method 2: Compare the student's scores on college entrance exams. If the students have taken only the SAT test, the students with the highest combined score after adding the verbal and math sections of the SAT will be declared the Valedictorian. If the students have taken only the ACT, the highest composite score will determine the Valedictorian. If students have taken both SAT and ACT, the following formula will be used: Using the SAT test with the highest combined verbal and math score and the composite score of the ACT test, the student with the highest total of all three combined scores shall be the Valedictorian. After the end of the junior year, students who have the highest,

second highest, and third highest numerical grade averages of the class calculated according to the criteria described previously will receive a letter stating this distinction. An official sealed statement will also accompany any official transcripts sent to college and university admissions offices and scholarship applications as requested by the student. These standings will be updated after seven (7) semesters and again upon graduation.

Grading System

Each quarterly grading period lasts approximately nine (9) weeks, with a total of four grading periods per year. In keeping with diocesan policy, most academic courses use one of these two scales to rate student performance. The scales are as follows:

Kindergarten – 1st

Marking Code	Description of Marking Code
E	Excellent Progress
G	Good Progress
S	Satisfactory Progress
N	Needs Improvement
U	Unsatisfactory

+ Indicates Strength or Improvement - Indicates Weakness

3rd – 12th

Numeric Average	Description of Progress
100 – 94	Excellent Achievement
93 – 85	High Achievement
84 – 75	Average Achievement
74 – 70	Low Achievement
69 – 0	Unsatisfactory

Other Subject Grades and Conduct Codes at St. Ludmila Elementary

Other Subject Codes	Description	Conduct Code	Description
G	Good Progress	S	Satisfactory
S	Satisfactory Progress	N	Needs Improvement
N	Needs Improvement	U	Unsatisfactory

Grading Policies

Weighting of Quarters: The 1st and 2nd quarter grades are weighted evenly in determining the 1st semester grade and the 3rd and 4th quarter grades are weighted evenly in determining the 2nd semester grade. Semester exams at St. Paul High School count as twenty percent (20%) of the semester grade.

Weighting of Course Components: Shiner Catholic School teachers weight the various course components of an individual course (for example, homework, quizzes, tests, and participation) under the direction of the administration at the beginning of the academic semester or year. Students and parents are made aware of these relative weights on the course syllabus.

Incomplete Coursework: In extraordinary circumstances, such as a significant illness or a family emergency that requires a prolonged absence, a teacher will assign a quarter grade of "I" (incomplete). It is the responsibility of the student and his or her parent to make sure that the missing coursework is made up within the time allotted by the teacher and no later than the end of the new quarter (or the end of the summer in the case of a 4th quarter incomplete).
An incomplete grade that has not been made up within the allotted time will be re-calculated based on the student's actual grades for the quarter in which he or she received an incomplete. In the case of a student who has withdrawn from Shiner Catholic School, incomplete grades will remain incomplete on the permanent record and no credit will be given.

Report Cards

Report cards are issued via RenWeb at the end of each nine week grading period. No grade in excess of 100 for a nine week grading period, semester exam, or the semester average shall be recorded on the report card. Weighting for classes in which a student has a semester grade of 100 will be included in the determination of the student's numerical grade average and his or her honor graduate numerical grade average. Final report cards cannot be released until all final exams have been completed, all textbooks and library books have been returned, and all tuition, fees and other financial obligations have been paid in full.

Progress Reports

At the midpoint of each nine week grading period (approximately 4 ½ weeks), parents are to check their child(ren)'s grades via RenWeb.

Honor Roll

At the end of each nine weeks, an honor roll for students in grades 3 – 12 will be published. In order to be eligible for the honor roll, no student may have a conduct grade lower than N (Needs Improvement). To merit High Honors, all grades must be 94 – 100; Honors, all grades must be 85 or above. Electives are calculated in the average; handwriting in grades 5 – 8 is not included in the average.

National Honor Society

Membership in the National Honor Society is the recognition that a student has excelled in the areas of scholarship, leadership, service and character. The St. Paul High School Chapter of the National Honor Society is governed by by-laws approved by the administration and the Constitution of the National Council. Copies are available in the high school office.

Candidates for membership in the St. Paul Chapter of the National Honor Society shall have spent at least one full semester at St. Paul High School and must be members of the sophomore, junior, or senior classes. They must have a minimum cumulative grade point average of ninety (90) in core academic courses to be considered for membership in the National Honor Society. The scholastic average, however, will not be the only factor for selection.

Once academically-qualified students have been identified, they will be invited to apply for membership in the National Honor Society. Each applicant will be evaluated by the National Honor Society Faculty Council. The National Honor Society Faculty Council will evaluate candidates on their scholarship, leadership, service, and character. The National Honor Society Faculty Council shall reach a decision based upon a majority vote of the Council as to whether or not a student is selected for induction into the St. Paul High School Chapter of the National Honor Society. All decisions made regarding the selection of a student for induction by the National Honor Society Faculty Council are final. Failure to maintain academic eligibility will result in probationary status for a National Honor Society member and will result in dismissal if the average is not brought up to the required level at the next grading period. If a member of the NHS commits a flagrant violation of school regulations, civil law, or uses bad moral judgment, he or she may be dismissed by a majority decision of the National Honor Society Faculty Council. In all cases of pending dismissal, a member of the St. Paul High School Chapter of the National Honor Society shall have a hearing before the Faculty Council and shall be informed in writing of the offenses which they stand
accused of committing. The Principal, Assistant Principal, Chapter Advisor, and Faculty Council shall constitute the appeals committee of the St. Paul Chapter of the National Honor Society for dismissal cases. Questions and concerns regarding these procedures should be directed to the Chapter Advisor.

Field Trips

Field trips and outings for students must be related to the curriculum and approved by the principal. Shiner Catholic School will arrange for transportation and supervision. A student must have a signed and dated release form (permission slip) from his or her parents for each trip; otherwise the student will not be allowed to leave campus. Faxed or emailed permission slips will not be accepted. The original copy must be sent to school with a parent or guardian's signature.

Parents who wish to chaperone must complete the Safe Environment Program for the Diocese of Victoria. This entails passing a criminal background check, receiving orientation to the Code of Pastoral Conduct, and attending a child abuse awareness training entitled "Keeping Kids Safe". A parent will not volunteer in a supervisory capacity with children until he or she has undergone a background check. Once the background check is run, an individual has ninety (90) days to complete the educational components of the process.

Parents attending field trips are an extension of the teaching staff throughout the duration of the trip. All parents attending field trips must adhere to the following guidelines:

- Chaperones are responsible for monitoring all students. The classroom teacher will give specific instructions if a chaperone is assigned to a small group.
- Siblings should not be taken on field trips.

- Souvenirs will not be purchased from gift shops.
- Students will not be removed from the group unless the field trip requires small group instruction. In this case, the classroom teacher will assign students to groups.
- Parents are responsible for their own admission fees and are not guaranteed a discounted group rate.
- Cell phone use should be limited to emergency use only.

Permanent Records

A permanent record is maintained for each student according to the policies and procedures of the Catholic Schools Office for the Diocese of Victoria. Policy number 5118 in the *Handbook of Policies and Regulations for Catholic Schools* provides our guidelines for maintaining and allowing access to these records. Shiner Catholic School will retain original permanent records when a student transfers or graduates. A copy of the permanent record will be released to a receiving school when that school applies directly to Shiner Catholic School by mail or fax on school letterhead. Records will be released when all financial debts owed Shiner Catholic School have been satisfied.

All information in a student's file shall be treated as confidential and shall be accessible only to the principal, professional staff, the legal guardian, the parents, and to the student after his or her eighteenth birthday. Shiner Catholic School requests twenty-four hours notice and a request in writing, if a parent or former student wishes to view a record.

A non-custodial parent may also have the right to access a student's educational records. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there should be no information given to a non-custodial parent, it is the responsibility of the custodial parent to provide the school with a copy of the court order at registration.

Library

The library is an essential part of Shiner Catholic School. It is to be used for checking out books for reading at home, for silent study, or for research. The library is established for the benefit of all the students at both St. Ludmila Elementary School and St. Paul High School. Students are responsible for all library materials which they use or check out. Care should be taken to return books and/or magazines before they become overdue. Students will be held responsible for the replacement cost of lost or damaged library materials that are checked out to them. Consideration for other students requires avoidance of unnecessary noise or boisterous behavior in the library. Students should observe silence and display mature behavior at all times in the library.

Shiner Catholic School will do its best to incorporate books into the library that reflect Catholic teaching. However, ultimate discretionary reading responsibility lies with the parents.

Computer and Internet Use Policy

Use of the internet and related technologies by all employees, volunteers, and students is a supervised privilege. Inappropriate use may result in the cancellation of those privileges and further disciplinary action. Transmission of any material in violation of Federal or State regulation is prohibited. This includes, but is not limited to: copyrighted material; threatening, violent, or obscene material. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. Deletion or alteration of computer software is considered vandalism. Unauthorized use of another's computer, access accounts, and / or files is prohibited.

Acceptable Use Policies for Internet Access

Telecommunications access at Shiner Catholic School is provided for the purpose of student enrichment in elementary and high school studies, in preparation for higher education, and ultimately to provide students with skills for lifelong learning. Students and parents agree to support all legal and ethical guidelines established by the Shiner Catholic School Advisory Council and Administration.

•All use of the Internet must be in support of education and research and consistent with the mission of a Catholic school.
•The user must abide by the acceptable use rules of any network being used/accessed.
•Any use of the Internet to facilitate illegal activity is prohibited.
•Any use of the Internet for commercial or for-profit purposes is prohibited.
•Any use of the Internet for advertisement or political lobbying is prohibited.
•Unauthorized use of copyrighted material is prohibited.
•Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
•Only Internet Service Provider addresses will be acceptable for electronic mail access. Access to World Wide Web services are prohibited on school computers.

Netiquette

•Be polite.
•Do not use vulgar or obscene language.
•Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
•All communications and information accessible via the Internet should be assumed to be private property.
•Do not intentionally disrupt the network or other users.
•No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
•Use caution when revealing your address or phone number (or those of others).
•Electronic mail is not guaranteed to be private.
•Posting of anonymous messages is prohibited.
•Abide by generally accepted rules of network etiquette and ethics.

Inappropriate Uses of Technology

•Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
•Vandalizing the data of other users is prohibited.
•Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
•The illegal installation of copyrighted software for use on school computers is prohibited.
•Use of the Internet to access obscene or pornographic material is prohibited.
• Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.
• Texting between students and teachers and/or staff members of Shiner Catholic School is prohibited.
• "Friending" on social networking sites between students and teachers and/or staff members of Shiner Catholic School is prohibited.

Inappropriate Postings to the Internet, Texting, or Cyberbullying

Students should be aware that the texting of or posting of inappropriate, vulgar, threatening, or demeaning statements or images on the internet will subject them to school discipline for engaging in such behavior. While the texting or posting of demeaning or threatening statements may not have occurred on school time or utilized school equipment, they, nonetheless, have the potential to negatively impact the school's efforts to maintain a safe and dignified learning environment for all students. Engaging in calumny, detraction, or other offenses against the dignity of others via text message or on the internet will be disciplined according to the school's Discipline Management System. The school has the right to demand that a student remove such postings as a condition of his or her continued enrollment in the school. While on campus or using school equipment, students should not access social networking sites such as Facebook, Instagram, Twitter, Snapchat, Vine, etc. without the express permission of a staff member.

Penalties

•Any user violating these policies is subject to loss of Internet privileges and subject to other school disciplinary actions.
•The principal will make the final determination as to what constitutes unacceptable use and his or her decision is final.

School Responsibilities

•Occasionally the school will make determinations on whether specific uses of the Internet are consistent with the acceptable use practice.
•The school reserves the right to log Internet use and to monitor fileserver space utilization by users.

•The school reserves the right to bar access to the Internet in order to prevent unauthorized activity.
•The school will not be responsible for any damages a user may suffer, including loss of data.
•The school is not responsible for the accuracy or quality of information obtained through the Internet.

Picture/Media Release

Shiner Catholic School uses students' photographs in electronic media and in publicized advertising. If a parent does not wish for their child to be included in electronic media and/or publicized advertising, they must notify the principal via written notification before the first Friday of the school year. The parents/guardians of the student will be notified of receipt of notification in writing by the principal.

Textbooks

The texts used at Shiner Catholic School are those adopted by the Diocese and in keeping with the requirements of the accrediting agency. Textbooks are the property of the school and should always be covered. Students are responsible for their books and will be required to pay for the loss of or damage done to a textbook issued to the student.

Testing

The testing program for Shiner Catholic School is based on the Diocesan program. The Iowa Assessments are given to students in grades K – 8 and the Iowa Test of Educational Development will be administered to students in grades 9 -12. Seniors, eighth graders and fifth graders take the Assessment of Catholic Religious Education (ACRE). Ninth graders are given the NEDT each year. Students are given the opportunity to take the PLAN in the sophomore year and the PSAT/NMSQT in the junior year. The ASVAB is administered in the senior year. Counseling is provided for the THEA, SAT, and ACT testing programs for college-bound students.

Academic Honesty

Students at Shiner Catholic School need to understand the importance of the virtue of integrity. They should strive to uphold the highest standards of academic honesty and be willing to provide appropriate help to their peers. It is the student's duty to abide by the teacher's instructions both inside and outside the classroom, and to avoid any unauthorized use of sources that could constitute cheating or plagiarism. Cheating on tests, copying homework, and all forms of plagiarism constitute serious offenses. A student who is caught cheating will be assigned an academic penalty by the teacher and will be referred to the office.

Exemption from Semester Exams for Junior and Senior Students at St. Paul High School

St. Paul High School 11th and 12th grade students who meet the following conditions shall have the option of being exempt from semester examinations:

- The student shall be required to have a grade average of 90 or above in the course for which an exemption is sought.
- A student who has had more than a one hour detention, has served time in In-School Suspension or Saturday School or has been suspended during the semester in question will not be eligible for an exemption.

Midterm/Final Exam Grading

Students who are absent during midterm or final exams for family travel purposes, vacations, etc. will not be allowed to earn above a 70 on the mid-term/final exam. Students who have an illness that prevents them from being present for the exam should obtain a written letter from the doctor and present it to the principal for approval.

Limitations

This policy only pertains to 11th and 12th grade students. Juniors and seniors may be exempt from not more than three final examinations during the fall semester, but may be exempt from all examinations during the spring semester.

Students who register after the fourth day of a semester shall not be eligible for an exemption. Transfer students shall be held responsible for providing an official attendance and disciplinary record from the school previously attended to be considered for an exemption.

Dress Code

Christian modesty is the guiding principle behind the dress code at Shiner Catholic School and the virtue we most strongly desire to instill in our students by enforcing these rules. The dress code is also a means of teaching neatness, cleanliness, and other principles of good grooming. The school earnestly solicits the cooperation of parents, students, and teachers in achieving this goal.

Pre-K 3 and Pre-K 4 Dress Code Guidelines
*General Guidelines: -loose fitting clothes/easy to button and unbutton -shoes with closed toe and a back/no boots -hair is neat, clean & well groomed/only a natural color/no colored hair extensions, feathers, etc. -Distracting haircuts will not be permitted -make-up, lipstick not allowed *Off Campus Attire: -red shirt -blue jeans, khaki or black pants or capri pants -blue jean, khaki or black skirt (skirts must be knee length) -blue jean, khaki or black shorts (shorts must be knee length) *Mass Attire: -red shirt -khaki or black slacks (jeans are not allowed on Mass days) -khaki or black skirt (skirts must be knee length) -students are not to wear shorts to Mass -students are not to change clothes after Mass

Kindergarten-4th Grade Dress Code Guidelines

*General Guidelines

-polo shirts: collared/logo-free/2 or 3 buttons/no tight fitting shirts/shirt must cover waistband when arms are raised and when students are seated/shirts must have sleeves and modest necklines/shirts must not be transparent: red, white, black or gray only

-school approved spirit shirts may be worn on Tuesdays and Thursdays only: red, white, black or gray only/If Mass falls on Tuesday or Thursday, Mass attire is to be worn

-pants, capri pants, shorts and skirts are to be jean material, black, or khaki in color/Skirts and shorts are to be knee length/Athletic shorts or pants are not allowed/Hip huggers are not allowed/No skin or undergarment may show when seated or standing/Garments with holes are not permitted

-visible undergarments (undershirts, leggings, etc.) are to be red, white, black or gray in color

-socks may be any color

-jackets, coats, and outerwear may be any color

-shoes with closed toe and a back/no boots

-hair is neat, clean & well groomed/only a natural color/no colored hair extensions, feathers, etc.
Distracting haircuts will not be permitted

--body piercing, except for earlobes, is not permitted for female students; body piercing, including earlobes, is not permitted for male students

-no jewelry except for stud earrings and a watch (no smart watches)

-eye make-up and/or lipstick is not allowed

*Off Campus Attire:
-red standard Mass shirt
-pants, capri pants, shorts or skirts in jean material, black or khaki unless otherwise specified on permission slip (see general guidelines above for detailed description of acceptable dress)

*Mass Attire:
-red standard Mass shirt
-khaki or black slacks (jeans, tight pants are not allowed on Mass days)
-khaki or black skirt (see general guidelines above for detailed description of acceptable dress)
-students are not to wear shorts to Mass
-students are not to change clothes after Mass

5th Grade-12th Grade Dress Code Guidelines

*General Guidelines

-polo shirts: collared/logo-free/2 or 3 buttons/no tight fitting shirts/shirt must cover waistband when arms are raised and when students are seated/shirts must have sleeves and modest necklines/shirts must not be transparent/shirts are to be tucked in at all times: red, white, black or gray only

-Solid, button up dress shirts in red, white, black or gray and a tie may also be worn on any day of the week.

-school approved spirit shirts may be worn on Tuesdays and Thursdays only: red, white, black or gray only/If Mass falls on Tuesday or Thursday, Mass attire is to be worn

-pants, capri pants, shorts and skirts are to be jean material, black, or khaki in color/Skirts and shorts are to be knee length/Athletic shorts or pants are only allowed during the athletic period/Hip huggers are not allowed/No skin or undergarment may show when seated or standing/Garments with holes are not permitted

-shoes with closed toe and a back

-visible undergarments (undershirts, leggings, etc.) are to be red, white, black or gray in color

-socks may be any color.

-jackets, coats, and outerwear may be any color

-belts are to be worn at all times

-hair is neat, clean & well groomed/only a natural color/no colored hair extensions, feathers, etc. Distracting haircuts will not be permitted.

-body piercing, except for earlobes, is not permitted for female students; body piercing, including earlobes, is not permitted for male students

-tattoos are not permitted

-jewelry should be modest and must not contain any type of inappropriate message

-make-up and/or lipstick is not allowed for students in grades 5-8/make-up should remain modest for students in grades 9-12

-young men are to be clean shaven

*Off Campus Attire:
-red standard Mass shirt or white collared shirt (tie optional)
-pants or skirts in jean material, black or khaki unless otherwise specified on permission slip (see general guidelines above for detailed description of acceptable dress)

*Mass Attire:
-red standard Mass shirt
-khaki or black slacks (jeans, tight pants are not allowed on Mass days)
-khaki or black skirt (see general guidelines above for detailed description of acceptable dress)
-students are not to wear shorts to Mass
-students are not to change clothes after Mass

*Altar Server Attire:
-white shirt (Altar Servers are to bring their red standard shirt to change into after Mass)
-black pants
-black shoes

General Information Regarding the Dress Code

*Red Standard Mass Shirts (to be worn for off campus attire and on all Mass days)

All red standard shirts will be purchased through CH Graphics

Please note that jeans cannot be worn on Mass days. Slacks should be full length slacks, not tightly fitted. Tight fitting pants are not allowed for Mass.

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*Logo-Free Polo Shirts (to be worn on Mondays and Wednesdays)

These shirts can be purchased from any store. Please note that only red, white, black or gray polos can be worn. Please review the specific guidelines before purchasing shirts for your child(ren).

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*School Approved Spirit Shirts (to be worn on Tuesdays and Thursdays <u>only</u>)

School approved spirit shirts are available from various Shiner Catholic School organizations and will be sold at special events and through email orders.
School approved spirit shirts that have been purchased in previous years can be worn: red, white, black or gray only. Shirts that are worn/tattered are not acceptable.

For any occasion requiring students to wear "Sunday dress," the following guidelines should be followed:

<u>Girls</u>
-Dresses are to have sleeves and be knee length or longer. No short skirts or dresses will be allowed. If a dress is sleeveless, students will need to wear a jacket over the dress. Dress pants with a blouse with sleeves is also appropriate dress attire for girls.
-Dress shoes are to be worn…no athletic shoes or flip flops.

<u>Boys</u>
-Collared shirt with long or short sleeves and a tie; coats are optional.
-Dress pants can be black, navy blue or khaki (jeans are not allowed).
-Dress shoes, nice boots, or loafers can be worn…no athletic shoes, sandals or flip flops.

School Mass Altar Server Attire:
-white shirt
-black pants
-black shoes
*Altar Servers are to bring a red standard shirt to change into after Mass.

The administration, teachers, and staff reserve the right to make decisions regarding the appropriateness of a student's clothing. The principal will make the final decision. Students who do not comply with the dress code will be sent to the office to call their parents to bring them a change of clothes, or they will be provided appropriate attire from the collection of school clothing available. They may also be subject to detention or further disciplinary consequences.

Code of Student Conduct

"Why do you call me, 'Lord, Lord,' but not do what I command? I will show you what someone is like who comes to me, listens to my words, and acts on them. That one is like a person building a house, who dug deeply and laid a foundation on rock; when the flood came, the river burst against that house but could not shake it because it had been well built. But one who listens and does not act is like a person who built a house on the ground without a foundation. When the river burst against it, it collapsed at once and was completely destroyed (*Luke* 6: 46-49)."

Shiner Catholic School is dedicated to building a lasting foundation for your child(ren). Our disciplinary rules are to be used for teaching intelligent and cooperative self-discipline that comes from understanding and appreciating the values protected or promoted by the rules. Whenever the student shows a lack of self-discipline, it is necessary to enforce rules by authority. In all cases, however, guidance is given to help the student develop discipline as a conscious and free response. Parents are expected to support the school's established standards of conduct and join the school in an effort to raise self-disciplined young men and women.

Discipline Management System

Shiner Catholic School espouses five basic rules or principles from which all of the more specific injunctions or commands are derived. Those rules are based on our Lord's command to love God above all things and to love your neighbor as yourself.

Students will treat others the way they themselves would like to be treated.
Students will not prevent the teacher from teaching.
Students will not hinder others from learning.
Students will not harm themselves or others.
Students will not destroy their own property or the property of others.

Shiner Catholic School employs a range of consequences when dealing with student misbehavior. The decision to impose a certain consequence for a behavior is based on a number of important factors. Certainly one of the first considerations will be the age of the student subject to discipline. Obviously, another consideration is the nature and severity of the offense. The frequency of differing disciplinary actions or the recurrence of a particular type of offense a student might have been involved in should also be weighed. A final consideration before proceeding to an assignment of the more serious disciplinary consequences, would include the

degree of contrition, cooperation and effort the student demonstrates when he or she is subject to disciplinary action by faculty and staff. Shiner Catholic School will utilize a variety of disciplinary techniques to correct inappropriate student behavior. These include, but are not limited to verbal warnings, written warnings, time-out, assignments, fines, work details, making reparation, detention, in- school suspension, suspension, and finally expulsion. Corporal punishment (including, but not limited to: spanking, shaking, slapping, pinching, hair pulling) shall not be permitted in the schools of the Diocese of Victoria (*Handbook of Policies and Regulations for Catholic Schools*, Policy 5121). Teachers and staff members have responsibility to enforce school rules on campus during school hours and at school sponsored activities. They may utilize any of the allowable methods described above, except for Saturday School, in-school suspension, suspension, or expulsion. Those actions are reserved for the principal or the principal's designee.

At Level I there are a range of consequences that might be employed by the teacher or administration to address student misbehavior. The responses include anything from a verbal warning to the assignment of detention(s). Level I offenses might include, but not be limited to the following (these are listed in no particular order):

- frequent tardiness or lack of adequate preparation for class
- repeated failure to turn in an assignment or a habit of not turning work in by the deadline
- being disruptive by talking out or not remaining on task
- irreverence (i.e. not behaving properly at Mass)
- initial dress code violations
- using vulgar or inappropriate language without directing it at a specific person
- failure to acknowledge the dignity of another person through milder forms of harassment and disrespect, including threats or sexual harassment
- a first offense for academic dishonesty or cheating
- a first offense being involved in the theft of an item valued less than twenty (20) dollars
- milder forms of scandal (i.e. setting a bad example for one's peers, encouraging one's peers to violate the code of student conduct at Level I, or being uncooperative with a teacher)
- gambling
- public displays of affection, i.e. holding hands

The next tier of the discipline management system involves more serious offenses against individuals and against the good order of the school. For the sake of clarity and making adequate distinctions, these will be referred to as Level II offenses. Level II offenses merit a stronger response and are subject to stronger disciplinary actions, including the assignment of Saturday School or possible suspension (there are two forms of suspension: in-school suspension or out of school suspension). The loss of liturgical serving privileges/extracurricular activities will also be enacted. Level II offenses include, but are not limited to:

- repeated Level I violations of the Discipline Management System

- demonstrating a lack of respect for legitimate authority by showing persistent or serious disrespect for faculty or staff
- willful insubordination (failure to follow a teacher's clear directive, i.e. "go to the office"
- being truant, excessively absent, or skipping class
- leaving campus without permission
- demonstrating a lack of respect for the property of others by committing acts of vandalism, including arson
- lying, particularly when the lie is told to a person in authority in an attempt to avoid taking responsibility for one's own actions or to help one's peers avoid just consequences
- theft, either repeated theft or the theft of an item of substantial value
- cheating, either a repeated offense or a situation involving the violation of a substantial trust, i.e. accessing a test through a teacher's computer files
- acts of violence, including fights; self-defense will only be considered when it is clear to the administration that one student had no realistic option to disengage without risking substantial harm to his or her person
- possession or being under the influence of alcohol or a controlled substance, either at school or a school-sponsored event.
- possession or use of tobacco products at school or school-sponsored activities
- use or possession of weapons of any kind, or items used in such a manner that they lead another to believe the possessor intends to do bodily harm
- serious forms of harassment; this includes threatening to inflict serious bodily or emotional harm, as well as sexual harassment
- directing vulgar and inappropriate language at another person
- acting in a manner contrary to the virtues of purity and modesty or encouraging others to do the same, including the possession or distribution of pornography at school or a school-sponsored event
- distribution of or request of nude photos (includes photos of self and/or other individuals). Local law enforcement will be immediately notified when this action occurs, as per the Diocese of Victoria Safe Environment guidelines.
- Inflicting bodily harm on self or the encouragement of others to do so
- taking part in an action that reflects discredit on Shiner Catholic School and/or Sts. Cyril and Methodius Catholic Church
- Posting of inappropriate content on social media
- Sending inappropriate content to other individuals via electronic devices
- Distribution of prescription medication (may also be categorized as a Level III offense)

The final step a school can take when disciplining a student is expulsion. Offenses against the Code of Student Conduct that might warrant a student being expelled from school shall be referred to as Level III offenses. Level III offenses include, but are not limited to:

- repeated violations of Level II of the Shiner Catholic School Code of Student Conduct
- the possession, use, or exhibition of a firearm, knife, or of another weapon described and defined by the Penal Code
- the possession, use, or exhibition of an incendiary or explosive device
- the possession, use, or being under the influence of alcohol or a controlled substance. It would particularly rise to the level of an expellable offense, if it were brought to school or a school-sponsored event with the intent to sell or distribute.

The *Handbook of Policies and Regulations for Catholic Schools* of the Diocese of Victoria explains the reasons for employing the use of suspension or expulsion in our discipline management plan. The *Handbook of Policies and Regulations for Catholic Schools* states:

A student may be suspended and / or expelled for reasons including, but not limited to the following:

- Habitual misconduct that is disruptive of the teaching / learning process
- Refusal to obey reasonable directives, orders, rules or regulations of the school, or any teacher / administrative officer of the school, which are promulgated for the well being of the student body, the staff, or the institution
- Violation of any penal law or ordinance applicable to the respective jurisdictions of all parties concerned
- Engaging in any activity or conduct which is a serious violation of the Roman Catholic ethic or which attempts to promote teachings contrary to those of the Roman Catholic Church.

Detention

Detention will be assigned by the Principal, Assistant Principal or the classroom teacher. The day, date, and time of the detention are at the discretion of the staff member assigning the detention.

***Detention takes precedence over appointments, practices, lessons, tutoring, athletic games, etc.**

OUT OF SCHOOL SUSPENSION

Suspension, the temporary prohibition of a student's attendance, for three school days or less, will be within the jurisdiction of the principal. Parents or guardian(s) must be officially notified in advance. In every instance the pastor will be informed of the suspension and the reasons for it. The suspended student will receive a zero (0) for each assignment and test during the day(s) missed. However, the student will be required to complete all assignments for his/her own knowledge. It is the student's responsibility to obtain the assignments from his/her teacher. The student must be prepared with the classwork assigned on the day of return from the suspension. A student may not participate in extracurricular activities or practices during Out of School Suspension.

EXPULSION

Expulsion, the permanent termination of a student's enrollment, is a serious act and requires the concurrence of the pastor and principal. Notification of the decision must be filed with the Superintendent of Schools. Parents or guardian(s) can appeal through the grievance process. (*Handbook of Policies and Regulations for Catholic Schools*, Policy 5114)

Once a student is expelled from Shiner Catholic School, he/she is prohibited from attending any school related function. The student is also forbidden to visit the Shiner Catholic School campus for any reason without the express permission of the principal or pastor.

In-School Suspension

A student who is assigned in-school suspension (ISS) will be placed in isolation from the rest of the student body where he or she will continue to work on his or her assignments. Students should bring all the books and supplies they need to complete their assignments to in-school suspension. They should also bring a sack lunch. Students who are deliberately disruptive or do not cooperate with the monitor, will face further disciplinary action.

A fee of eighty ($80) dollars per day for each day of in-school suspension will be assessed to the parent's of the student assigned to in-school suspension. If paying by check, payment should be made to Shiner Catholic School. This fee is meant to cover the cost of hiring a monitor to supervise a student while he or she is assigned to in-school suspension. Should multiple students be assigned to in-school suspension in a single day, the cost of hiring the monitor will not be divided among the parent's of the students, but the full eighty ($80) dollar fee will be assessed the parent of each student. A student who is serving an in-school suspension is not eligible to participate in practice or compete for any school-sponsored sports team or extracurricular activity that day. The burden of notifying the coach rests on the student. Failure to notify the coach and participating in one of these activities will result in further disciplinary action, including possible suspension from the extracurricular activity for the rest of the season.

Disciplinary Probation

Students who have been suspended, assigned an in-school suspension, or Saturday School are automatically placed on disciplinary probation for the rest of the school year. This probation means that any further serious disciplinary action might result in the principal initiating the process to expel the student. The student's status will be reviewed at the end of the school year to determine whether the school deems it beneficial to allow the student to register for the coming school year. Students on disciplinary probation will be considered and dealt with on an individual basis.

Saturday School

Saturday School might be assigned to a student in cases where a student has violated Level II of the Discipline Management System. Saturday School might also be used to allow student to make up for missing instructional time due to excessive absences. Students will be required to report to school at a date and time assigned by the principal. This will typically be set up on days school is not in session. The student assigned to Saturday School will be assessed a fee of twenty dollars ($20) per assigned hour in order to compensate the monitor for his or her time. If paying by check, payment should be made to Shiner Catholic School. Punctual drop-off and pick-up are required. A $1 per minute late fee will be assessed for students are tardy or who are not picked up promptly at the end of their assigned period. Students are to report in dress code with homework or a book to read. No food or beverages are permitted. Water and bathroom breaks will be allowed. Students who fail to report to Saturday School when scheduled will serve an In-School Suspension at a time arranged by the administration. Students assigned to Saturday School will be expected to complete the work that is assigned by the monitor(s) in charge of the detention. Failure to do so will result in the assignment of additional detention time. Students are expected to be respectful of the adult monitor(s) at all times during the detention. Failure to do so will result in the assignment of additional detention time.

Summer School

Summer School may be used to allow students to make up credit and/or missing instructional time due to excessive absences or tardies. Students will be required to report to school at a date and time assigned by the principal. The student assigned to Summer School will be assessed a fee of twenty dollars ($20) per assigned hour in order to compensate the monitor for his or her time. If paying by check, payment should be made to Shiner Catholic School.

The principal may choose an accredited institution other than Shiner Catholic School to make up for credit and/or instructional time due to excessive absences or tardies. If an alternate institution is chosen, payment will be made directly to that institution.

Inappropriate Postings to the Internet, Texting, or Cyberbullying

Students should be aware that the texting of or posting of inappropriate, vulgar, threatening, or demeaning statements or images on the internet will subject them to school discipline for engaging in such behavior. While the texting or posting of demeaning or threatening statements may not have occurred on school time or utilized school equipment, they, nonetheless, have the potential to negatively impact the school's efforts to maintain a safe and dignified learning environment for all students. Engaging in calumny, detraction, or other offenses against the dignity of self or others via text message, social media sites or on the internet will be disciplined according to the school's Discipline Management System. The school has the right to demand that a student remove such postings as a condition of his or her continued enrollment in the school. While on campus or using school equipment, students should not access social networking sites like Facebook, Twitter, etc. without the express permission of a staff member.

The principal or his/her designee may search students' wall lockers, desks, cubbyholes, and other common areas at any time without notice. This includes the search of vehicles. Contraband will be confiscated and appropriate disciplinary measures taken, including reporting to law enforcement authorities for illegal items.

The principal or his/her designee may also inspect the contents of backpacks, bags, purses, or cell phones.

Obligation to Report

Students are obligated to report to the principal any crimes for which they have been arrested or detained during the school year or during the summer prior to the beginning of school. Failure to do so constitutes a separate serious offense. Parents and students agree that the principal or his designee may follow up with the appropriate law enforcement agency after the report of criminal activity has been made.

Confidentiality

Details of consequences that are assigned for not following the Student Code of Conduct will only be discussed with the student, the parent/guardian of that student and the classroom teacher if it is deemed necessary by the Principal or his/her designee.

Appeals Process – Grievance Procedure

Although the Diocese of Victoria endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian by meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, and the parent or guardian believes the dispute to be a misapplication or misinterpretation of a school related policy, only then may the parent or guardian institute a formal grievance. A formal grievance must be in writing and must be received within five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Diocese's current ***Complaint Procedure for Students and Parents*** for further details. Also, please note that current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within the Catholic schools of the Diocese of Victoria.

Relaying Messages to Students

To avoid the interruption of classes, only in cases of serious emergencies will telephone messages be delivered to students during class. Students will not be called out of class for phone calls.

Reverence at Mass/Mass Attendance

Every student at Shiner Catholic School is expected to behave in an especially respectful and reverent manner at any school Mass. Students are to keep their attention focused on the sanctuary and to refrain from fidgeting or distracting others.

Students will sit together, according to class, during Mass. Mass begins at 8:10 a.m. on most Fridays during the school year. Therefore, students are expected to report to their first period class by 7:50 a.m. If a student is absent from Mass, they are counted absent from school.

Cell Phones / Electronic Devices

Students at Shiner Catholic School may bring a cell phone to school, but they may not turn it on, use it, or carry it on their person during the school day. Cell phones may only be used before 7:45 a.m. and after 3:35 p.m. Students riding the bus routes are prohibited from using cell phones or electronic devices until they arrive at their final destination. The same rule applies to the possession or use of electronic devices such as laptop computers, Apple Watches/Smart Watches/ Fitbit/any other smart device worn on the body, video games, Gameboys, iPods, iTouches or any other electronic device. This list is not meant to be exhaustive, but to provide examples of the types of devices to which this policy refers. A staff member who catches a student using a cell phone or electronic device in violation of the policy, should confiscate the phone or electronic device and turn it in to the school office. The first time a phone or any electronic device is confiscated, the phone or electronic device will be confiscated for one (1) week. The second time a phone or electronic device is confiscated it will be taken away for 90 days. The third time, the phone or electronic device will be taken away for 180 days. The school will not be held responsible for lost items resulting from student negligence or the enforcement of this policy. Cell phone SIM cards will also be confiscated with cell phones.

Any personal items that are brought onto Shiner Catholic School property are subject to search. There is no expectation of privacy for personal items. This includes cell phones and laptop or notebook computers.

Food, Drinks, Candy, and Chewing Gum

Students are not allowed to have food, drinks, candy, and chewing gum in hallways, lockers, or common areas of the school without special permission from the administration. Teachers may give an individual student or group of students permission to possess and consume food, drinks, candy, or chewing gum in their respective classrooms. When teachers grant permission for students to consume food or drink in their classrooms, students should not then take the liberty of leaving the classroom with food or drink and possessing or consuming it outside of the teacher's classroom. Students found in violation of this rule may have the contraband item confiscated and may be fined. The first fine levied will be $2.00. Each subsequent fine will double the previous

fine. So the fines will become increasingly steep. For instance, we begin with a $2.00 fine, proceed to a $4.00 fine, which will subsequently become an $8.00 fine, and continues until it becomes a deterrent. A student's fines must be paid in order to receive his or her report card. The proceeds from the fines shall be divided evenly between the custodial staff at the end of each semester as supplemental pay for any unnecessary messes they must clean up.

An exception to this rule will be made for students who bring bottles of water to school. The bottle must be sufficiently transparent that staff can determine the content of the bottle is water. Teachers shall give permission, on an individual basis, whether they will allow the bottles in their classrooms.

Clearly, another exception to this rule is food or drink that is brought to school for lunch, a teacher designated snack time, or food that students are taking with them on extracurricular activities during or after school. The food brought for those purposes should be consumed at the designated or appropriate time.

Closed Campus

Shiner Catholic School operates a closed campus. Students must remain on the grounds from the time they arrive until dismissal. Students are not permitted to leave the campus at any time during the school day without permission of the Principal or his/her designee.

Food from restaurants may not be delivered to students for lunch.

Any unauthorized absence from campus during school hours is considered a grave infraction of school regulations.

If it becomes necessary for a student to go home because of illness, he/she must obtain permission from the office. Parents must be contacted before the student is given permission to leave. All withdrawals will be made from the office – not from individual classrooms.

Doctor and dentist appointments should be made for Saturdays, holidays, or after school hours if possible. If circumstances require a student to leave school, he/she must bring a note from his parents to the school office before 8:00 a.m. stating the reason for his/her leaving and the time he/she is to leave. The student or parent must sign-out at the office.

When a high school student returns to school from any absence, he/she must sign-in at the office before going to class. Any student who is signed out of school early is responsible for any class work missed.

High school students are not allowed to go to cars without permission until they leave at the end of the school day.

Classroom disruptions will be kept at a minimum. All transportation arrangements and changes in daily routine should be made with your child prior to his/her arrival at school. Occasionally, unforeseen changes are understood but should not be the norm.

Married Students, Pregnant Students, Abortion, Co-Habitation

The principal, in consultation with the pastor, reserves the right to review individual decisions regarding a married or pregnant student's continued attendance at Shiner Catholic School. Upon verification by a physician that a student is pregnant, she and her parents must schedule a conference with the principal. The father of the child, if he is a student in the school, must do the same. The Diocese of Victoria's Morality Policy will be followed for pregnant students, abortion, marriage and co-habitation.

Harassment

Shiner Catholic School does not condone harassment of any kind, including, but not limited to physical harassment, verbal harassment,sexual harassment. All students at our school are to be treated with dignity and respect.

Attendance

School Hours

St. Ludmila Elementary School:	Pre-Kindergarten 3	8:00 a.m. - 12:00 p.m.
	Pre-Kindergarten 4	8:00 a.m. - 12:00 p.m.
	Kindergarten through Grade 8	8:00 a.m. - 3:35 p.m.
St. Paul High School:	Grade 9 through Grade 12	8:00 a.m. - 3:35 p.m.

Students may arrive at school beginning at 7:30 a.m. Classrooms open at 7:45 a.m.

Attendance and Absences

Notification of Absence: Whenever a student is absent, the parents are requested to report the absence to the school office by 9:00 a.m. on each day of the absence.

General Absence Policy: Upon returning to school, a student who has been absent must bring a written statement, signed by a parent or guardian, to the school office explaining the reason for the absence. This includes students whose parents checked them out of school on the previous day or earlier in the day to go to an appointment of any kind. We must have a note from the doctor or the parent upon the student's return to school. Failure to bring a valid note signed by a parent or by a doctor, in the case mentioned above, within three school attendance days of returning to school will result in an absence being marked unexcused. **Excuse notes that are sent to the school via email will not be accepted.**

Excused Absences: A student's absence will be designated an excused absence for a personal illness, sickness or death in the family, funerals of relatives or close friends, quarantine, an authorized school function, attendance at an educational experience approved **in advance** by the

principal (for example, local stock shows or activities planned by the parish youth ministry) an appointment with a physician, leaving school to transact business with the driver's license bureau (VOE), or a natural disaster. An additional circumstance when an absence is considered excused, would be any member of the student body who is not present at school because they are attending a competition at the regional level when a team from St. Paul High School is competing.

Excused Absences for School-Sponsored Events: Each student is allowed ten (10) school sponsored absences. After the ten (10) allowed days, the student's absences shall be counted as excused or unexcused, depending on the nature of the absence. This determination shall be made by the principal or his/her designee. Students who are not present at school, because they are participating in a school sponsored event, i.e. as a member of a school athletic team, are marked as excused for school related activity. Students might also be considered absent for school sponsored events when they attend an educational experience approved **in advance** by the principal. Educational experiences will not be approved unless it is done in advance of the trip. Examples of educational experiences that might qualify under this category of absence include stock shows (five (5) school sponsored absences can be used for stock shows), activities planned by parish youth ministry, or the taking of the THEA exam. An additional application of this rule includes any member of the student body who is not present at school, because he or she is attending a competition at the state semi-final or final level to support a St. Paul High School team. Such a student is considered to be excused for school-sponsored activity.

Unexcused Absences: any absence that does not meet the criteria for an excused absence will be designated an unexcused absence. The decision of the principal in this matter is final.

Planned Absences: Any request for a planned absence should be received by the principal in written form by the student's parent or guardian at least five days prior to the absence. Failure to do so may result in the absence being counted as 'unexcused.'

Early Departure: Students who need to leave for early departure and for appointments must be signed out at the school office. A parent or guardian must sign them out or send a note before they will be allowed to leave. Younger students will not be released to older siblings. Students will remain in class until the parent or guardian arrives in the office.

Make-Up Homework and Tests for Excused Absences: When a student is absent for an excused reason, the missed school work will be sent home with students the day the student returns to school. Students will be allowed one day for every day of absence to make up work and tests during an excused absence. However, if a long-term assignment was due prior to the student's absence, the assignment will be due on the first day he or she returns to school. The teacher will keep up with make-up work to give the student on his return. Any student who fails to complete make-up on time is subject to the standard consequences. A student who fails to complete the work altogether will receive zeroes for those assignments.

Make-Up Homework and Tests for Unexcused Absences: When a student returns from an unexcused absence, he or she will be allowed a reasonable amount of time to make up work and tests missed. At the individual teacher's discretion, a student's grade for the assignment could be reduced to the point that the student could not receive more than half credit on his or her work. A student who fails to complete make-up work or take make-up tests on time will receive zeroes for those assignments.

Minimum Attendance for Granting Credit:
A student who accumulates more than nine (9) absences (excused and / or unexcused) from any one class during the semester may not receive credit for that course or school work unless extenuating circumstances are reported to the principal. The notification to the principal should be made in writing. A faculty attendance committee and the principal will review the petition for credit to determine whether or not credit should be awarded. The committee might decide to award credit only after the student in question meets certain conditions.

College Visits
Students at St. Paul High school are strongly encouraged to investigate opportunities for post-secondary education. Each student in grades ten, eleven and twelve will be permitted up to two college visit days per semester. Students who avail themselves of these opportunities will be considered by school administration to be attending an extra-curricular event. Their absence will be recorded as excused for attending a school related event. College visit days will not count against a student when determining the student's eligibility for exemptions from semester exams or other honors that might be contingent on attendance requirements.

In order for the absence to be treated as an extra-curricular event, each student should give the school administration prior notice of his or her intent to visit a post-secondary institution and should present a note or signed business card from admissions or financial aid personnel upon his or her return to school. Students should not utilize their college days during semester exams and must realize that the rules for completing assignments that pertain to students attending extra-curricular activities are effective in these situations.

Tardy Policy
General Policy: All students are expected to be punctual. Punctuality is defined as being at one's desk and being prepared to start class when it is scheduled to begin. Any student who arrives at school after the start of class should report to the office to notify the office that they have arrived. Students who are late arriving to classes during the school day or are unprepared to begin will be marked tardy by their teacher.

Excessive Tardiness: We understand that the circumstances of life sometimes get in the way of punctuality. Thus there are no consequences for the first three (3) times a student is tardy. After the third tardy, students will serve a thirty (30) minute detention. A student will also lose the

option of exempting any semester exam after the third tardy each semester. After the sixth tardy and every sixth time that he/she is tardy after that, the student will serve a four (4) hour Saturday School.

General Information

Medication Policy

Shiner Catholic School will administer no medications at school that are not medically necessary for the child to attend school. The medications which can be administered to children under the above-mentioned condition can be divided into two kinds: (1) prescription and (2) "over-the-counter" preparations. Neither type of medication will be administered without a signed *parent request for the administration of medication*.

All prescription medications (in original containers with doctor's prescription on the label) are to be placed directly in the care of the principal or his/her designee, who will then administer the medication as prescribed by the doctor. In order for an authorized staff member to dispense any prescription medication, the prescription must be properly identified with the prescription label from a pharmacy and will include:

- Name of the child
- Name of the medication
- Directions concerning dosage
- Route of administration (i.e. oral, topical, right eye, etc.)
- Time medication is to be given
- Length of time the medication is to be given (duration)

The second category of medication is "over-the-counter" preparations and includes such medicine as aspirin, Tylenol, Pepto Bismol, and cough syrup. The school will not stock "over-the-counter" medicines for administration to children nor will it accept "blanket" parent permission forms for the administration of "over-the-counter" medications.

The school will require parents to provide any "over-the-counter" medicines they want administered to their children. The medicine will have to be in an original, properly labeled container. Tylenol, for example, needs to be in a "Tylenol" container; "Vicks 44" cough syrup must be in a "Vicks 44" bottle. It is not necessary, however, that the container to unopened. It might, for example, be a half-bottle of cough syrup. The principal, or the designee, will not, however, administer two aspirin that have been sent to her/him in a plain envelope or zip lock bag, for example.

"Over-the-counter" preparations will require an accompanying *parent request for the administration.* "Short-term" administrations will require a form that specifies the duration and needs to be signed only by a parent or guardian. For example, a child who may be recovering

from the “flu” might need Tylenol for the rest of the week. “Long-term” administration of an “over-the-counter” for some chronic condition will require the “co-signature” of a physician along with the parent/guardian signature. For example, “give my child Tylenol for sinus headaches” would require the co-signature of the family doctor.

The amount, route, duration, and specific time is required on the Medication Form. “After lunch” is considered specific enough; “whenever the child needs it” is not specific enough.

Parents will be notified when the principal or the principal’s designee will not accept responsibility for administering a medication to a student.

Students may not carry any kind of medication on their persons nor dispense it to themselves or to any other student. An exception is made for inhalers when a licensed physician has prescribed that the student be allowed to carry it.

Students must come to the office at the appropriate time to have their medication administered. It is not a staff member’s responsibility to seek out a student to administer medication.

Immunizations

Requirements: Students at Shiner Catholic School must be in compliance with all required immunizations as set forth by the Texas Department of Health, Immunization Division. For current immunization information and minimum requirements, contact the Immunization Division, Texas Department of Health. Lavaca County is in Region 8.

Phone: 1.888.963.711

Provisional Enrollment: All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against specific diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school administrator or designee shall review the immunization status of a provisionally enrolled student every thirty (30) days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the thirty (30) day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from attendance until the required dose is administered.

Communicable Diseases

The following guidelines for excluding students from school are found in the *Texas Catholic Conference Education Department School Health Manual*. Shiner Catholic School will use these guidelines when deciding whether or not a student should be excluded from school in order minimize the risk of other students contracting a communicable disease:

Guidelines for Excluding Students from School

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100 degrees or above	Fever free for 24 hours*
Vomiting, nausea or severe abdominal pain	Symptom free
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Suspected scabies or impetigo	Written physician release

Swollen glands around jaws, ears or neck	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice free
Other symptoms of acute illness	Written physician release

*** Fever free means that a student has not experienced fever for twenty-four hours after discontinuing the administration of medication.**
*** See COVID tab on Shiner Catholic School's website for up-to-date information related to COVID and school policies related to this illness.**

Chronically Ill Students
From the first day of school, a comprehensive health plan for each chronically ill student should be developed jointly by teachers, nurses, administrators, parents, and physicians to coordinate information and methods of management in school. Self-help techniques to build confidence, to encourage the student to remain in school and to participate as fully as possible should be implemented.

Accidents and Injuries
Every accident or injury occurring in the school buildings, on school grounds, or at school-sponsored events must be reported immediately to the person in charge of the area and then to the principal's office. A written accident form must be completed to document the incident.

Lockers
At the beginning of school each high school student is assigned a locker in which he/she is to keep all books and personal property. Respect for the property of others prohibits any student from opening another student's locker. The school administration reserves the right to open and inspect lockers at any time.

Students may not change or exchange assigned lockers without the express permission of the school administration.

Poster, Flyers and Other Written Communications

Posters, flyers, and other written communications may be posted at Shiner Catholic School only with the approval of the Principal or his or her designee. They should always be in good taste and neatly designed. Those who post written communications are responsible for removing them after the event, which they advertise, is completed. Posters will not be permitted if they advertise events which conflict with those of the Shiner Catholic School. Signs and banners for sports events must be approved by the cheerleading sponsor and the Principal or designee.

Safe Environment Program/Transportation Policy

Shiner Catholic School abides by the laws of the state of Texas regarding the reporting of suspected child abuse to the Texas Department of Family and Protective Services. The school also follows the guidelines promulgated by the Office of Child and Youth Protection to govern the Safe Environment Program/Transportation Policy for the Diocese of Victoria. Parents or any other parties interested in volunteering in any capacity with children at Shiner Catholic School or anywhere in the Diocese of Victoria must complete the Safe Environment Program.Likewise, any parent transporting students or articles for Shiner Catholic School are required to adhere to the Transportation Policy Guidelines set forth by the Diocese of Victoria. A person interested in volunteering with our youth must first submit an application to the Office of Child and Youth Protection. As part of the application process, the applicant agrees to undergo a criminal background check. Shiner Catholic School requests that any volunteer submitting an application, reimburse the school the cost of running a criminal background check.

After the background check is complete, the applicant will need to attend an orientation session describing the Code of Pastoral Conduct. The Code of Pastoral Conduct explains the expectations and policies of the Diocese as they pertain to the prevention and reporting of abuse. Finally, the applicant will need to attend the child abuse awareness training entitled "Keeping Kids Safe". Diocesan policy allows each person ninety days to complete the three steps after the application has been submitted. Once Shiner Catholic School has received the results from an individual's criminal background check and they are approved to volunteer with youth, the school permits applicants to volunteer with our students. This is done with the understanding that they will complete the entire process within the allotted ninety days. If after ninety days the volunteer has not completed the process, they will not be eligible to volunteer at the school. If the individual who has not completed the entire process decides he or she still wants to volunteer, that individual must reapply to the Safe Environment Program. This time, however, the individual will be unable to volunteer with students until he or she has completed the entire process.

Right to Amend

Shiner Catholic School reserves the right to amend the *Handbook for Students and Parents of Shiner Catholic School: St . Ludmila Elementary and St. Paul High School*. Notice of

amendments will be sent via a school-wide e-mail or the periodic newsletter published by Shiner Catholic School.

Student Accident Insurance

Each student is covered by a Diocesan Student Accident Insurance. This insurance provides basic coverage and payment in case of injury. This insurance is secondary, and covers students at all school related activities and for travel to and from school related activities. The cost is included in the general student fee for the school year. Claim forms are available in the principal's office. The only activity not covered by this policy is high school football. If your son wants to participate in high school football you must either purchase supplemental coverage for him or waive the supplemental insurance and provide evidence that he is covered under another insurance plan.

Cafeteria

All students must eat their meals in the cafeteria, unless they have permission from the principal. Food from restaurants may not be delivered to students for lunch.

School Bus Policy

Riding the school bus is a privilege. Students need to realize that the privilege can be granted and it also can be taken away. Students must behave themselves on the bus. Rider responsibilities include, but are not limited, to the following:

The bus driver is responsible for students riding the bus. Therefore, the students should promptly obey the driver in a courteous and respectful manner.

- Students may not carry on unnecessary conversation with the driver. Conversation with other students is to be done in a normal tone of voice.
- Students are to remain seated at all times when the bus is in motion, keeping head and hands inside the bus.
- Students will not eat or drink on the bus. It is the student's responsibility to keep the bus clean.
- Profane language is prohibited.
- Use of cell phones or any other electronic devices is prohibited until students reach their final destination.
- Students are to go to the bus immediately after class or event is completed.
- Students are to adhere to all rules described in the Code of Student Conduct.

To ensure that all students remain safe, Shiner Catholic School has a zero tolerance policy for bus violations. Any student who violates a bus policy will be suspended from riding the bus for one (1) week for a first time violation. For a second violation, a student may be permanently expelled from riding the bus route. A refund for bus fees will not be given if a student is removed from the bus for a behavioral violation.

Shiner Catholic School currently runs a morning and an afternoon route that provides transportation to PK3-12th grade students from Gonzales. All parents should take measures to ensure that your child(ren) will be picked up on time at the bus stop. If a student is not picked up, he/she will ride the bus back to Shiner the first time and be placed in After School Care at a charge to the parents. Subsequent late pick-ups will result in losing your bus riding privileges. Students are **never** allowed to wait at the bus stop unsupervised. Doing so will immediately forfeit the privilege of riding the bus and a refund for bus fees will not be given.

Visitors to Campus

All visitors to the Shiner Catholic School campus are required to sign in at the office.

Building Security

Students and visitors to campus should not enter a building after 4:00 p.m. or on non-instructional days without the
express permission of a staff member. Students and visitors exiting the building after 4:00 p.m. or on non-instructional days should be sure that the doors are securely closed and locked behind them.

Safety Rules

For your own and all children's safety, parents are asked to observe the ENTRANCE and EXIT directives. Cars should proceed slowly and with caution through the parking lot. Children walking home are to cross the street at intersections only, always observing the rules of safety. Bicyclers are to walk their bikes off the school grounds when leaving school.

Parking

Parents and students who drop students off or pick them up must follow the parking lot procedures listed below:

- Observe and properly utilize the designated entrances and exits only.
- The speed of one's automobile should not exceed five (5) miles per hour.
- Cell phones are not to be used when picking up or dropping off students.
- Adults are to remain in the vehicle when picking up and dropping off students. Parents dropping off younger students that would like to walk students to their classrooms are to park across the street in visitor parking or in the designated parking on campus and accompany their child(ren) to their classrooms.
- Any parent who wants to park for any amount of time is to park in the visitor parking lot across from the school.

Students who drive to school should park in an orderly manner in the designated parking space behind St. Paul High School. Cars should be parked in such a way within the designated space that they do not impede the ability of other drivers to drive through, park, or exit the parking lot. Students who violate parking rules or who drive unsafely in the parking lot or within the confines of the school zone will be subject to disciplinary consequences, including the possibility of losing their parking privileges.

Contraband

The principal or his/her designee may search students' wall lockers, desks, cubbyholes, and other common areas at any time without notice. This includes the search of vehicles. Contraband will be confiscated and appropriate disciplinary measures taken, including reporting to law enforcement authorities for illegal items.

The principal or his/her designee may also inspect the contents of backpacks, bags, purses, or cell phones.

Students should refrain from bringing unnecessary and, at times, potentially dangerous items to school. This is not meant to be an exhaustive list, but things like cigarette lighters, e-cigarettes fireworks, matches, laser pointers, and other devices that could potentially destroy property, disrupt class, or pose a health hazard should not be on campus. Students possessing these items may have them confiscated and could be subject to further disciplinary actions. Items that are confiscated by school personnel may be returned to a student or a student's parent at the discretion of the staff members. Items of a clearly immoral or potentially dangerous nature will not be returned and will be disposed of by the school. Should students or parents wish to reclaim other confiscated items, they should be aware that the school reserves the right to dispose of confiscated items one week after it is confiscated. The school will not be held responsible for lost or damaged items.

Academic Eligibility for Extracurricular Activities at St. Paul High School

In order to participate in extra curricular activities, students at Shiner Catholic School must first meet their academic obligations. Any student with one grade below seventy (70) at the nine week grading period, shall not be eligible to participate extracurricular games, competitions, or performances for three (3) weeks. The student is eligible to practice with his or her team during this first three week probationary period. The period of ineligibility will begin on the day report cards are given to students. Three weeks after the distribution of report cards, the student's academic progress shall be reviewed. If the student is passing all of his or her classes at the three week review, he or she will be eligible to fully participate in his or her program. If the student is not passing all classes at the three week review, he or she will not be eligible to compete, perform, or practice with his or her team or performance group for the second three week probationary period.

The grade for students enrolled in dual-credit college courses shall only be considered upon completion of the course at the semester. At semester, the fifteen (15) additional points which should be added to the student's grade before being included on his or her transcript shall be added for the purposes of determining extracurricular eligibility.

Any student who has a grade of "I" (incomplete) for a nine week, semester, or course grade is ineligible to participate in extracurricular activities until a final grade has been awarded. Once the grade has been awarded and meets the eligibility requirements described above, the student immediately becomes eligible again. There is no probationary period to be served after the final grade has been awarded.

Academic Eligibility for Students Participating in the DVAL

Eligibility to participate in events sanctioned by the Diocese of Victoria Athletic League (DVAL) is governed by the DVAL Constitution. The eligibility criteria are as follows:

ARTICLE I. ELIGIBILITY OF STUDENTS

SECTION 1. Only students enrolled in member schools or those schools approved for participation in DVAL activities by the Governing Board may participate in DVAL activities. Students taking part in games of the DVAL shall be in no grade higher than the 8th and may not have attained their 15th birthday on or before September 1st of the school year in which they will participate in DVAL activities.

SECTION 2 Minimum academic eligibility requires that a student must not be failing a core subject (mathematics, language arts, reading, science, social studies or religion) as of the Monday prior to the event. Eligibility is determined by the cumulative average for the grading period. The eligibility rule is in force beginning each school year on the Tuesday following Labor Day. Eligibility carries for one week from Monday to Monday including all regular and tournament games.

Eligibility for all other extracurricular events (i.e. Stock Shows, Cheerleading Performances/ Competitions, Band Performances/Competitions, PSIA Academics, PSIA One Act Play, etc.) requires that a student not be failing a core subject (mathematics, language arts, reading, science, social studies, or religion) as of the Monday prior to the event. Eligibility is determined by the cumulative average for the grading period. The eligibility rule is in force beginning each school year on the Tuesday following Labor Day. Eligibility carries for one week from Monday to Monday including all weekend and evening events.

Attendance Requirements to Maintain Eligibility for Extracurricular Activities

Any student who is absent for more than half the day on the day of a competition or performance is ineligible to participate in the competition or performance. Likewise, any student who has an unexcused absence for any part of the day on the day of a competition or performance will be ineligible to participate in the competition or performance.

Emergency Procedures

The school shall have effective emergency procedures that can be implemented on short notice and that will ensure optimum safety for students and school personnel.

The Principal shall have the authority to dismiss school for a part of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. The Shiner Catholic School will use email and parent texting to inform parents of the cancellation of a school day or any change in the school hours as a result of severe weather or an emergency situation.

If school is released early for any emergency, After School Care will not be provided.

Principals shall conduct fire, tornado, active shooter or other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available.

Class Dues

Class dues are to be collected from each student attending Shiner Catholic School on a yearly basis beginning in the seventh grade and continuing through the eleventh grade. The dues shall be as follows and can be paid in one lump sum or on a monthly basis.

7th grade	$20.00 per year/per student
8th grade	$20.00 per year/per student
9th grade	$50.00 per year/per student
10th grade	$50.00 per year/per student
11th grade	$50.00 per year/per student

Class dues are collected by the class treasurer each year and are turned in with a completed financial log detailing student's names and amount collected to the Shiner Catholic School Business Manager. All funds are to be held in the class holding account in the Shiner Catholic School Activity Fund.

Class dues may be used for the following purposes:

- **7th Grade**
  -Funds may be used to pay for the Eighth Grade Recognition Reception (a maximum of $50.00 may be spent on this event).

- **8th Grade**
  -Funds may be used to purchase flowers for Eighth Grade Recognition

- **11th Grade**
  -Funds may be used to pay for the Junior/Senior Prom (a maximum of $3,000.00 may be spent on this event).
  -The junior class may do up to two fundraisers to add money to their class account

- **<u>12th Grade</u>**
  -Funds may be used to purchase flowers and tiara for Homecoming
  -Funds may be used to purchase items for Graduation (Roses for parents, altar arrangements, donation for the Church/Priest, donation for the graduation speaker)
  -The senior class may do up to two fundraisers to add money to their class account

  **The Senior Party that takes place after Graduation is a private party hosted by the parents of the students that are participating. Class funds will not be used to pay for the Senior Party.

NOTE: If funds are requested to be used in any other way than those listed above, express permission of the Principal must be obtained before doing so.

All remaining funds will be equally distributed by those students who wish to attend the Senior Trip if one is offered by the school for that particular school year. If a student does not wish to attend the Senior Trip, his/her portion of the remaining funds can be donated to any of the following:

- Benefactors and Blessings Annual Fund
- St. Nicholas Society
- Religious Education Endowment Fund
- Student may wish to give to another project that benefits Shiner Catholic School and may be allowed to do so with the express permission of the Principal.

All remaining funds should be used by graduation day or the remaining funds will go directly to the Benefactors and Blessings Annual Fund.

If a student enrolls at Shiner Catholic School after his/her seventh grade year, class funds will be prorated.

If a student does not pay his/her dues, he/she will be required to pay for entrance into the Junior/ Senior Prom. That fee will be set by the school administration.

If a student does not pay his/her dues, he/she will be required to pay for graduation expenses. That fee will be set by the school administration.

<u>School Sponsored Senior Class Trip Policy</u>

Shiner Catholic School recognizes that class trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips help students relate their school experiences to the outside world and encourage new interests. To ensure the success of the senior class trip, the following guidelines must be adhered to:

1. All senior trips should have an approved educational purpose.
2. In order to participate in the senior trip the student must meet eligibility requirements:
   - Students must be in good standing academically with the school per student handbook

- Students must be in good standing behaviorally with the school per student handbook
- Students must be on track to graduate

3. All senior trips will be scheduled with the least disruption to the school year. Unless the trip is scheduled entirely when school is not in session, a weekend must be included in the time period (e.g., Thursday, Friday, Saturday, and Sunday).
4. Specific date and location options for the senior trip will be presented by the principal to the senior class during the first two weeks of the senior year. Final location and date selections will be determined by the end of the first nine week grading period of the senior year. The trip's date and location will be selected with the assistance of the Principal.
5. When an administrator is not in attendance on the trip, the Principal's designee is responsible for any decisions during the course of the trip.
6. A student who disregards general rules and regulations will be disciplined during the trip as deemed appropriate by the administrator in charge. The student may also face additional consequences when the group returns to school. A student may be sent home by the administrator in charge of the group, depending on the severity of the infraction. In the event it is decided to send a student home, the parent will be called and instructed where to meet the student. The family must bear all costs associated with nonscheduled trips home including the costs associated with sending a chaperone home to accompany the student.
7. Prior to leaving for the senior class trip and at any time during the trip, a student's luggage and room may be inspected by the members of the staff to insure that it does not contain any inappropriate materials (i.e. illegal drugs, alcohol, weapons, etc.). If any item is found, disciplinary action will follow established school policies.
8. Money earned by the class is earmarked for the class and does not belong to any individual student. Money will not be refunded to anyone if the student does not participate in the senior trip.
9. When the class earns the amount of revenue necessary to finance the anticipated trip, then all moneymaking projects may cease. The school requires that excess revenue from the class's fund be used in a positive, productive manner and these uses must have prior approval from the Principal. Examples of such uses may include projects to benefit the school or as a donation to Benefactors and Blessings, the St. Nicholas Society, or the Religious Endowment Fund.
10. Seniors not going on the Senior Trip must attend school on the trip days.

SENIOR TRIP: STUDENT CODE OF CONDUCT

In an attempt to reward our seniors their achievements of graduation from high school, Shiner Catholic School is supporting their efforts in a senior trip. While this senior trip is an opportunity for our seniors to have one last opportunity to come together, bond as a class, and say their goodbyes, it is also an opportunity for them to explore and experience the world outside of Shiner. This trip is approved by Shiner Catholic School and is therefore subject to all school policies and regulations pertaining to school sponsored trips and student behavior. It is expected that the seniors on a senior trip will have a good time. On the other hand, for the welfare of everyone concerned and for the sake and reputation of the school- as well as that of the individual pupils and teachers- certain conduct must be insisted upon. Each student will be held

responsible for his/her conduct and appearance. Everyone at all time and under all conditions, is expected to act as a lady or a gentleman. THE FOLLOWING GENERAL PRINCIPLES WILL BE INSISTED UPON:

1. Complete cooperation with the chaperones. Chaperones are designated by the school and will have full charge of the students. Every student must cooperate with the chaperones to the fullest extent.
2. Prior to leaving for the senior class trip and at any time during the trip, a student's luggage and room may be inspected by members of the staff to insure that it does not contain any inappropriate material (i.e., illegal drugs, alcohol, weapons, etc.). If any item is found, disciplinary action will follow established school policies.
3. The purchase, possession, use, and/or consumption of alcoholic beverages, non-prescription and /or prescription drugs, and tobacco products is prohibited for all students, regardless of age. This rule specifically prohibits these activities at any time during the trip. Such behavior will be deemed extremely serious and may result in the student being sent home. All prescription and over the counter drugs must be registered with the chaperones, as per the Medical Form.
4. All students must attend all planned activities.
5. Curfew will be announced each day by the chaperones.
6. Room and transportation assignments are final. There will be no changing of rooms unless these changes are made by the chaperones.
7. FAILURE at any time, of any student, to follow the regulations of the trip or the authority of the chaperones may result in that student being sent home. If it is necessary for a student to be sent home, the parents will be notified and will ultimately be responsible for all expenses and transportation costs incurred. In the event a chaperone is required to accompany the student home, the parent will also be financially responsible for these additional expenses.

CHAPERONE CODE OF CONDUCT

1. Chaperones will cooperate, assist, and report to the administrator in charge. Adults who attend the senior trip in a chaperone role will recognize the students who are active participants on the trip as their primary and sole priority. Therefore no other students, siblings, or any others not directed associated with the trip will be allowed to attend without the express written approval of the administration.
2. Chaperones will be 'on duty' around the clock to assist students and to ensure their safety and security. Chaperones' decisions may be superseded by school personnel.
3. The purchase, possession, use, and/or consumption of alcoholic beverages, non-prescription and /or prescription drugs, and tobacco products is prohibited for all chaperones, regardless of age. This rule specifically prohibits these activities at any time during the trip.
4. All chaperones must attend all planned activities.
5. As in all other activities associated with Shiner Catholic School, chaperones must have completed the Safe Environment Program for the Diocese of Victoria.

Conclusion

Acceptance at Shiner Catholic School each year is neither guaranteed nor automatic. Each year the faculty and administration evaluate all students. The Principal reserves the right to ask any student to withdraw or to refuse admission if a student does not appear to be profiting from attendance at Shiner Catholic School or if other family members cause disruption to the school community.

Teachers have individual practices and procedures in their classrooms that may not all be covered in this handbook.

The pastor and principal reserve the right to amend the handbook. Prompt notification will be given if changes are made. In all cases the interpretation of the handbook remains with the Principal and the Pastor.

Shiner Catholic School Athletic Program

Shiner Catholic School Athletic Program

Participation in the Shiner Catholic School Athletic Program is a privilege and not a right and participation comes with high expectations. Student athletes, coaches, and parents are expected to conduct themselves in a manner that brings credit to their school and bears witness to the Gospel values that are at the center of the Shiner Catholic School's mission. The athletic program plays an integral role in "Preparing the Children of God for the Kingdom of God".

Conduct – Parent, Coach & Student Expectations

All players, coaches, parents, spectators, and staff are required and expected to act in accordance with the stated philosophy of the program, which emphasizes the importance of learning and growth for all people associated with the program, a commitment to good moral, ethical, and social values, deep respect for the human dignity and uniqueness of every individual, and the determination to do what is right and just in all situations. All people affiliated with Shiner Catholic School Athletics are expected to cooperate with the spirit and policies of the school. This requires courtesy in all relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the participant's sense of appropriateness will indicate to them. The Athletic Director reserves the right to determine the appropriateness of an action if any doubt arises.

All Shiner Catholic School coaches, parents, participants, and spectators are required and expected to:

- Be polite and courteous to all coaches, officials, and participants, which include appropriate conduct at all Shiner Catholic School sponsored events, practices, and games.
- Avoid engaging in any situation that could result in a negative representation of the program. This includes arguing with any coaches, officials, players, parents or spectators, verbally criticizing or reprimanding others, and any inappropriate verbal remarks or verbal abuse.
- Support all teams with equal respect and courtesy, regardless of their level of skill.
- Abide by the guidelines and rules set forth by the Athletic Director, coaches, and league. These guidelines include: not coaching from the sidelines at games or practices, waiting until the team is dismissed by the coach prior to leaving the team activity, paying attention to the coach and following practice or game instructions, respecting that each coach may have different styles and philosophies.

Parent-Coach Communication

The Coach-Athlete-Parent relationship is unique. The amount of time coaches and athletes spend together each day creates this uniqueness. There must be effective communication.

Please know as coaches we are always here for your son or daughter but we need to establish guidelines and boundaries. Please respect our time with all communication. We have lives when we are at home and most (not all) things can wait until the next day.
Sportsyou and email are the preferred form of communication. Please consider the circumstances in why you are contacting us in regards to the method you choose. Email would be the method to initiate discussion or a face to face meeting regarding a conflict. Sportsyou is good for most other situations. Please limit texting if at all possible.

Also, if there is a situation of possible disagreement, please allow a period of at least 24 hours before initiating communication.

Athletic Class

All students participating in sports must be enrolled in the Athletic Class. Athletes will be expected to fully participate in the Athletic Class and the class should be attended daily. The Athletic Class will be designed to develop the student-athlete mentally, physically, and spiritually. It will also be used to prepare for sports that are in season at Shiner Catholic School. Using the Athletic Class for any other reason, including injury treatment or tutorials, will be at the discretion of the Athletic Director and coaches. No exceptions will be made for an athlete's full participation in the Athletic Class, however the Athletic Director does reserve the right to make the final decision on extenuating situations. An athlete participating in a Non-Shiner Catholic School sport will not be excused from any part of the Athletic Class due to this participation. Athletes should notify the supervising coach in advance of any absence from Athletic Class. When an athlete begins an academic semester in the Athletic Class, he/she will finish the semester and will not be allowed to withdraw from the Athletic Class early. This policy applies to all athletes at Shiner Catholic School, including Seniors in the spring semester.

Practice

The Head Coach sets the practice rules and expectations. Athletes will be expected to be at practice every day. Practice is essential to improving both individually and as a team. Being a part of team requires commitment and we will expect our athletes to fully commit to the team.

When circumstances dictate that missing practice is unavoidable, the athlete is responsible for notifying the Head Coach before the practice occurs. The athlete or the parent must communicate the absence to the Head Coach. Passing word through a friend is unacceptable.

All absences that are not communicated in advance are unexcused, but it should be noted that communicating the absence does not mean the absence will be excused. The Head Coach will make that determination.

All absences will be made up. Excused absences will require half of the make up as unexcused absences. The Head Coach of each sport will determine what the make-up routine is for that

sport, but it will follow the "half rule" for excused absences. The Athletic Director and Head Coach will also reserve the right to examine extenuating circumstances where a full make up is unreasonable.
The athlete cannot return to game competition until the make-up work has been completed. There may be exceptions to this since there may be circumstances where this isn't possible. The Head Coach will reserve the right to decide the best way to handle the situation for the good of the team and the athlete. The Head Coach will consult with the Athletic Director when these situations arise.

The Head Coach still has the final judgment on playing time once the absence is made up. Missing practice hurts the individual and the team regardless of the reason. An athlete must make up the missed practices before playing in a game, but making up the practice is not a guarantee of playing.

This same procedure should be followed for the Athletic Class and competitions.

School Attendance

There are limits on the number of tournament days each player is allowed per sport. This does not apply to competition at the district, regional, or state level. Each athlete is allowed three tournament days per sport he/she participates in. The Athletic Director will work with the Head Coach and the Administration to resolve any conflicts but it must always be understood that we want to limit the amount of class time that is missed.

Limits on Spring Sports

An athlete will only be allowed to play one of the following spring sports:

- Baseball/Softball
- Golf
- Tennis

An athlete may participate in track and one of the above during the spring sport season.
This is to help limit the amount of academic class time missed by an individual athlete during the spring semester.

Student Athlete Code of Conduct

The basic principle of conduct under which we will operate at Shiner Catholic School is to conduct yourself in such a manner that you bring credit to yourself, your teammates, your family and to Shiner Catholic School. Never engage in any activity that can be construed as inappropriate for a St. Ludmila Elementary School student-athlete or a St. Paul High School student-athlete.

Disciplinary Action

Student-athletes are subject to the Shiner Catholic School Code of Student Conduct and the school's discipline management system, as are all students at Shiner Catholic School. It is important to note, however, that there are instances when disciplinary consequences might be assigned to a student-athlete that would not be assigned to a student who does not participate in the athletic program. These consequences might be applied in addition to disciplinary measures taken by the school or independent of any disciplinary action taken by the school's administration to enforce the Student Code of Conduct.

Disciplinary actions of the nature described here might include, but are not limited to, additional workouts, suspension for a game or games, and possible dismissal from the team or athletic program. The rules and the consequences described below are examples of the expectations and disciplinary measures that are specific to the Shiner Catholic School athletic program:

- Use of alcohol, tobacco, and vaping will be considered "Breaking Training".
  1st Offense – 15-day suspension and 5 miles of running per day
  2nd Offense – Suspension for the remainder of the season
  3rd Offense – Suspension for one (1) full calendar year
- Use of drugs will result in immediate suspension. At minimum, this suspension will be the rest of the current season. Please also refer to Student Code of Conduct.
- How we present ourselves when we go to contests is extremely important.
  - No facial hair.
  - No unusual haircuts or hair color that draws attention to an individual for all athletes. Males will keep hair off the collar/ears and hair should never fall into the eyes at rest or during activity.
  - No earring(s) – (males only)
  - No body piercing or tattoos.
  - Always present ourselves in a manner of the highest class.
- Conduct detrimental to the team.
- Unsportsmanlike-like conduct will not be tolerated. Decisions regarding discipline for instances when unsportsmanlike conduct is displayed will be made by the Head Coach in consultation with the Athletic Director and Principal.
- Stealing from your teammates, or from other schools, or otherwise is unacceptable and is also punishable by suspension from the team.
- Vandalism is punishable by suspension from the team.
- Always be on time to practices, games and for travel arrangements.
- Treat your coaches with respect and they will return that same respect to you.

Coaches should contact the Athletic Director regarding any issues or problems that are questionable in nature for further direction and/or actions to take regarding the situation.

The above rules are a permanent part of the Shiner Catholic School Athletic Department. It should be noted that each Head Coach has the right to add expectations to this list. This will only be done after communication with the Athletic Director.

Policy Regarding Quitting

Once an athlete commits to joining a team or participating in a sport, they are expected to honor the commitment made to their coaches, teammates, and themselves. Nevertheless, there may be occasions when an athlete believes that it is in his or her best interest to cease participating in a sport. In such circumstances the athlete must meet with the Head Coach of that sport to gain permission to cease participating in the sport. The Head Coach will then communicate this to the Athletic Director. Failure to seek permission or ceasing participation without the Head Coach's consent may subject a student to disciplinary consequences. These consequences might include prohibiting a student from future participation in other school-sponsored sports.

Grievance Policy for the Shiner Catholic School Athletic Program

An individual or team grievance may include any perceived or enacted unfair or prejudicial treatment of a player by a coach. A grievance should be handled in the following manner:

- Set up a time to discuss the issue with the coach. Discussions will not take place the day of a contest. If the situation is not remedied, then;
- Set up a time to discuss the issue with the Athletic Director. If the situation is not remedied, then;
- Set up a time to discuss the issue with the Principal. The decision of the Principal is final, unless the grievant believes a school policy has been violated. In such a case, the grievant may initiate the ***Complaint Procedure for Students and Parents.***

Please note that the coach is in charge of playing time, starting lineups, etc. The Athletic Director will avoid intervening with the coach's judgment on these issues, unless the Athletic Director feels a situation is blatantly unfair.

Health/Physical Requirements

Shiner Catholic School sports teams require different degrees of physical activity, ranging from long distance running and short sprints to weight lifting. Participants must understand the requirements for each sport and make sure that they are in appropriate physical condition to safely play the sport.

Medical physicals are required annually for all students in grades 5-12, prior to participating in sports.

Unless there is a medical condition that prohibits a participant from doing a certain drill or activity, all participants will be expected to follow the drills and physical activity requirements requested by the coach. Please know that these drills are necessary to improve performance and are part of the learning and growth on all sports teams. If there is a medical condition present that prevents participation in these activities, you must notify the Athletic Director and Head Coach, in writing, as to the nature and extent of the condition. This written documentation must be from a medical professional. The coaching staff understands that there may be temporary conditions that prevent full participation, but the expectation is that the athlete will work with our trainer and coaches to fully participate. If full participation cannot be attained, the Athletic Director reserves the right to deny such participants from participating if it is in the best interest of the child and/or other participants.

Insurance

Students are required to have proof of insurance before being allowed to participate in athletics. School insurance, which is a required registration fee, covers every sport except high school football. High School football players must either purchase the policy provided by the Diocese of Victoria or sign a waiver declining the offered insurance. If parents sign the waiver declining the Diocesan insurance, they must show proof of personal insurance before the student will be allowed to participate in football.

Right to Amend

Shiner Catholic School Athletic Director and the Administration reserve the right to amend these policies as needed. Notice of amendments will be communicated quickly through a school-wide email and updated on the website in the Parent/Student Handbook.

Return of Equipment

All school issued athletic equipment, including uniforms, must be returned at the conclusion of each sport. Students failing to return said issued items will be subject to paying the replacement cost of items. Returning damaged items might also be cause for a student being charged the cost of replacing the item.

Safety

The Shiner Catholic School and Shiner Catholic School Athletics provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual will be taken seriously. Anyone making such threats (seriously or in jest) faces suspension and/or expulsion from Shiner Catholic School sports.

Transportation

Students riding the school bus to an athletic event are expected to ride the bus back to school from the event. If permission is given by the Head Coach to ride home with a parent or guardian, a signed release from the parent/guardian must be provided to the coach the day prior to leaving for the athletic event. A release form can be found on the Athletic link of the Shiner Catholic School web page. Permission is granted only for extenuating circumstances. Depending on the location of the out of town event, coaches may drop off athletes on the trip back to Shiner Catholic School at a pre-determined safe location. Coaches will make sure athletes depart safely from the location. Drop off does not require a release form.

SLE Transportation

Transportation for SLE sporting events will be based on the availability of a bus driver. If bus transportation is provided to and from, the Transportation Policy will be enforced. When parents are asked to transport their child(ren) to and from sporting events, the Shiner Catholic School faculty and staff cannot organize this transportation in any way. They cannot make suggestions on how to get to or from the event. The coach will assume responsibility at the event. The coach will release responsibility at the conclusion of the event.

Electronic Devices During Travel and Overnight Trips

The use of electronic devices may be restricted by the Head Coach during team travel and overnight trips. The use of cell phones may be restricted but athletes will have time to communicate necessary information to parents. Computer laptops may be allowed for homework purposes. Gaming systems will not be allowed on overnight trips.

Lettering Policy

The lettering policy is as follows:

- The earliest an athlete may receive his/her letterman jacket is at the Athletic Banquet of his/her 10th grade year.
- He/she must have completed 4 Varsity sports.
- If he/she has not completed 4 Varsity sports by the end of his/her 11th grade year, the Athletic Director and coaching staff will use discretion as to the awarding of the jacket.
- The Athletic Director and coaching staff want our athletes to be awarded letter jackets preferably in 10th grade but certainly in 11th grade. When it is realistically possible, the Athletic Director will communicate options for being awarded as a 10th grader. The Athletic Director reserves the right to make decision in favor of the athlete.

Weather Policy

For all outside sports, when weather conditions warrant, coaches should be actively looking for any signs of lightning. Coaches should actively monitor the weather and will use the most current weather monitoring system available to them. Play can continue so long as lightning is

not detected within the permissible range and if other weather conditions permit. If lightning is detected within the permissible range, all play must cease. Everyone must leave the field and take cover in the nearest appropriate shelter. Coaches are responsible for issuing this directive in the event that the Athletic Director or an official is not present. In order for play to resume, there must have been no sign of any lightning for thirty minutes since the last sighting. In the event of rain during the regular school week, every effort will be made to make any cancellation decisions for practices in time for students to notify parents.

Athletic Fees

Athletic fees are included in the registration process at Shiner Catholic School. They are detailed on the tuition/fees handout that is provided at registration. These fees are mandatory and must be paid prior to the participation in each sport. Fees are not refundable.