

HANDBOOK

2009-2010

ST. GERTRUDE CATHOLIC SCHOOL

400 EAST CAESAR

KINGSVILLE, TEXAS 78363

(361)592-6522 Fax (361)592-0100

Email: stgschool@stgertrudeparish.org

Web page: www.stgertrudeparish.org

MISSION STATEMENT

Saint Gertrude School educates children spiritually, academically, and physically to help them know, love, and serve God and His people.

PASTOR

Rev. Piotr Koziel STL

DEACON

John Joiner

DEACON

Ed Rowley

PRINCIPAL

Beverly Lanmon

OFFICE MANAGER

Jo Ann Castro

BOOKKEEPER

Kathy Taylor

ATTENTION: While every effort is made to ensure the accuracy of the information contained in this handbook, Saint Gertrude Catholic School reserves the right to make changes at any time without prior notice.

Printed July 2009



SAINT GERTRUDE SCHOOL
400 EAST CAESAR
KINGSVILLE, TEXAS 78363

July 6, 2009

Dear Parents and Students,

May the peace and love of Our Lord Jesus Christ be with you! Welcome to St. Gertrude Catholic School. I speak for the entire faculty and staff when I say that we are very excited that you have chosen to join our school family. Since 1952, St. Gertrude School has successfully educated thousands of children. We are proud of the fact that many of our former students finish in the top 20 percent of their high school graduating class and continue on to earn college degrees.

Our school has an extended family atmosphere where we encourage parental involvement and emphasize student responsibility. Besides focusing on life skills, we follow the comprehensive curriculum developed by the Catholic School Office of the Diocese of Corpus Christi.

This handbook has important information you will need throughout the year. Please read it thoroughly so you will be aware of the various policies, procedures, and rules that apply to all aspects of our school. Pay special attention to the student dress code and policy on tardiness.

The faculty and staff are professional, dedicated and enthusiastic about working with your child(ren). All parents need to get involved through the PTO activities that support the school. If we all work together, St. Gertrude Catholic School will be better than ever!

If you have any questions, please feel free to call the office. We are here to serve you and your child(ren).

Sincerely yours in Christ,

Beverly Lanmon

CALENDAR

St. Gertrude School 2009-2010 Goals & Objectives

- A. The student shall develop spiritually:**
1. Daily habit of praying (morning, before/after lunch, end of day, spontaneously)
 2. Learn the traditions, doctrine, and practices of the church
 3. Participate at Mass, demonstrate proper conduct, and receive sacraments regularly
 4. Observe faculty and staff as good role models of faith
 5. Use good judgment, honesty, tact, self-control, respect, and good manners to exhibit good moral character
 6. Give service to others by participation in school, parish, and community activities
 7. Accept responsibility for one's own actions and accept constructive criticism
 8. Perform to the best of one's ability
- B. The student shall develop academically:**
1. Participate in various learning activities conducive to diverse learning styles
 2. Complete daily homework to enhance learning and encourage responsibility
 3. Use a variety of assessments: written, oral, and portfolio
 4. Use manipulatives and higher level thinking skills to promote achievement
 5. Be challenged by high expectations
 6. Develop problem solving skills through Math and Science strategies
 7. Engage in a wide variety of reading activities daily
 8. Develop writing skills through daily assignments across the curriculum
 9. Practice public reading and speaking skills
 10. Proper use of technology to enhance learning
 11. Develop proper handwriting skills
 12. Practice good listening and conversation skills
 13. Develop skills in a second language (Spanish)
 14. Engage in activities to develop skills in fine arts (drama, art, music)
- C. The student shall develop physically:**
1. Build self-esteem and confidence through independent and cooperative activities
 2. Be active through proper exercise, games, and sports
 3. Practice good sportsmanship
 4. Develop good nutrition habits
 5. Practice good personal hygiene

SCHOOL PHILOSOPHY

St. Gertrude Catholic School exists in order to help the church accomplish its mission of developing faith-filled Christians ...

... to create a Christian educational community.

... to integrate gospel values into students' and families' lives.

... to help each student develop a positive attitude toward lifelong education.

... to provide opportunities and experiences which emphasize the heritage, responsibilities, and privileges of American citizenship.

FACULTY & STAFF

K3 TEACHER:	Mrs. Michelle Smith
K4 TEACHER:	Ms. Belinda Aguilar
K4 AIDE/SPANISH TEACHER/ HEALTH COORDINATOR:	Ms. Sylvia Naranjo
K5 TEACHER:	Mrs. Victoria Garza
FIRST GRADE TEACHER:	Mrs. Anna Huerta
SECOND GRADE TEACHER:	Mrs. Marcy Cavazos
THIRD GRADE TEACHER:	Mrs. Maria Alvarez
FOURTH GRADE TEACHER:	Mrs. Carmen Soto
FIFTH GRADE TEACHER:	Ms. Vanessa Galvan
SIXTH GRADE TEACHER:	Ms. Laura Castaneda
EXTENDED CARE DIRECTOR:	Ms. Gloria Castro
P.E. COACH:	Ms. Sonya Espinoza
MUSIC TEACHER:	Mr. Isaac Aldaco
LIBRARY MANAGER:	Mrs. Lisa Tucker
TITLE I TEACHER:	Mrs. Mary Pena
TITLE I AIDE:	Mrs. Mary Jane Perez
LUNCH MANAGER:	Mrs. Joan Hinojosa
CUSTODIAN:	Mr. Rogelio Elizondo
CUSTODIAN:	Mr. Patrick Taylor

ST. GERTRUDE SCHOOL ADVISORY COUNCIL

Jack Kopatz, President	Ellie Killian, Vice President	Susan Dotson, Secretary
Kay Zimmer	Chuck Schultz	Bobby Bennett
Mary Parker	Roger Polly	Marisa Calderon

St. Gertrude School Advisory Council is a group of dedicated parishioners and/or parents who aid the pastor and principal in following the guidelines/policies as set forth by the Diocesan Department of Schools, TCCED (Texas Catholic Conference Education Department), and St. Gertrude School. The council meets at least four times a year; parents and parishioners are welcomed. Check the bulletin or school office for time/place. Concerned parents or parishioners may be placed on the agenda by contacting the principal at least five (5) days prior to the meeting. Each person is allowed a ten (10) minute presentation.

Diocesan Advisory Council member: Jeffrey Lozano

DIOCESAN PERSONNEL

DIRECTOR OF EDUCATION	Fr. Peter Martinez
SUPERINTENDENT	Rene Gonzalez
ASSOCIATE SUPERINTENDENT	Anna Lozano
ADMINISTRATIVE ASSISTANT	Nellie Serna
SCHOOL HEALTH ADMINISTRATOR	
SCHOOL HEALTH ASSISTANT	Kristi Skrobarczyk

P.T.O. OFFICERS

PRESIDENT	Trudy Murphy
SECRETARY	Rachael Bustamante
TREASURER	Cynthia Villarreal Garcia

ACCREDITATION:

St. Gertrude Catholic School is part of the Diocese of Corpus Christi School System. The school is accredited by the Texas Catholic Conference Education Department (TCCED) under the auspices of the Texas Education Association and approved by the Texas Education Agency (TEA). The school is also a member of the National Catholic Education Association (NCEA).

ADMISSION:

St. Gertrude School exists primarily for the Catholic students of any sex, race, color, nationality, and ethnic origin; and secondarily for the students of other denominations of any sex, race, color, nationality, and ethnic origin who choose to come to the school. Siblings of enrolled school children and parishioners of St. Gertrude Church will be given first priority. Prospective students must meet certain requirements dictated by local policy and as stated in the Diocesan Handbook. Students are accepted to St. Gertrude School assuming that they meet the normal demands of our program. If these demands cannot be met, the school may ask the student to withdraw. St. Gertrude School may refuse enrollment to students with outstanding tuition or if financial obligations to another school have not been cleared.

Students suspended and/or expelled from a school (public or private) may be admitted to St. Gertrude School under certain conditions. (Diocesan Policy Handbook; School Office).

When dealing with students with special needs, our school may provide minor modifications for students, which include, but are not limited to, shortened assignments, oral testing versus written, extra time provided for completion of assignments, and any other types of minor modifications as can be provided by the school. Due to the lack of appropriate funds, resources, and materials, our school is not legally required to provide substantial modifications for students with special needs.

Parents must understand that their children's enrollment in Catholic schools is a privilege, not a right. Parents and students must adhere to the standards and expectations of St. Gertrude School as stated in this handbook and sign an acknowledgment statement. Failure to sign this statement may result in their child(ren)'s enrollment in the school to be terminated. Failure to comply with these policies and regulations is grounds for removal from the school. New students are enrolled on a 6-week trial basis.

As the primary educators of their children, parents/guardians must model Christian witness by attitude and example when engaged in any and all school transactions. If a parent/guardian demonstrates inappropriate conduct and/or behavior that becomes a threat or disruption to faculty, staff, administration, students, and/or another parent, their child(ren)'s enrollment in school is subject to immediate termination.

Registration for a new school year is held in the spring of the year. Final acceptance is held in July to confirm the registration. Registration fees are nonrefundable.

PARENTS:

In consideration of educational services provided to the students of St. Gertrude School, parents, in honest and prayerful deliberation, agree to fulfill their part by financially supporting the school. Tuition payment plans will be contracted between the administration and parent. Appeals to the administration may be made if problems arise meriting special considerations. Furthermore, understanding that these fees do not entirely cover the cost of student education, the parent must support the fund raising efforts of the school.

The principal is available by appointment to any parent. Parents, faculty, and staff must work together for the success of each student. Respect for authority and responsibility for actions will be emphasized. Any parent who questions an action by a teacher, should speak to the teacher to settle the issue. If an agreement cannot be met, a meeting with the principal is the next step. If no satisfaction is gained, the parent may go to the pastor, then the School Advisory Board.

The 1975 Buckley Amendment gives parents and students the right of access to official records and the right to request that statements in those records be changed or deleted. Parents wishing to view a student's record should make the request in writing with twenty-four hour notice.

The school will abide by the Buckley Amendment concerning custodial parents. In absence of a court order, the school, upon written request to that effect, will provide the noncustodial parent access to the academic records and other school related information. If a court order exists, it is the responsibility of the custodial parent to provide the school with a certified copy of said order. A charge will be levied to the noncustodial parent for these copies.

COMPUTERS AND TELECOMMUNICATIONS ACCEPTABLE USE POLICY:

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

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

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material, threatening, harassing, pornographic, or obscene material, or material protected by trade secret. As with all forms of communication, Email or other networks, resources may not be used in a manner that is disruptive to the work or education environment.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to others is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited.

Access to the school's Email and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of the policy.

- Unauthorized attempts to access another person's Email or similar electronic communications or to use another's name, Email, or computer address or workstation to send Email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated through Email.
- The school reserves the right to access Email to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or disclose messages, data, or files to law enforcement authorities.
- Any information contained on a school computer's hard drive or computer disks which were purchased by the school are considered the property of the school.

This agreement applies to all stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the administration of the school regarding appropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement or equipment.

ATTENDANCE & TARDINESS:

There are 180 calendar days that the student is expected to attend school. **Parents should set a high value on learning, therefore, emphasizing daily attendance and punctuality.** If a student leaves before 9:45 a.m., he/she will be counted absent for the whole day. If he/she leaves before 2:00 p.m., he/she will be counted absent for the afternoon (1/2 day).

- A student is TARDY if he/she is not in his/her classroom when the morning bell rings at 7:55 a.m.
- Five (5) tardies equal one (1) absence.
- **More than 5 tardies in a nine-week period will be assessed a fine of \$10 per tardy.**
- Absences must be explained by a WRITTEN note in order to be excused.
- CALL the school office to report illness of a child.
- DO NOT send a sick child to school; this is excused absence (MUST BE FEVER-FREE FOR 24 HOURS BEFORE RETURNING).
- FIVE unexcused absences will be allowed each semester.
- The student WILL NOT be allowed to make up work for unexcused absences.
- According to policy, trips (not approved in advance) will be unexcused absences.

FREQUENT ABSENCES AND TARDINESS IMPEDE THE LEARNING PROCESS.

APPOINTMENTS:

All doctor's or dentist's appointments should be made in the afternoon. Students may be dismissed early. ***Parents must sign the student out at the school office before leaving campus.*** A note from the doctor must be sent to school in order for the absence to be counted as excused.

CRISIS MANAGEMENT:

The school has a current crisis management plan. A copy of the plan is available in the principal's office.

CURRICULUM:

St. Gertrude School follows the curriculum of the Diocese of Corpus Christi as approved by TCCED. It includes religion, language arts (phonics, spelling, English, oral reading, writing, handwriting), math, social studies, science, computers, physical education, Spanish, art, and music.

All students participate in the Accelerated Reader Program. Students will receive credit for reading books that are no more than one (1) level below their determined reading level (unless approved by the teacher).

DONATIONS:

Donations to the school are welcomed. They may be made in any amount for a specific item (library, books, playground equipment, games, computers, etc.) We encourage any type of donation or memorial that a family, relative, former students, or friend may wish to contribute.

Donations to the St. Gertrude School Endowment Fund may be made at any time. Acknowledgments of all gifts are sent to the donor as well as the honoree.

Donations may also be made to the Jean Claire Turcotte Scholarship Fund, established upon her retirement in May 2003.

EXTRA- AND CO-CURRICULAR ACTIVITIES:

St. Gertrude School recognizes that each child's school experience is enhanced by the enrichment of activities beyond the curriculum. Other activities offered are: Altar Servers, Choir, Sacristy Assistants (5th and 6th grade), Church Angels (3rd grade), UIL competition, Science Fair, Girl Scouts, Cub Scouts, 4H, JCDA, Accelerated Reading, and participation in community projects such as Kleberg County Garden Show, Fire Prevention Poster Contest, and Wildlife and Birding Festival. Some of these activities will depend upon the availability of supervision by parents.

FIELD TRIPS:

School sponsored field trips shall be of educational value. The trip will be complimentary to the instruction taking place in the classroom. **It is a privilege for the student to make the trip.** The teacher and principal may determine if a student's behavior will prevent him/her from participating.

Adequate supervision will be provided; primary grades: one adult to every 6 students. NO STUDENT will be permitted to go unless the school permission form is signed by the parent or guardian. A FAX signature will be accepted. NO TELEPHONE permissions will be accepted.

GUARDIANSHIP OF CHILDREN:

If there is a ruling on custodial rights of a parent, the school office must be informed. Copies of court documents may be required in certain circumstances.

INCLEMENT WEATHER:

For information concerning school closures, please consult local TV and radio stations. School closure will be based upon directives from the diocesan superintendent's office or the Bishop's office. We are also in contact with KISD administration. Parents will be notified of make-up days as they are rescheduled. KLUX (89.5) is the diocesan radio station.

PARTIES will be celebrated for Christmas. PTO room parents will plan these parties with approval of the administration. A field day/fun day will also be planned for the end of the year.

Children may pass out personal party invitations in class IF everyone is being invited.

PHYSICAL EDUCATION PROGRAM:

The physical education classes at St. Gertrude School promote physical fitness and encourage habits which build and maintain good health. Students are encouraged to learn the conduct of good sportsmanship. ALL students shall participate in P.E. classes. In instances of illness or injury, a written note from a doctor must be sent; the student will attend P.E. class but not participate according to the illness or injury.

RELIGION:

Catholic Doctrine and a Christian Guidance program are integrated into all disciplines of the school curriculum. Teachers are either certified Catechists or are in the process of certification.

All students are required to participate in religion classes regardless of religious affiliation. The students attend Mass twice a week and participate in school prayer service on the other days. The students learn that participation in prayer and worship are important to our Catholic Faith. Parents are encouraged to come and join our worship.

Faculty and staff meet in prayer before school on days when not attending Mass.

SCHOOL HANDBOOK:

This handbook may be amended during the school year as deemed necessary by the administration.

SCHOOL MASCOT:

The school's mascot is the walking angel with tennis shoes. The symbol is meant to show that we must all strive as children of God to do our best and become what God wants us to be.

WRITTEN NOTES are expected for the following circumstances:

- Absence
- Tardiness
- Failure to comply with school uniform
- Requests for release from school for appointments
- Change of address, telephone number, or emergency information
- Doctor's note when a child has been absent for more than three days
- Doctor's note when a child must not participate in PE classes for more than two classes

USE OF SCHOOL GROUNDS/FACILITIES:

The school is part of St. Gertrude Parish, and as such, is private property. Trespassing is not allowed. With permission, students may participate in after-school activities such as practice, meetings, or tutoring. It is the responsibility of the parent to provide transportation for the child.

Any person or organization wishing to use the grounds and/or building must obtain the permission of the principal before such use will be authorized. This use may be subject to a usage fee. The person/group will be held responsible for set-up, clean-up, and any damages that may occur. A fee will be assessed to the person/group that does not leave the grounds or facilities clean and in good condition. The Diocese requires an insurance binder to use any facilities.

Rental of the Parish Hall requires a \$50 deposit three weeks in advance to hold the date of the event. The deposit will be returned after inspection of the Hall, minus any charges for cleaning or damages. The insurance form and \$85 payment is due three weeks before the event. Check must be made payable to Diocese of Corpus Christi.

Parish Hall rental is \$50/hour and is due when keys are picked up.

Hall Usage Guidelines

1. Pick up key from School Office the Friday prior to the event (9 a.m. – 4 p.m.)
2. NO alcoholic refreshments may be served.
3. Table decorations only ... do not attach items (streamers, etc.) to the walls.
4. Leave Hall floor clean (Sweep or dust mop if necessary).
5. Leave Kitchen clean (Bring your own towels and utensils).
6. Leave restrooms tidy.
7. Turn off all lights and air conditioners.
8. Bag all garbage and place in garbage containers in the church parking lot.
9. Lock doors.
10. Return key to School Office on Monday (9 a.m. – 4 p.m.)

SCHOOL OFFICE:

The school secretary is in the office from 8 a.m. until 4 p.m.

Monday and Friday are Mass days, so there will be NO ONE in the office during MASS.

- **PAYMENTS** for tuition, lunches, book orders, etc. should be addressed to the school unless otherwise instructed. Tuition paid after the 15th of the month will result in a LATE FEE of \$25. The tuition contract and fundraising/volunteer agreement should be completed by the last day of school.
- **COPIES** of student records are provided to requesting schools at no charge. Parent requests for records must be in writing. The fee for these copies is \$1.00 per page.
- **COMMUNICATIONS** are sent home by monthly newsletters and calendars. These memos contain dates and pertinent information and should be read carefully. The school calendar is located at the front of this booklet. The calendar is subject to change during the year. PLEASE keep monthly newsletters posted in an important place at home.
- **APPOINTMENTS** with teachers should be made during their conference periods. Teachers will return calls as promptly as possible. Please contact teachers at school, not at their homes, to set a time for individual conferences.

TELEPHONE:

Students are not allowed to use the school telephone without serious cause. The school phone is not for personal use. Emergency messages will be given to students.

TUITION & FEES:

Payments are payable by the 15th of the month (unless other dates have been arranged with the office). Payments not paid by their due date will be charged a LATE FEE of \$25.00. When payments are two months late, unless other circumstances prevail, the School Advisory Council will be notified. Nonpayment may result in the student's records and report cards being withheld (see admission). There will be a \$25.00 fee for checks written on Non-Sufficient Funds. Delinquent accounts will be referred to a collection agency.

The school accepts credit cards: Visa, Mastercard, Discover, and American Express.

Each student in grades K5 through 6th grade is assessed a \$30 library/technology fee. Each student in grades K3-K4 is assessed a \$20 library/technology fee.

There is some tuition financial assistance available. This aid must be applied for in March during preregistration for the following school year. Tuition also covers textbook usage,* instructional material, resource aids, Diocesan fees, testing material, insurance, and PTO membership.

*All hardbacks MUST be covered; this is the responsibility of the student. If the textbooks are damaged or lost, the student will have to pay the total cost of replacement. Upon withdrawal, parents will return all books, teaching aids, other materials, or school property which has been loaned or rented from the school. No refunds will be paid.

FUND-RAISING/PARENT ACTIVITY HOURS:

Tuition alone does not cover the cost of educating a child. Unless the family has contracted to pay the fundraising/volunteer hours fee at the beginning of the school year, they are obligated to participate in the fund-raising activities and earn minimum number of parent activity hours by volunteering and attending school functions. These consist of the school's fall fundraiser, PTO fundraisers, 5K Walk/Run, Golf Tournament, BBQ tickets, raffle tickets and the Spring Parish Festival.

All parents MUST participate in the Parish/School Festival in the spring, including the purchase of BBQ dinner tickets and sale of raffle tickets. Proceeds from this event are a significant part of the school budget.

PARENT ACTIVITY HOURS:

Two criteria must be met:

- The Diocese has made it mandatory that all volunteers must attend a 2-hour training session on "Creating and Maintaining a Safe Environment for Children and Youth" (good for 3 years). Session dates will be announced. A recertification is required every three (3) years by attending a one (1) hour class.
- Fill out Volunteer Application for a criminal history check. The cost is \$10.00.

When volunteering for school and/or classroom projects, the volunteer must work as instructed by the school official. School or classroom rules are to be followed. The school dress code must be followed. The volunteer should report any infraction immediately; however, discipline is implemented by a staff member.

All parents and visitors MUST SIGN IN at the office before visiting a classroom, the lunch room, or the library. Parents are invited to participate in all school/classroom activities; however, permission should be granted by the teacher and/or administration. Classroom doors are locked for safety reasons; doors all open immediately from the inside when turning the knob.

ALUMNI ASSOCIATION:

Any person who attended St. Gertrude School for one full semester is eligible to join the Alumni Association. There are no membership dues; however donations are encouraged. These tax-deductible gifts help us provide tuition assistance or may be earmarked for our Endowment Fund. Membership forms are available in the school office and the church.

MORNING CARE: (All students, 7:10 a.m. – 7:40 a.m.)

In order to ensure students’ safety, the students must report to the Parish Hall if they arrive between 7:10 a.m. and 7:40 a.m. Faculty and staff will meet for morning prayers at 7:35 a.m., and the teachers will proceed to the hall at 7:40 a.m. to bring the children to their classrooms. **NO STUDENTS MAY BE DROPPED OFF AT THE SCHOOL PRIOR TO 7:10 A.M.**

AFTERNOON CARE:

The afternoon care program runs from 12:30 p.m. – 3:30 p.m. Monday through Friday and is limited to the three- and four-year-olds who attend the half-day program. It is intended to provide parents an alternative service when children cannot be picked up by 12:30 p.m. The half-day program ends at 12 noon. Lunch must be provided by the parent or purchased from the school’s hot lunch program. After lunch, there is story time, nap and small group activities. Cost is \$6.00 per day. A bill is sent at the end of the month with the tuition invoice.

EXTENDED CARE: (All students, 3:30 p.m. – 5:30 p.m.)

All students are automatically enrolled in the Extended Care Program upon registering in school. This program offers safety to the student.

Extended Care begins at 3:30 p.m.

The fee will be based on the 15-minute interval in which you pick up your child/children.

Students not picked up by 5:30 p.m. will incur a charge of \$1.00/minute.

Extended Care (3:30-5:30)

	1 child	2 children	3 children
3:30-3:45	\$0.50	\$0.75	\$1.00
3:45-4:00	\$1.00	\$1.50	\$2.00
4:01-4:15	\$1.50	\$2.25	\$3.00
4:16-4:30	\$2.00	\$3.00	\$4.00
4:31-4:45	\$2.50	\$3.75	\$5.00
4:46-5:00	\$3.00	\$4.50	\$6.00
5:01-5:15	\$3.50	\$5.25	\$7.00
5:16-5:30	\$4.00	\$6.00	\$8.00

LOADING AND UNLOADING STUDENTS:

DO NOT PARK ALONG THE RED CURB FIRE ZONE

DO NOT BLOCK PROPERLY PARKED VEHICLES

Please park in a marked parking space or across the street.

AN UNATTENDED VEHICLE WOULD BLOCK EMERGENCY VEHICLES IN A CRISIS.

All students will be picked up in front of the school where they may be seen by the duty teacher. Students must have written permission to ride bicycles, walk home, or leave with another person. **This policy is for your child’s protection.**

RETENTION AND PROMOTION:

Upon delegation of the superintendent, the principal shall be responsible for and shall have the authority to place a student in a program commensurate with the student’s performance in accordance with existing curriculum statutes and policies.

A school may not grant social promotions. A student is promoted if, considering his/her abilities, he/she has satisfactorily completed the work of the current grade.

Elementary Grades: To be promoted from one grade level to the next, a student shall attain for the year an average of seventy (70) or above in all subject areas.

Catholic Doctrine: The teaching requirement and importance of Catholic Doctrine as an integral part of the curriculum in the Catholic schools in the Diocese of Corpus Christi are recognized. Any student failing Catholic Doctrine in Grades One through Eight must make up the failure prior to the beginning of the subsequent school year, following a growth plan approved by the school’s Principal.

Retention: A student may not be retained more than twice in Grades Kindergarten through Eight and may not be permitted to remain in the same grade for more than two (2) years. Every effort should be made by the Principal to provide alternative programs or adjust the regular program for students with special needs.

If a student receives a grade below seventy (70) in any subject area, the student fails the subject. If a student fails two (2) or more major subject areas, he/she shall be retained in that particular grade level. Parents must be informed of the likelihood of their child’s academic failure and possible retention by the beginning of the second semester of that particular school year.

The major subject areas are:

Grades 1-3 Catholic Doctrine, Reading, English, and Mathematics;

Grades 4-6 Catholic Doctrine, Reading, English, Mathematics, Science and Social Studies.

If all avenues have been explored and the school cannot meet the needs of the student or if the parents have not acted on the school’s recommendations regarding diagnostic evaluation of the student, the Principal has the right to request withdrawal of the student (if currently enrolled) or refuse his/her admittance to the school.

GRADING/REPORTING:

Grading, evaluation, testing, and reporting are all part of the educational process. The following is the grading system used at St. Gertrude School:

90-100	A		
80-89	B	S	Satisfactory (80-100)
70-79	C	N	Improvement Needed (70-79)
Below 70	Failing	U	Unsatisfactory (0-69)

Academic awards are given at the end of the year to all students maintaining an overall average of 94 or above in each subject.

Progress reports will be sent at the middle of the report card period. Report cards are sent home the week following the end of the report period. These reports may be withheld, according to school policy, for failure to meet financial obligations. There will be a \$5.00 charge for lost report cards.

Conferences between teachers and parents will be arranged to discuss Stanford 10 scores and as needed throughout the year.

HOMEWORK:

Students should have a space and supplies at home to facilitate studying and completing homework. Homework assignments are given to extend and reinforce the child’s knowledge. Most assignments are a continuance of daily work to follow directions, learn responsibility, and retain instructional information. Students in the primary grades should read or be read to for at least fifteen (15) minutes daily. Intermediate students should read twenty to thirty (20-30) minutes daily. Average homework should be thirty minutes for primary grades; one hour for intermediate students.

Penalties for students not bringing homework assignments on due day:

- 5th & 6th grades -- call to parents, assignments due following day minus 11 points; second day – zero.
- 4th grade – call to parents, assignment due following day minus 11 points; second day – 70; third day – zero.
- 3rd grade – call to parents; assignment due following day minus 10 points; second day – minus 11 points; third day – 70.
- 2nd grade – call to parents, assignment MUST be brought the following day or parents will be called again.

The principal has the right to modify/change these penalties as needed. After 3:30 p.m. students must have permission from the office to enter classrooms to pick up books or assignments, unless the teacher is in the room.

GRIEVANCE PROCEDURE:

A “grievance” is a complaint based on any alleged violation or inequitable application of policy or a dispute over the meaning or interpretation of the terms of a contract at the local or diocesan level. The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise from time to time. This grievance procedure is intended to resolve grievances in a cooperative, Christian atmosphere. Nothing herein contained shall be construed as limiting the right of any person having a grievance to discuss the matter informally with an appropriate member of the administration. No person shall be discriminated against because of filing or participating in the grievance process.

Before allowing differences to become formalized into grievances, every effort should be made to resolve local level disputes by way of free and open discussions between the complainant and the immediate authority. If not settled to the complainant’s satisfaction, the complainant shall present the grievance in accordance with the formal grievance procedure outlined in the Department of Schools Handbook. This process requires that the grievance be presented in writing to the principal of the school within five working days following the event on which the grievance is based. If a timely response to a grievance is not obtained from the principal, the grievant may proceed to the level of the School Advisory Council. Appeals are made to the pastor only if the school does not have a local Advisory Council. A complete copy of the grievance process is available in the school office (policy # 2800).

COMMUNICATION MEDIA such as radios, Walkman, CD players, iPods, tape recorders, video games, beepers, cellular phones, and other such instruments are prohibited at school unless they are for a specific class assignment. Reading material not related to class assignments may not be brought to school. IF a child must bring a phone to school due to after school plans, the phone needs to be kept in the school office until dismissed.

STUDENT-ON-STUDENT HARASSMENT:

In accordance with Catholic Church teachings regarding the dignity of each individual, and in promotion of the values of modesty and chastity, the Diocese of Corpus Christi expressly prohibits sexual harassment between students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature. Catholic schools will act to prevent and curtail incidents of student-on-student harassment by:

- Classroom education in dignity, respect, modesty, and esteem communications, healthy relationships, and related topics in K5-12th grades.
- Orientation of all teaching staff to recognition and reporting of student-on-student sexual harassment.
- Effective consequences for offenders.

Sexual harassment is a serious offense, which in all cases warrants immediate disciplinary action. Students determined by the administrator of a school to be in violation of this policy are subject to immediate disciplinary actions, which may include suspension or expulsion, at the discretion of the administrator.

GENERAL RULES FOR STUDENT BEHAVIOR:

- Students will accept responsibility for their actions.
- Treat classmates and teachers with respect.
- All students are expected to be courteous in speech and well-mannered.
- Parents must help develop self-control in the student.
- Students are NOT permitted to leave school without checking out in the office.
- No running in the buildings or on the sidewalks.
- Chewing gum on campus is not allowed.
- No loitering on school grounds after school hours.

STUDENT DISCIPLINE:

Discipline is an important aspect of Catholic Schools. While it does not appear as a subject, it underlies the whole educational structure. It requires consistent training that develops self-control, character, and orderly conduct through self-discipline and responsibility. The administration, faculty, and staff are committed to this goal.

- Teacher and students will set the rules for the classroom.
- Student conduct grades are at the discretion of the teacher.
- Time-out rules may be used in primary grades.
- Teacher will implement the rules by use of certain consequences.
- Corporal punishment is forbidden.

Discipline procedures:

1. Parents contacted by telephone or a written note.
2. If the behavior continues, a conference between parent and teacher will be arranged. Notation of this meeting will be placed in the student's file.
3. If despite the above-mentioned warnings, further serious and/or repeated evidences of unacceptable behavior (violence or harassment) are seen, the student may be suspended or immediately expelled. The suspension could be for one to three days, depending on the gravity of the offense. In order for the student to be readmitted, there must be a conference including the principal, parents, teacher/s and student. If, after readmission, there is no improvement, the case will be taken to the School Advisory Council.
4. If the decision is made by the School Advisory Council for expulsion, guidelines in the Diocesan Policy Handbook will be followed.

UNACCEPTABLE STUDENT BEHAVIOR:

- Student harassment of other students.
- Refusal to follow directions of principal, faculty and staff.
- Disrespect of those in authority on the school grounds.
- Uncontrollable behavior.
- Talking back and/or using abusive language, gestures, or actions.
- Possession of inappropriate reading materials.
- Possession of illicit substance or dangerous drugs or weapons.

EXPULSION:

Expulsion is serious matter and should be used only as a last resort. Normally, it will follow a single grave offense or a series of continuous violations of school rules or regulations. Each case will be handled individually. Suspension or immediate expulsion may occur. Procedures according to the Diocesan Policy Handbook will be followed.

UNIFORMS: The St. Gertrude School uniform is intended to:

- Provide a visual identity for St. Gertrude students and build pride.
- Serve as a uniformity of dress to reduce comparison.
- Help create an organized learning environment free of distractions.

GENERAL RULES:

- HAIR should be kept well-groomed. Boys' haircuts may not be longer than the top of the shirt collar, covering the ear lobes, or hanging in or over their eyes.
- Shirt tails are to be worn tucked in.
- Scout/4H uniforms may be worn on day of said meeting.
- School cap may be worn outside during P.E./Recess only. (Purchase in school office).
- Uniforms checked daily. (Should be clean and in good repair!)
- Students not in uniform will NOT be allowed to participate in extra activities.
- Parents will be called to bring students the appropriate uniform.

GIRLS DRESS CODE:

- Khaki pleated walking shorts (2" above knee) or pants with a plain brown belt.
- K3-3rd grade girls may wear culottes or skorts. NO jumpers.
- 4th-6th grade girls wear the longer five-pleat skirt. NO jumpers.
- Navy pique knit polo shirt with school monogram.
- Stud earrings or other small earrings may be worn by girls only.
- Hair accessories must match the uniform (hairbands, clips, bows)
- Nail polish is NOT permitted; student will be sent to the office to remove it.

BOYS DRESS CODE:

- Khaki pleated pants or walking shorts with a plain brown belt.
- Navy pique knit polo shirt with school monogram.

SHOES:

- All WHITE tennis shoes with white shoelaces (or Velcro for younger children).

SOCKS:

- White ANKLE socks ONLY (No-show socks, lace and logos ARE NOT PERMITTED)

COLD WEATHER:

- Students may wear "St. Gertrude School" navy blue sweatshirt or "SGCS" hoodie over their uniforms while in class and at Mass (order from school office).
- Large or heavy jackets will be removed while in the classroom or church.

WEDNESDAY:

- T-shirt day: St. Gertrude t-shirts or those from special events (Angel Run, Mathathon, Jump Rope for Heart, Choir, Track, UIL, Catholic School Week, VBS, etc.) may be worn with UNIFORM pants, shorts, skorts or skirts.

MASS DAYS:

- 4th-6th grade girls must wear the longer five-pleat skirt to Mass.
- 4th-6th grade boys must wear long pants to Mass.

FREE DRESS:

- Students may be given "free dress" and "not-so-free dress" as announced by the office (NO sleeveless shirts, short shorts, inappropriate sayings on clothing. NO sandals or boots permitted).

COMMITMENT TO HEALTH:

- The mission of Catholic Schools in the Diocese of Corpus Christi includes a commitment to the physical, mental, emotional, and spiritual health of students. Parents, administrators, health coordinators, health screeners, teachers share the responsibility.
- Parents or guardians have the ultimate responsibility for the health of a student. Illnesses and injuries which occur during school hours and which require specialized attention will be referred directly to the parent or guardian.
- The principal is accountable for compliance with local, state, and federal health regulations.
- School health coordinators and screeners are persons appointed by the principal to assist in implementing health programs in the school. They are trained and certified as appropriate.
- Teachers are responsible for observing students and referring suspicious symptoms to the principal.
- The Diocesan School Health Administrator is a registered nurse responsible for training and consultation in all school health programs.

HEALTH RECORDS

- **Emergency Card** – Must be completed and signed annually by parent or guardian. Contains emergency information and a release to obtain emergency medical care if necessary. Must contain information about child's known medical conditions.
- **Cumulative Health Record** – Contains immunization history, pertinent health information, and results of all school screenings. It is retained at the school year to year and is forwarded when the student changes schools.
- **Medication Log** – A flow chart recording each dose of medication administered to the student by school personnel. Request for administration of medication signed by parent must be on file in order for medication to be administered by school personnel.
- **PRN Medication Form** – A request for administration of medication or medical treatment to a student based on assessment of need rather than on a schedule. Must be signed by physician, parent, principal and school health administrator.
- **Illness and Injury Log** – A daily record of health-related incidents and illnesses occurring at school. Includes complaint, assessment information, treatment, if any, and disposition.
- **Head Injury Sheet** – Notification to a parent or guardian when child has sustained any head injury at school.
- **Accident Report** – A record, retained in the school, of the circumstances attending any incident occurring in the school for which professional medical care is required.
- **State Reports of School Screening Activities** – Reporting documents completed and sent to Texas Department of Health annually.
- **Diabetic Care Plan** – To be completed by team of school personnel and parents for children diagnosed with diabetes.
- **Asthma Emergency Card** – To be completed for student diagnosed with asthma and kept with emergency card.
- **Allergy Emergency Card** – To be completed for student diagnosed with life-threatening allergies and kept with emergency card.
- **Accommodation Plan** – To be completed on student requiring medical or academic modifications.

HEALTH SERVICES:

- **Emergencies:** Each school is required to have at least two full-time staff persons currently certified in CPR and two full-time staff persons currently certified in Standard First Aid. Emergency response reference materials are readily available in the school office for all personnel.
- **Illness:** A staff member assesses the student's condition including temperature, appearance, demeanor, and complaint and acts accordingly, based on the student's condition and health guidelines. In some instances of suspected communicable conditions (listed in the School Health Manual), students must be excluded from school in accordance with state law.
- **Vision and Hearing Screening:** Grades K4, K5, 1, 3, 5, 7 and 9 are screened annually by Texas Department of Health certified screeners and are referred as necessary for further professional evaluation.
- **Spinal screening:** Grades 4, 6 and 9 are screened annually by Texas Department of Health certified screeners and are referred as necessary for further professional evaluation.
- **Acanthosis Nigricans:** Grades 3, 5, and 7 are screened by trained screeners and referred as appropriate.
- **Medication Administration:** Whenever possible, medication should be administered at home before or after school hours. For cases where in-school administration of medicine is necessary, a strict Diocesan policy is in effect (Handbook of School Policies) and requires that a "Request for In-School Administration of Medication" (form H-23) or a "PRN Medication Form" be completed and signed for each medication to be administered. The principal or his/her designee may administer the medication according to Diocesan policy. The medication must be kept in a locked cabinet (or refrigerator) in the school and students are not permitted to have medication on their person at school.
- **Chronic Disease or Disability:** Nursing assessment, consultation, and intervention are provided by the Diocesan School Health Administrator as appropriate upon referral by the principal.

ENVIRONMENTAL HEALTH:

Schools and grounds are monitored regularly for compliance with health and safety regulations including classroom environment, air quality, equipment status, and toxic agents. Diocesan schools are in compliance with all provisions of the Asbestos Hazard Emergency Response Act.

BLOODBORNE PATHOGENS:

Catholic Schools comply with federal OSHA bloodborne pathogen standards. A copy of the Diocesan Bloodborne Pathogens Exposure Control Plan is available for review in the office of the principal.

YOUTH PROTECTION:

In compliance with Texas statutes and Diocesan policy, all Catholic school and church personnel are trained in Child Abuse Protection and Prevention. Children in all grades receive classroom education in recognizing, resisting and reporting child abuse.

COUNSELING SERVICES:

Limited counseling services are available on selected campuses through a contract funded by a federal grant.

DIOCESE OF CORPUS CHRISTI DEPARTMENT OF SCHOOLS
REQUEST AND CONSENT
FOR IN-SCHOOL ADMINISTRATION OF MEDICATION TO STUDENT

Please administer _____ of _____
(No. of pills, amount) *(Name of medication)*

to _____, _____, _____
(Name of student) *(Date of birth)* *(grade)*

at the following time(s) _____

on the following date(s) _____ .

I understand that the medication(s) will be administered by a person who is not medically trained.

I agree to hold the school harmless for the proper administration of medication provided by the parent/guardian and for adverse drug reactions or side effects.

I agree to be responsible for maintaining an adequate supply of medication at the school to meet the child's needs.

(Parent/Guardian signature) *(date)*

I agree to ensure administration of the above medication according to diocesan policy.

(Principal signature) *(date)*