



ROLLING HILLS
Catholic School



ANTONIAN
Middle School at Rolling Hills

Parent-Student Handbook

2018-2019 Edition



ROLLING HILLS
Catholic School



ANTONIAN
Middle School at Rolling Hills

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MISSION STATEMENT

Rolling Hills Catholic School and Antonian Middle School form students in the Catholic faith, in academic excellence and in virtue, assisting families in developing joy-filled, confident and Christ-centered children for a life of service and leadership.

FOUNDING VALUES

Faith, Academics, Character, and Service

Rolling Hills Catholic School (RHCS) and Antonian Middle School (AMS) admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. RHCS/AMS does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, scholarship and loan programs, or in its athletic and other school administered programs.

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Welcome to RHCS and AMS

Welcome to Rolling Hills Catholic School (RHCS) and Antonian Middle School at Rolling Hills (AMS)! We are pleased you have chosen RHCS/AMS and we take seriously the charge you have entrusted to us. We pray your family’s time at RHCS/AMS will be rewarding and fruitful.

The purpose of this handbook is to explain policies and procedures at this school and to answer routine questions. Every situation and circumstance that can arise cannot possibly be encompassed in these pages so it is the Principal who interprets and imposes policy on an individual basis and is the final arbitrator on the implementation of the policies of the school. With this notice, the Principal reserves the right to amend any and all provisions of this handbook at any time when determined to be necessary by the Administration. All changes are effective immediately.

The Parent/Student Handbook is not a contract; it outlines the procedures that support the policies of RHCS that you, as parents, agree to adhere to. Nothing in this handbook should be construed to conflict in any way with the terms and conditions outlined in the enrollment agreement signed by parents of enrolled students. RHCS/AMS reserves the right to evaluate, on an individual basis, additional situations not addressed in this document that may arise throughout the school year and to create and enforce additional supporting regulations and procedures as required.

A. FORMATION METHODOLOGY

We focus on four core areas of student development: **faith, academics, character, and service**. By attending to the formation of each child in each of these areas, we provide a means for each student to fulfill the unique mission for which he or she was created.

B. PHILOSOPHY OF RHCS AND AMS

Parents and students at RHCS/AMS know that personal formation has only begun. The RHCS graduate is well equipped for a college preparatory high school. From a **faith** perspective, the student is continually maturing in the life of grace, as an authentic Christian who possesses a deep friendship with Christ. **Academically**, the student possesses a rich store of knowledge in the western tradition,

a love for the truth, and a set of skills and habits necessary to tackle higher learning. The student also possesses a **character** that is well grounded in human virtue, and the student demonstrates the ability to master their actions and choices. The student also exhibits a disposition of **service** towards others—body and soul. The RHCS/AMS student is an authentic Christian leader.

School Leadership

A. PRINCIPAL

The principal is the primary leader in the school who oversees the education of students through the implementation of our formation program. The principal responsible for the formation of young persons in distinction and of character. The principal works closely with a team of professionals specializing in each of the areas of formation.

HISTORY OF RHCS

It was with a great deal of faith and enthusiasm that a small group of dedicated Catholic educators, businessmen, and lay leaders, committed to academic excellence in the formation of Christian leaders, made the decision to found a school in a growing part of San Antonio in 1996.

With the blessing of Archbishop Patrick Flores, Rolling Hills Academy (RHA) opened its doors with an enrollment of only eight students. Over the next years, the school continued to grow due to the love and faithfulness of a growing number of families, friends, and leaders in the community who dedicated themselves to pray for the school, organize fundraising events, and promote the school throughout the San Antonio community.

In 2002, RHA acquired an existing building across the street from the original 20 acre campus. This building became the middle school building for our 6th–8th graders. Archbishop Flores blessed the building and gave us permission to reserve the Blessed Sacrament in a newly created chapel. For the 2003-2004 academic year, renovation of the building included two middle school classrooms, a gymnasium, and additional rooms to house computer classes, more restrooms, and after-school facilities.

In June 2003, RHA received official recognition as a private Catholic school in the Archdiocese of San Antonio. We achieved this with the guidance and support from the Archdiocesan Education Office.

In May 2004, RHA entered into an agreement with National Consultants for Education (NCE) and the International Center for Integral Formation (ICIFusa), in order to receive support for the implementation of the Integral Formation® method of education developed by the Legionaries of Christ. By the end of the 2005-2006 school years, we completed our two year transitional phase to the full implementation of the ICIFusa/NCE curriculum standards and benchmarks, educational policies, and business procedures.

RHA received accreditation recognition from Texas Catholic Conference Education Department (TCCED) in January of 2005 and began our self-study for full accreditation in September, 2008.

In September of 2008, RHA added four classrooms and a computer lab to the middle school. Two changing rooms were also added to the gym at this time.

In September of 2009, RHA's Soccer Field was completed. Shortly thereafter, in December of 2009 the Accreditation Commission of the Texas Catholic Conference granted RHA full Accreditation.

In the fall of 2011, economic conditions within the Legion lead the leadership of the congregation to reevaluate its involvement in RHA. The Legion desired for RHA to remain open and to be supported in a way that the Legion was not able to do. As a result, the Legion and the Archdiocese of San Antonio (Archdiocese) began discussions to transfer ownership of the school.

In June of 2012, with the approval of Archbishop Gustavo Garcia-Siller, RHA was purchased by the Archdiocese and the school name was officially changed to Rolling Hills Catholic School (RHCS). Partnership with the Archdiocese will ensure a continued opportunity for enrollment growth and

provide a local base of support for RHCS. The partnership with the Archdiocese also included aligning RHCS with five local area parishes, making RHCS a regional Catholic school.

Rolling Hills Catholic School's middle school was named a partner school to Antonian College Preparatory High School in February, 2014 by Archbishop Gustavo. The middle school was renamed Antonian Middle School at Rolling Hills.

The academic rigor and the strong faith formation programs installed by the Legion are the cornerstone of the school and remain in place.

Rolling Hills Catholic School is God's work. We hope that faithful cooperation with His grace will assure continued growth and excellence.

Academic Formation

RHCS/AMS sets high, yet attainable, academic expectations for its students. Not only is solid academic formation an important part of the development of a person, it is essential to forming great leaders. As a result of studies in the core academic subjects of Religion/Theology, English, Reading/Literature, Social Studies/History, Science, and Mathematics, as well as through other academic and co-curricular activities, a graduate of RHCS/AMS should acquire:

- A wealth of knowledge in general culture and the particular disciplines; an understanding of the roots and underpinnings of his own national culture, history, and western ideals; and a firm grounding in math, the sciences, and the scientific method.
- An ability to think, speak, and write clearly, coherently, precisely, attractively, and persuasively.
- Superior thinking, reasoning, and communicating skills which are built upon a keen sense of perception and a sharp memory.
- A capacity for reflection and imagination, as well as the technological and inquiry skills intrinsic to the exact and social sciences.
- A critical mind that can tell right from wrong, fact from fiction, and truth from opinion.
- Experience and ease in public speaking, debate, and declamation.
- The habits and dispositions essential for ongoing intellectual formation after graduation--including study habits, concentration and critical thinking, perseverance, and a desire to produce high-quality work.

Academic Curriculum

RHCS/AMS implements a fully accredited curriculum developed to teach the whole child in faith, academics, character, and service. The objective of this educational program is to form each child's mind, heart, and will according to Christian ideals. Our curriculum meets all standards of the Archdiocese of San Antonio. RHCS/AMS is accredited by the TCCED.

The lower school curriculum provides a solid, coherent foundation of knowledge, concepts, and skills for later learning. Core content is designed to achieve the goals of formation and challenges students daily to expand their intellects to the utmost. At all grade levels, the core school subjects of Religion/Theology, English, Reading/Literature, Social Studies/History, Science, and Mathematics are complemented by enriching electives. The curriculum sets high, yet reasonable, academic expectations for its students, creating a healthy balance between the student's current abilities and his potential. This delicate balance is guided by knowledge of the student's individual strengths and areas for growth, as well as prudent judgment regarding the form and content of the curriculum. Parents wishing to learn more about the academic curriculum are encouraged to contact the principal.

A. ACADEMIC YEAR

The academic year is comprised of 180 student days and divided into two semesters. Each semester is further divided into two nine-week quarters. Report cards are available electronically through RenWeb at the end of each quarter for grades K-8.

B. ACADEMIC GRADES

Academic grades are a measure of the student’s level of competency, sufficiency, or knowledge in a particular area and should reasonably reflect the students’ understanding of the subject matter being assessed. The following grading scales are used with students in elementary school:

PREKINDERGARTEN THROUGH GRADE 1

E = Exceptional Progress V = Very Good Progress G = Good Progress L= Limited Progress

E	The student consistently exceeds grade level expectations and demonstrates a thorough understanding of the content area. The student consistently applies and/or demonstrates the skills and/or behaviors expected and is working above grade level in the content area.
V	The student meets or exceeds grade level expectations and demonstrates an understanding of the content area. The student regularly applies or demonstrates the skills or behaviors expected and is working at or above grade level in the content area.
G	The student meets grade level expectations and demonstrates a basic understanding of the content area. The student usually applies or demonstrates the skills or behaviors expected and is working at grade level in the content area.
L	The student demonstrates limited understanding of the content area. The student has difficulty applying or demonstrating the skills or behaviors expected and is working below grade level in the content area.

GRADES 2 THROUGH 8

Numeric grades will be reported on the progress report and the report card for 2nd – 8th grade.

94-100	A
85-93	B
75-84	C
70-74	D
69 and below	F (failing)

All core courses for 2nd – 8th grades will be reported numerically.

C. EXTRA CREDIT

It is the academic policy of RHCS/AMS to limit students’ “extra credit” assignments. Students cannot earn grades higher than a 100 in any class.

D. CHARACTER FORMATION GRADES

Kindergarten through grade 8, each teacher will assess a Character Formation grade using the following O/S/I/U scale for the report card. Character Formation grades may be used in the eligibility assessment procedures for honor roll, athletics, clubs, and for other extracurricular activities.

O = Outstanding S = Satisfactory I = Improvement Needed U = Unsatisfactory Effort

O	The student consistently exerts outstanding effort in daily classroom work, homework, and assessments. The student maintains a positive attitude and always exerts his best efforts. The student works hard and completes all tasks well in a timely manner.
S	The student exerts satisfactory effort in daily classroom work, homework, and assessments. The student usually exerts satisfactory effort to complete tasks. The student usually maintains a positive attitude. The student works hard and is persistent in completing tasks.
I	The student inconsistently exerts effort in completing daily classroom work, homework, and assessments. The student sometimes exerts effort and maintains a positive attitude. The student perseveres to complete tasks.
U	The student rarely exerts effort in daily classroom work, homework, and assessments.

A. ROLLING HILLS CATHOLIC SCHOOL GRADING (GRADES 2-4)

Quarterly (9 weeks) grades for RHCS students (Grades 2-4) will be calculated according to the following:

Participation	10%
Homework/Classwork	30%
Quizzes/minor projects	20 %
Tests/ major projects	40 %

B. ANTONIAN MIDDLE SCHOOL GRADING (GRADES 5-8) AND EXAMINATIONS

Quarterly (9 weeks) grades for AMS students (Grades 5-8) will be calculated according to the following:

Participation	10%
Homework/Classwork	20%
Quizzes/ minor projects	30 %
Tests/ major projects	40 %

Semester exams are 10% of semester grades.

Middle school students will take cumulative exams at the end of each semester. End-of-year exams for students in grades 6 through 8 will concentrate on content learned during the second semester and skills learned throughout the school year. Students are not permitted to keep a semester or end-of-year examination, but parents may review the examinations with the appropriate academic administrator and teacher upon request. A student who has an excused absence on an examination date will be allowed a make-up day.

C. REPORT CARDS AND PROGRESS REPORTS

Shortly after the end of each quarter, copies of *report cards* are available to parents. Parents are asked to review the report card. Report cards are official school records, but only the final grading period report card becomes part of the student's permanent school transcript.

In addition to quarterly grade reports, all students will receive a *progress report* at the mid-point of each quarter. The aim of these quarterly reports is to keep parents and students informed of academic progress, issues, or concerns.

D. IOWA AND COGAT ASSESSMENT

In order to measure and report our students' academic progress from year to year, every school in the Archdiocese of San Antonio administers a set of standardized assessments called the Iowa

Assessment (IA) and the Cognitive Abilities Test (CogAT) in the spring semester. Student results on the Iowa Assessment and the CogAT will be sent home.

E. PARENT/TEACHER CONFERENCES

School-wide Parent/Teacher Conferences are scheduled after the first and third quarters of the academic year. However, parents may discuss concerns about their student's progress at any time by making an appointment with their child's teacher. Conferences can be scheduled by either the parent or teacher throughout the year as needed.

F. HOMEWORK

Homework is an effective means for students to assimilate and practice the concepts and material covered in class. The amount of homework assigned daily varies by course and grade level. It is for the students' benefit that they complete the homework as assigned.

Teachers and students will use the student planner to record the assigned homework. Repeated failure to complete homework as assigned results in disciplinary action.

Recommended homework guidelines per grade (in approximate time allotments per day) are outlined below. These times are guidelines only. Study is considered homework.

Kindergarten:	up to 15 minutes
1st Grade:	15-20 minutes
2nd Grade:	20-30 minutes
3rd Grade:	45-60 minutes
4th Grade:	60-75 minutes
5th Grade:	75-90 minutes
6th Grade:	75-90 minutes
7th Grade:	90-120 minutes
8th Grade:	90-120 minutes

G. SCHOOL WORK MISSED OR LATE DUE TO ILLNESS OR VACATION

Students are expected to make up any school work they miss due to absences from school. To minimize disruption and promote a stable environment, *the school strongly discourages families from taking vacations while school is in session.* For students who must miss school, teachers *may* assign some work prior to the student's departure. Upon returning, the student must check with the teacher to determine missed assignments that should be completed. Work will be submitted within a reasonable time-frame, typically within one day for every two days absent. RHCS/AMS support the school attendance laws of Texas and the policies of the Archdiocese of San Antonio; students with excessive absences during the school year are in *jeopardy* of losing credit for the year.

H. ACADEMIC HONESTY

Academic honesty is an essential foundation for true academic formation and character development. Each student is expected to maintain a high level of integrity and honesty in schoolwork. Plagiarism, a serious violation of academic honesty, is copying words or ideas from another source, including the Internet, in a written or oral composition without giving proper credit and citation to that source. Students who violate academic honesty will be assigned a zero on the assignment. In addition, further disciplinary action up to expulsion may be taken.

I. ACADEMIC PROBATION

As an expression of the school's concern for the student's academic performance, teachers will post grades into RenWeb in a timely manner so parents can monitor their child's achievement. Parents should watch for any grade that has dropped below a passing level (69.4 or lower) any time during a quarter. As it relates to sports competition, students in grades 5-8 will be placed on academic probation when they receive more than one failing grade average in a subject (a numeric grade of

69.4% or lower), or receive less than a 69.4% overall grade point average or lower on a mid-quarter progress report or end-of-quarter report card. Parents will receive notification from the school when a student is placed on academic probation. Students on academic probation are NOT eligible to participate in extracurricular programs and athletics.

The student will remain on academic probation until the next mid-quarter progress report or end-of-quarter report card has been distributed and the academic deficiency has been removed. Students who raise their grades sufficiently (to a 69.5% or above) by the end of that grading period will be released from academic probation and eligible again to participate in extracurricular programs and athletics.

J. HONOR ROLL/PROMOTION POLICY

HONOR ROLL

As special recognition for academic achievement, students in 2nd grade through 8th grade can compete for the quarterly honors listed below. These honors will be prominently displayed.

- a. *High Honors*: Students who achieve A's (94 – 100) in all graded subjects in the quarter.
- b. *Honors*: Students who achieve A's and B's (85 – 100) in all graded subjects in the quarter.

To be eligible for Honor Roll, students who earn a "U" in any area are not eligible for the Honor Roll.

PROMOTION POLICY

Students in grades 2-8 must achieve a final grade of 69.5 or above in order to pass a course. The school may decide the measures necessary (i.e., summer school, tutoring followed by admissions exam, etc.) for a student who earns a final grade below 69.5 in one or more subjects to advance into the next grade. Advancement to the next grade is subject to the principal's approval.

The promotion requirements, per Archdiocesan policy, are as follows:

PK3 – PK4: Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.

Kindergarten – 1st Grade: A student must have at least a "G" final average in Reading and Mathematics.

2nd – 5th Grade: A student must have at least a "70" final average in Religion/Theology, English, Reading/Literature, and Mathematics. A student who fails Reading and Mathematics is not promoted.

6th – 8th Grade: A student must have at least a "70" final average in all core subjects – Religion/Theology, English, Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 core subjects is not promoted.

For each core subject below "70" a student must demonstrate the successful completion of work in summer school.

Classroom Placement: It is against school policy to guarantee requests regarding classroom, homeroom, or teacher placement. Many factors are considered in the proper placement of students, all of which are intended to ensure the most successful learning environment for each individual child.

K. STUDENTS WITH LEARNING DIFFERENCES

RHCS/AMS will work with some students who have certain learning differences. The school works with the parents and learning specialists to develop an Individual Student Plan for teachers to use as reference. Close parent partnership is required to facilitate this process.

Character Formation

Character formation pertains to the psychological, social, and physiological aspects of the person. This involves the formation of a disciplined will, learning to be master of oneself, acquiring virtue, the development of the conscience, and adherence to moral principles and values.

Character is at the core of authentic leadership. Character is what ennobles the student and allows one to master oneself so as to be faithful to his personal convictions. This formation is the development of a strong and virtuous character.

Character formation cultivates a person's sensibility to included social etiquette and an appreciation for the arts and physical fitness, resulting in a healthy mind in a healthy body.

Virtue Program

The main objective of the school virtue program is to offer students, teachers, and parents a means to know, value, practice, and internalize virtues in a consistent and committed manner. The focus is on the practice and acquisition of specific virtues in the imitation of Christ, in collaboration with the Holy Spirit. Virtue is a habitual and firm disposition to do the right thing. It allows the person not only to perform good acts, but to give the best of oneself.

Students in RHCS/AMS are provided ongoing opportunities to exercise virtue on a daily basis. Virtue is taught and encouraged in all activities and circumstances of school life. The goal is to help students intellectually understand and internalize the virtues they are asked to practice. This serves to make these virtues part of their own life principles, helping them become true leaders of character. For this reason, RHCS/AMS considers formation in virtue to be a vital component of the educational program.

A. VIRTUE CAMPAIGNS

A virtue campaign is a formal activity to positively motivate students to develop and deepen the practice of virtue. Throughout the year the school carries out a series of virtue campaigns aimed at helping students practice spiritual and human virtues. Campaigns help create school spirit and unity in understanding, living, and internalizing virtue. The basics of a campaign include: defining a virtue, providing opportunities to practice the virtue in everyday situations, and reinforcing these with motivating activities outlined in the campaign.

B. DISCIPLINE

Our Catholic faith calls for discipline that is derived from respect, compassion and understanding of other. RHCS/AMS joins the parents in accepting responsibility for helping children to learn to control their own behavior and to be responsible for their own words and actions. Children are guided towards this goal in an atmosphere conducive to learning with a strong emphasis on spiritual and moral growth. Parents and students are expected to comply with the directives and all school policies. Parents are expected to support the disciplinary process and to cooperate fully with the administration and the faculty in the enforcement of these policies. Lack of cooperation on the part of the parents and/or the student may jeopardize the present and future enrollment of a student.

Additionally, it is important for parents to understand that the administration reserves the right to modify and/or add new directives and consequences to this discipline policy, as individual circumstances require. The administration reserves the right, in serious cases, to circumvent the disciplinary process stated below.

Self-esteem will be nurtured as part of a "peacemaking discipline" to be employed in the classroom. This program will establish expectations for student behavior and correct any behavior that disrupts the student or others in the classroom. Each of the units (Pre-K and Kindergarten; 1-3; 4-5; 6-8) has developed steps for appropriate behavior in their grade levels. Homeroom teachers will hand out classroom rules that follow the Discipline Policy. Six cardinal rules of conduct will be followed throughout the school:

1. Show respect for yourself, adults, others, the RHCS/AMS uniform, and all property
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep your hands to yourself.
6. Be honest.

C. STUDENT CONDUCT

The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. RHCS/AMS *expects* students will exhibit concern and charity in their dealings with other members of the school community (fellow students, teachers, administrators, and all other workers, guests, and visitors to the school). RHCS/AMS faculty and staff may counsel and correct a student when appropriate at any place in the school.

MISCONDUCT

RHCS/AMS has established norms of conduct that aim to help students form themselves and assist the school to maintain a safe, orderly, and formative atmosphere. The school will review violations in light of the individual and the common good of the entire school community. Infractions that cause harm or damage to self, others, or the school as deemed by the principal are serious grounds for disciplinary action up to and including suspension or expulsion from RHCS/AMS.

Any student involved in any illegal activity including placing the well-being and safety of the RHCS/AMS community at risk will be reported to local law enforcement. Illegal activity includes, but is not limited to, the possession of weapons, drugs, alcohol, or any substance or article deemed to place the student or the community at risk.

D. SEARCH AND SEIZURE

The school reserves the right to conduct random searches of anyone on school property at any time. The school principal and/or his/her designee may search student desks, lockers and belongings including, but not limited to, clothing, vehicles, handbags, briefcases, backpacks, electronic devices and other items in a student's possession. If a prohibited substance and/or weapon is found, it will be immediately confiscated and the parents and appropriate authorities notified. The school reserves the right to search anyone, and by entering the school, the person agrees to submit to a search upon request. Students have no right to privacy while they are on school property.

E. SUBSTANCE ABUSE

No student shall possess, use, or attempt to possess, use, or be under the influence of any prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event.

The transmittal, sale, or attempted sale of what is represented to be any prohibited substance is also prohibited under this policy.

Students who violate this policy shall be subject to disciplinary action, including expulsion.

DEFINITION

A prohibited substance is defined as: 1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate; 2. Any tobacco product including, but not limited to, chewing tobacco, cigarettes, electronic cigarettes, vape pens and e-cigarette paraphernalia regardless of their nicotine or tobacco content; 3. Alcohol or any alcoholic beverage; 4. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation; or 5. Any other intoxicant or drug, legal or illegal that

is promoted, commonly believed, or used in such a manner as to alter natural states of consciousness, emotions, behavior or alertness..

Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

Under the influence means a student's faculties are noticeably impaired. The student need not be legally intoxicated.

F. RHCS/AMS AS WEAPON FREE ZONE

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school-sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The Principal will notify the parents/guardians of any student who is arrested for violation of this statute. 18 U.S. Code § 922 (q)(2)(A).

G. BULLYING

DEFINITION OF BULLYING/HARASSMENT

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the Archdiocese of San Antonio or the school, which includes a privately owned vehicle being used for school purposes, and that: 1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property; 2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; 3. Materially and substantially disrupts the educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or 4. Includes cyberbullying.

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Conduct is considered bullying if it: 1. Exploits an imbalance of power between the perpetrator and the victim; and 2. Interferes with the victim's ability to work and substantially disrupts the operation of a school.

Harassment is defined as physical, verbal, or nonverbal conduct based on the employee's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct: 1. Affects an employee's or volunteer's ability to work or participate in or benefit from a work activity, or creates an intimidating, threatening, hostile, or offensive work environment; 2. Has the purpose or effect of substantially or unreasonably interfering with the employee's or volunteer's performance; or 3. Otherwise adversely affects the employee's work opportunities.

BULLYING PREVENTION PLAN

RHCS/AMS has a zero-tolerance policy when it comes to bullying or harassment behaviors on campus. The Counseling and Guidance Program at RHCS/AMS works to promote kindness, respect, empathy, and acceptance. These areas will be addressed through comprehensive guidance lessons and small group counseling.

BULLYING PREVENTION PLAN: REPORTING AND INVESTIGATION PROTOCOL

REPORTING

INCIDENT REPORT

Name of alleged Target:

Grade:

Name of alleged Aggressor:

Grade:

Examples of specific alleged actions/words that were done:

Where did these alleged actions happen? (Ex: hallway, classroom, cafeteria, etc.)

Questions to Answer	Yes	No
Has this happened more than once?	<input type="checkbox"/> If yes, how often? _____	<input type="checkbox"/>
Are you friends with this person?	<input type="checkbox"/>	<input type="checkbox"/>
Have you told any other adults about this?	<input type="checkbox"/> If yes, who? _____	<input type="checkbox"/>
Do you often choose to be around this person?	<input type="checkbox"/>	<input type="checkbox"/>
Do you believe this person has more power than you?	<input type="checkbox"/> If yes, how? _____	<input type="checkbox"/>

I have been honest in answering this form. I understand that in a true bullying situation, the School Counselor cannot keep private what I have shared with her, and she will be required to bring this to the attention of the Principal and Assistant Principal. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

 Student Signature

 Date

INVESTIGATION

Once a documented report is obtained about an alleged bullying incident, both the alleged target and the alleged aggressor will meet with administration at which time all evidence will be reviewed. All interviews conducted will take place with each individual separately. If a report of bullying is found to be true, the parent/guardian of the target and the aggressor will be contacted immediately.

BULLYING PREVENTION PLAN: RESPONSE AND INTERVENTION PROTOCOL

RHCS/AMS Administrators will use discretion in assigning consequences for reported bullying incidents on a case by case basis, which can range from campus intervention to expulsion (in the most severe cases). The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred. If a report of bullying is found to be true, the target and/or victim may be referred to see the Counselor.

RETALIATION AFTER A REPORT OF BULLYING/HARASSMENT

RHCS/AMS strongly prohibits retaliation against any person who reports or provides information about an incident of bullying. Retaliation is considered a serious offense and will be dealt with in the same manner as a bullying incident.

H. COUNSELING AND GUIDANCE PROGRAM OVERVIEW

The Counseling and Guidance Program at Rolling Hills Catholic School/Antonian Middle School follows the Comprehensive School Counseling Model for Catholic Schools. This is made up of four components: Guidance Curriculum, Responsive Services, Individual Planning, and Systems Support.

1. **Guidance Curriculum.** Guidance content is provided in a systematic way to all students. The purpose is to promote healthy academic, social, emotional, behavioral, physical, and spiritual development of all students. Guidance is provided to students once per week by either the student's religion teacher or the Counselor. The Counselor is responsible for implementing the appropriate Guidance Curriculum as approved by The Archdiocese of San Antonio.
2. **Responsive Services.** The Counselor addresses the immediate needs of students whose personal concerns or challenges put their continued personal, social, career, and/or educational development at risk. The Counselor utilizes effective theories and techniques to provide individual and/or small group counseling services to address these concerns.
3. **Individual Planning.** The Counselor provides advisement activities to guide all students to plan, monitor, and manage their own educational, career, and personal-social development. Through events such as Career Day, the Counselor works with students to set educational, career, and personal goals. Certain Guidance lessons may also be used to aid students in planning and achieving short, intermediate, or long-term goals. The individual planning component is also essential in aiding and managing transitions from one school level to the next.
4. **Systems Support.** Systems support includes program management activities and other services which *indirectly* benefit students. The purpose is to provide overall school support. Specific areas addressed include consultation with teachers/administrators on behalf of students, support for parent education, management of guidance program activities, on-going counselor professional development, development of appropriate written policies and guidelines, participation in campus-based school improvement plans and goals, and collection and interpretation of data related to direct and indirect counseling services.

I. STUDENT CONDUCT OFF-CAMPUS

The growth in virtue and maturity each student pursues at RHCS/AMS cannot be limited to on-campus behavior. At all times, whether on campus or off, the student's conduct should reflect his or her principles and those of the school. RHCS/AMS expects students to exhibit personal integrity in their actions at all times. Off-campus behavior that reflects unfavorably on the school will be subject to disciplinary action at the discretion of the principal.

PREGNANCY

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner. In order to insure the best interests of the student(s), parents and the school community, the following guidelines will be implemented: When school personnel become aware of the pregnancy, the principal will meet with the pregnant student and then her parent or guardian. The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in a Catholic school, the following guidelines will be implemented: The principal will meet with him and his parent or guardian. The father-to-be must be involved in a counseling program similar to that provided the mother-to-be.

RHCS/AMS will assist the pregnant student in completing her education either by allowing her to continue attending classes or by referring her to an appropriate alternative program. If the student is to remain in school, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate.

If the student desires to return to school after the birth of the child, RHCS/AMS will facilitate her continuance only with appropriate documentation from a health care provider.

The condition of pregnancy, itself, must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the Superintendent must determine whether unique circumstances may necessitate pursuing an alternate action.

ABORTION

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from RHCS/AMS.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

J. CONDUCT REPORTS

A conduct report is a means to encourage positive student behavior. It serves as a communication tool among the school, the student, and his parents. The conduct report formally alerts parents to their child's behavior or attitude so that they may assist the student in his formation. A teacher or the principal may issue conduct reports. These reports, signed by the parents, are returned to school the following day. Depending on the circumstances, the school may issue one of the following reports:

K. DISCIPLINE MEASURES

When a student's conduct is unacceptable, parents are notified by issuing a student a demerit and, when applicable, further disciplinary actions are taken. The misconduct is communicated to parents. Depending on the seriousness of the misconduct, a range of disciplinary measures may result in physical or academic work assignments, detention, suspension, or expulsion. If there is a serious breach in student conduct, the principal will ask to meet with the parents to address the situation.

DETENTION

A student may be given a detention by the principal or his/her designee for any conduct that is unacceptable. It RHCS/AMS practice for a student to receive a detention after receiving three consecutive demerits. Detentions may result in physical or academic work assignments and will be carried out at a time and place determined by the teacher or administration. It may be held before or after school the day. Detentions are with an assigned faculty member or administrator. Failure of the student to report to a scheduled detention will result in an additional detention. Parents are required to arrange transportation to accommodate detentions assigned to their student.

SUSPENSION

A student may be suspended by the principal or his/her designee for a serious violation of school rules or after accruing three detentions. The school will document the violation(s) and the reason for the suspension. Written notice will be given to the parent or guardian of the student. Suspensions may last from one to three days and may be held in or out of school. In-school suspensions will require a substitute teacher supervisor at the expense of the parents. The principal may assign the suspended student an academic project to be carried out during the suspension period. In addition, suspended students must make up assignments missed during the suspension period. While on suspension, students are not eligible to participate in extracurricular programs or activities. During the period of suspension the student is marked absent.

EXPULSION

Expulsion is a serious matter and is invoked only as a last resort. Normally it will follow a single grave offense or a series of offenses indicating a basically hostile attitude.

A student may be expelled from RHCS/AMS when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

When such a serious case of misconduct or continual neglect of basic regulations (accruing three suspensions) either on or off RHCS/AMS property arises, the following procedures are followed: 1. There is a documented conference of the principal, teacher and student. If the problem cannot be resolved in this conference, the student is suspended. 2. This meeting is followed by a documented conference of the principal, teacher and parent. If no solution is reached, another conference is held with the superintendent/authorized agent or his/her designee present. 3. The principal and superintendent/authorized agent, or his/her designee, then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Superintendent of Catholic Schools is notified and given a brief explanation of the reasons in writing.

Regarding Immediate Expulsion: A student may be subject to immediate expulsion when he/she: 1. participates in disruptive activities by a group such as a gang; 2. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities; 3. smokes or uses any tobacco product on school property or at a school-related activity; 4. possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity; 5. threatens bodily injury or harm to a student/school personnel; 6. assaults a student, parent or any school personnel; 7. vandalizes school property or the property of others; 8. engages in chronic or repeated behavior which disrupts the learning environment.

GRIEVANCE FOR STUDENT EXPULSION

Procedure Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal (i.e., conference) for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the school council secretary within three (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (LGC), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the LGC, an appeal may be made to the superintendent/authorized agent within three (3) school days of the decision of the LGC. The superintendent/authorized agent will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the pastor's/authorized agent's receipt of such an appeal. The superintendent/authorized agent will then render his decision within five (5) school days.
4. If the aggrieved party remains unsatisfied with the decision of the superintendent/authorized agent, the avenue of further appeal would be the Archdiocesan Grievance Council. Such an appeal must be sent in writing within five (5) school days of the pastor's decision.
5. Pending outcome of the formal grievance, only the principal of superintendent/authorized agent may, with or without condition, abate the termination.

Local Grievance Council – Composition: 1. The LGC shall be composed of three (3) to five (5) members appointed by the local school council. 2. Individuals appointed to the LGC should be people of integrity with some expertise in education, human relations, and conflict management, if possible. 3. One (1) member may be a present or former school council member. The other two (2) members should have no direct relationship to the school. 4. The appointment to the LGC is for one (1) year and is renewable.

Local Grievance Council – Duties and Process: 1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal. 2. If the decision of the LGC is to uphold the principal's decision, then the process moves to process step No. 8 (LGC renders its recommendation in writing to both parties involved). 3. If the decision of the LGC is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance. 4. Each party to the grievance may be accompanied by one other individual who will act as an observer/advisor. The observer/advisor need not be an attorney. 5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance. 6. After both presentations have been completed, the LGC will enter into closed session to consider the oral and written presentations. 7. The LGC may recall both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements. 8. The LGC will render its recommendation in writing to both parties involved.

GRIEVANCE FOR STUDENT NON-EXPULSION

All disciplinary actions/decisions that do not result in student expulsion will be resolved with RHCS/AMS. Neither the Local Grievance Council nor the Archdiocesan Grievance Council will hear these matters.

RHCS/AMS will provide an opportunity for individuals to be heard in redress of a policy, regulation, or decision that is perceived to inflict hardship on an individual or group.

Procedure Students, in the presence of their parents/guardians, will present student complaints.

The primary aim of RHCS/AMS's procedure is to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees. RHCS/AMS may devise creative ways of addressing and resolving these situations, while at the same time, providing a consistent forum for redress of perceived wrongs.

L. DRESS CODE

The school's dress code contributes in a very important way to the overall identification with the sense of unity as a school community. All students are expected to be in the full appropriate and seasonal uniform each day. The uniform code is to be respected outside of designated school hours and is only to be worn for designated school-related activities outside of class time.

Student uniforms must be purchased from designated uniform vendor. Each uniform piece needs to be labeled with the student's name.

The school's dress code is maintained throughout the day. A breach of dress code, as determined by any faculty or staff member, is subject to disciplinary action at the discretion of the homeroom teacher. A breach of the dress code includes:

- An incomplete uniform
- The use of makeup, hair, jewelry, and accessories beyond the criteria specified in the section titled "School Uniform"
- Unwashed, unkempt, or inappropriately styled hair according to criteria specified in the section titled "School Uniform"
- Unclean or inappropriate dress (including, but not limited to, untucked shirts, rolled skirts, knee socks improperly worn)
- Any student who is not in proper physical education uniform will not be permitted to participate in physical education class and will not receive full credit for that class

M. SCHOOL UNIFORM

The school uniform must conform to the following criteria:

BOYS UNIFORM

Slacks/Shorts

Pre-K3 –Kinder: Khaki slacks and shorts with elastic waistbands (recommended) or belt loops.

1st – 8th: Khaki pleated pants and shorts with belt loops. Slacks must be worn on Mass days and on other designated days.

Belt

Pre-K3 –Kinder: Belts are not required with elastic waistbands

1st – 8th : Black leather belt with non-decorative buckles must be worn at all times.

Shirt

Pre-K3 – 5th: Light blue polo short-sleeve shirt with the RHCS school crest.

6th-8th: Red polo short-sleeve shirt with Antonian Middle School embroidery.

Kinder – 8th : White oxford cotton button-down short-sleeve shirts must be worn on Mass days and other designated days.

Tie

<u>Pre-K3 & Pre-K4:</u>	No tie required.
<u>Kinder – 8th :</u>	Striped navy blue and burgundy tie must be worn for Mass and other specially designated days.

Shoes

<u>Pre-K3 – Kinder:</u>	Solid white tennis shoes that are self-tying or be equipped with Velcro straps. The tennis shoes should be all white to present a clean, standardized look with the school uniform.
<u>1st – 8th:</u>	Solid white tennis shoes. The tennis shoes should be all white to present a clean, standardized look with the school uniform.

Socks

<u>PK3 – 8th :</u>	Solid white socks, visible above the shoe line . Socks must be worn at all times and absent of logo.
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Sweater

<u>Pre-K3 – 5th:</u>	Solid navy button-down cardigan (purchased at Parker Uniforms). School Crest should be embroidered by Parker Uniforms on left side of the cardigan.
<u>6th – 8th:</u>	Solid navy pullover cardigan (purchased at Parker Uniforms). Antonian Middle School should be embroidered by Parker Uniforms on left side of the cardigan.

Blazers

<u>6th - 8th:</u>	Navy blue single breasted blazers to be worn for Mass and special occasions.
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P. E. Uniform

<u>Pre-K3 – 2nd:</u>	No P. E. uniform.
<u>3rd- 5th:</u>	Navy blue athletic shorts and gray P.E. athletic shirts (purchased at the school).
<u>6th – 8th:</u>	Red athletic shorts and gray AMS P.E. shirts (purchased at the school)
<u>1st – 8th:</u>	Athletic shoes must be worn for P.E.

GIRLS UNIFORM

Jumper

<u>Pre-K3 – 5th:</u>	Navy blue and white checkered jumper. Jumper length must be mid-knee or lower and lengthened as needed during the school year. The jumper is required for Mass days and special occasions.
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Culottes

<u>Pre-K3-5th:</u>	Navy blue and white checkered culottes (skorts) purchased at Parker School Uniforms are optional.
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Modesty Shorts

<u>Pre-K3 – 5th</u>	Girls must wear navy blue, knit jersey modesty shorts under their jumpers. Shorts must not be visible below the hem of jumper.
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Skirt

6th - 8th:

Navy blue and white checkered pleated skirt. Skirt length must be mid-knee or lower and lengthened as needed during the school year. Girls must wear navy blue knit jersey modesty shorts under their skirts. Shorts must not be visible below the hem of pleated skirt.

Blouse And Tie

Pre-K – 5th:

White short-sleeve blouse with navy piping. Short navy tie is worn under the collar.

6th - 8th:

Short-sleeve white over blouse with navy tie, or red polo short-sleeve shirt with Antonian Middle School embroidery.

Shoes

Pre-K3 – Kinder:

Solid white tennis shoes that are self-tying or be equipped with Velcro straps. The tennis shoes should be all white to present a clean, standardized look with the school uniform.

1st – 8th:

Solid white tennis shoes. The tennis shoes should be all white to present a clean, standardized look with the school uniform.

Socks

PK3 – 8th:

Solid white socks, visible **above the shoe line** and not to exceed knee length. Socks must be worn at all times and absent of logo or lace. Solid white tights (no lace) may be used during colder days.

Sweater

Pre-K – 5th:

Solid navy button-down cardigan (purchased at Parker Uniforms). School Crest should be embroidered by Parker Uniforms on left side of the cardigan.

6th-8th.

Solid navy pullover cardigan (purchased at Parker Uniforms). Antonian Middle School should be embroidered by Parker Uniforms on left side of the cardigan.

P. E. Uniform

Pre-K3 – 4nd:

No P.E. uniform.

5th – 8th

Red athletic shorts and gray AMS P.E. shirts (purchased at the school)

1st – 8th:

The same tennis shoes for the uniform can be worn during PE class

SPIRIT/FREE DRESS DAY

HAIR, JEWELRY, AND MAKEUP CRITERIA FOR ALL GRADES

<p>Hair Criteria</p>	<p>Hair must be neat and clean. Hair and hair color should be natural (no highlighting, coloring/dyeing of hair).</p> <p>For Girls: Hair bows, barrettes, and clips <i>must be school colors (navy, white or red) or the same as hair color</i> and should not be overly large or showy.</p> <p>Hairstyles should be moderate. Bangs must be no longer than eyebrow level and preferably pulled away from face. Cuts with spikes, lines, or tails; and braids with beads or feathers; or any other hair fad are not permitted. Items are not to be braided in the hair.</p> <p>For Boys: Hair length should be kept above the collar line at the back and above the ears on the sides. Bangs must be no longer than eyebrow level. The following examples of hair styles are not permitted: buzzes, lines, spikes, tails, stepped or layered haircuts.</p>
<p>Jewelry</p>	<p>No jewelry is allowed except for the following:</p> <p>Boys may wear one watch and one single chain with a religious medal, cross, crucifix, or scapular. Boys may not wear earrings, bracelets of any kind, decorative necklaces, or any type of distracting items.</p> <p>Girls may wear a single pair of dime size (or smaller) earrings; a discreet, modest ring; a watch and one single chain with a religious medal, cross, crucifix, or scapular, and one bracelet.</p> <p>Girls are not to wear costume jewelry or any type of distracting items. Girls may not wear dangling, large hoop earrings, large necklaces, and/or large distracting/inappropriate bracelets.</p>
<p>Makeup, tattoos and other body markings</p>	<p>For girls, only clear finger nail polish may be used.</p> <p>No make-up for girls, including eye shadow, eyeliner, and glitter, is permissible.</p> <p>Boys may not use any makeup.</p> <p>Tattoos are not permissible on any visible area of the body.</p> <p>Body piercings, other than ear-lobe piercings for girls, and other styles of markings are not permissible.</p>

N. LOOPHOLES

In as much as it is true that loopholes may be found in any code, it is the expectation of RHCS/AMS that parents and students will use good judgment in complying with the dress code and behavior expectations of the school. The discovery of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather such incidents will be treated as violations of the code. To avoid misunderstandings, if you are in doubt of whether or not something is allowed, please verify with administration.

O. BOOK BAG/BACKPACK/LUNCH BOX POLICIES

Book bags/backpacks with commercial logos or illustrations are allowed but parents should be cautious that they do not contain offensive images or propaganda. Backpacks on wheels are permitted; however, it is strongly recommended that student in PreK3 – 2nd grade not be permitted due to safety concerns. 6th – 8th grade backpacks must be able to fit in their lockers.

Lunch boxes with commercial logos or illustrations are allowed but parents should be cautious that they do not contain offensive images or propaganda.

P. EXTRACURRICULAR ACTIVITIES

Extracurricular programs and clubs offer a means of developing positive interests and qualities in students, and supporting formation. These provide healthy recreation and a constructive use of free time, as well as foster the student's identification with the school in a different setting within the school community.

Since these activities are regarded as valuable to the educational program, RHCS/AMS encourages participation as a complement to academic life. However, students should avoid participating in too many extracurricular activities to ensure they can keep their commitments.

Q. EXTRACURRICULAR ATHLETICS

Athletics are an important part of a student's human formation at RHCS/AMS. Athletics are a means to form the will, channel the passions, exercise teamwork, and respect and obey the authority reflected in the coaches and game rules. Athletics provide the opportunity to exercise the Christian virtues of charity, obedience, patience, fortitude, and humility. Human virtues, such as punctuality, order, discipline, honesty, and self-denial, are developed through healthy athletic participation.

Overall, the extracurricular athletic program aims to:

1. Promote the formation of students through the participation in a safe, high-quality athletic program
2. Foster virtue, teamwork, athletic skills and ability, and wholesome psychological development for all students
3. Ensure that the healthy competition and entertainment of sports are maintained at a high standard of Christian conduct

Team selection is the sole responsibility of the coaches of each sport, as are team lineups, playing time, and substitutions. RHCS/AMS athletes are expected to commit their time and talents to the team. Transportation to all practices is the responsibility of the athletes and their parents.

Parents and students are encouraged to attend school team games and competitions. All RHCS/AMS students, parents, and fans are expected to show Christian charity as they proudly cheer for the school team. School spirit in the stands should be positive and uplifting for all present. Negative speech regarding other players, referees, and coaches will not be tolerated. Abusive or inappropriate behavior by students or parents is grounds for disciplinary measures, including possible suspension or expulsion from the school. Students, parents, and coaches may be ejected from the sport arena for unbecoming behavior.

R. REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR PROGRAMS AND ATHLETICS

Participating in extracurricular programs and athletics is a privilege attained by meeting the standards of eligibility. The student's eligibility will be based on the following standards:

- Students must have a signed permission on file from the student's parents or guardians to participate in extracurricular activities.
- Students on suspension are ineligible to participate during the time of their suspension.
- Students who represent RHCS/AMS in extracurricular athletics or activities are required to conduct themselves in accord with the Parent/Student Handbook. Students whose conduct brings discredit upon themselves or the school, as determined by the principal, are considered "ineligible students."
- Students who miss class without an excused absence will not be eligible to participate in any activities that day.

To be eligible for participation in inter-scholastic athletics, including practices, a student must have on file with the athletic director a signed statement by a practicing physician or registered physician's assistant certifying the student has passed an adequate physical examination and is physically fit to participate. The annual history and physical examination should be scheduled for the month of May preceding the school year for which it is applicable or one month before the first practice of the sport

being applied for. This will allow time for correction of deficiencies and implementation of conditioning recommendations. The annual history and physical examination will not be accepted earlier than the stated time or after the specific athletic season has begun.

Students who are absent from school or not present for 50% of the school day will not participate in after-school events without written permission from the principal. This includes sporting events, school presentations, and other events.

Students must meet academic eligibility in order to participate in sports practices and competitions. A student with a grade of 69.4% or lower in more than one subject, or with an overall grade point average of 69.4% or lower, is ineligible for sports until the next grading period. These eligibility grades are captured at progress reports and report cards, so eligibility is evaluated approximately every four-and-a-half weeks.

Students with one 'U' or two 'I's in behavior are ineligible for athletic practice for competition.

Faith Formation

The method of education aims to help each student fulfill the mission for which he was created, developing a personal and intimate relationship with Jesus Christ. Christ becomes the ultimate motive for all the student's choices and actions. The student's academic and character growth moves closer to perfection through God's grace and the student's faithful efforts. Faith formation is an ongoing process of conversion. The goal of the faith program is to help each student develop an authentic faith-filled life.

The Celebration of the Eucharist is a central part of school life at RHCS/AMS. Celebration of the Eucharist is offered to the entire school community weekly and on other special occasions in the school gym. All parents and students are invited and encouraged to attend. Out of respect for Christ, a prayerful and reverent attitude is to be maintained while at mass and in the chapel. As a sign of our belief in the Real Presence of Christ in the Eucharist, students are expected to maintain a dignified demeanor. The Sacrament of Reconciliation is highly encouraged and is formally available to students who have received their First Reconciliation during scheduled times. Spiritual retreats provide an opportunity for students to strengthen their relationship with God and their school community. 5th- 8th grade students will have the opportunity to participate in a school-sponsored retreat during the year. Specific details on the retreat will be sent home in advance.

Service Formation

RHCS/AMS considers the service life of the student to be the most evident result of the student's formation and relationship with God. Service formation enables the students to go into society to serve as Christian leaders and apostles, actively responding to the needs of the Church and humanity, creating a civilization of justice and love. Through serving others and a vibrant life of service, each student discovers Christ, becomes more like Christ, and experiences His love more profoundly.

The service formation program involves the students in concrete works of charity in two ways: within the school community and outside of the school community. The Service Formation Committee, which is comprised of the principal, the dean, and teachers as appointed by the principal, decides which service activities fulfill the service formation program requirements. A list of appropriate in-school and out-of-school activities that meet program requirements will be made available to middle school students. If parents and students identify service opportunities that are not currently part of the service program, they may request approval for those opportunities by submitting a written request to the dean. Allow a week for this process. Service hours are not awarded until the student has submitted a Student Service Hour Sheet and the hours have been approved by the Dean.

Middle school students in the sixth, seventh and eighth grades are required to participate in at least twenty hours per year of service hours. Fifth grade students are required to participate in at least five service hours per year.

By serving others in these activities, the students are brought into contact with the realities of life, thus awakening in them a sense of responsibility that will grow throughout their lives. To encourage the virtues gained through service to others, the student in each middle school grade who achieves the most service hours above the required number of hours will receive a service award.

Student Life

A. ATTENDANCE

Regular and punctual attendance at school is mandatory. RHCS/AMS recognizes, however, there may be circumstances when absence from school is unavoidable. Absences for illness, emergencies, or other some special situations as determined by the principal, qualify as excused absences. In case of absence due to illness or emergency, a parent or guardian should notify the office via email or phone before 8:30 a.m. Even when an explanation for an absence was called in to the school, upon the student's return, parents must still send in a note for the school record in order for the absence to be counted as excused. An excused absence does not mean a student will not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent.

Texas state law requires students be in attendance 90% of the school year. A student may not receive credit for a course unless the student is in attendance for at least 90 percent of the days the course is offered.

Full Day Attendance: To be counted as present for a full day of school, a student must be in attendance at school for a minimum of four hours (240 minutes) of the instructional day.

Half Day Attendance: To be counted as present for a half day of school, a student must be in attendance at school for a minimum of two hours (120 minutes) in the instructional day.

B. TARDY POLICY

School begins at 8:00 a.m. and attendance is taken at 8:00 a.m. Students arriving after 8:00 a.m. will be recorded as tardy. When the student is tardy, he should report immediately to the office to receive a signed excused or unexcused tardy slip. Most tardies will be unexcused, unless a doctor's note is provided. No student will be permitted to enter class without a signed tardy slip.

Tardy students are required to make up any assignments or homework of missed classes.

Tardies to school or class are disruptive to the educational environment and absorb both teacher and administrative time. Parents are responsible for getting their children to school on time. Students may face the disciplinary consequence of detention for unexcused tardies. Repeated tardiness may result in suspension or expulsion at the discretion of the principal.

In order to avoid disruption, middle school students when tardy, whether excused or unexcused, will not be permitted to go to their lockers until the next scheduled locker break.

RHCS/AMS has a "closed campus" policy. Students may not leave the school campus without permission until the school day has officially ended and they have been picked up by an authorized adult. Medical and dental appointments should be scheduled outside of school hours whenever possible. In exceptional situations, the administration may grant an excused absence for a planned temporary absence during the school day. Students are required to deliver any notice of a planned temporary absence to the homeroom teacher at least one day prior to the absence.

An unexcused absence (truancy) from school, individual classes, and school activities during the school day is grave misconduct and can result in suspension or expulsion at the discretion of the principal.

Students who arrive after 11:00 a.m. or leave prior to 11:00 a.m. will be considered absent for half day. Students who are absent for half day or full day from school will not participate in any after-school events/activities without written permission from the principal, including sporting events.

In the case of an excused absence, the student is permitted to receive credit for make-up homework, tests, or other assignments. In the case of truancy, the student is responsible for all assignments and homework; however, a zero will be issued for all missed assignments and tests.

C. ARRIVAL AND DISMISSAL

To promote a safe and secure learning environment, the following regulations must be followed:

Early Drop-off: 6:30 a.m. – 7:30 a.m.

- Early drop off is available starting at 6:30 a.m. for both elementary and middle school students in the elementary dining room.
- Parents and students are to use the early drop off gate. Parents may park and accompany their child to the elementary dining room.
- Middle school students will be escorted to their homerooms at 7:30 a.m.
- This gate is closed and locked at 7:30 a.m.

Supervised Arrival (Drop-off): 7:30 a.m. – 7:59 a.m.

- Supervised arrival drop-off time begins at 7:30 a.m. and ends at 7:59 a.m.
- Students in P3 - 4th grade should be dropped off in front of the elementary school main gate beginning at 7:30 a.m. Students will enter through main gate of the elementary campus and head to the elementary dining room. Parents/guardians are not permitted on the elementary school campus after 7:30 a.m. without signing into the front office and receiving a visitor pass. Teachers will pick up their students from the dining room at 7:55 a.m. and begin heading to their classroom. All students arriving after 7:55 a.m. will go directly to their classroom. School begins promptly at 8:00 a.m. Any student arriving after 8:00 a.m. will have to be signed in at the AMS front office by a parent/guardian to receive their tardy notice.
- Students in 5th – 8th grade should be dropped off at the middle school classroom entrance (on the south side of the middle school building) that leads into the middle school hallway beginning at 7:30 a.m. and proceed to their homeroom. Drivers then must continue through the middle school parking lot, around the north side of the middle school gymnasium, and must turn north (to the right) on Gathering Oak. If needed, the cul-de-sac located 1/10 of a mile north of the school may then be used as a turn around to head south on Gathering Oak. School begins promptly at 8:00 a.m. Any student arriving after 8:00 a.m. will have to be signed in at the AMS front office by a parent/guardian to receive their tardy notice.

Supervised Dismissal (Pick-up): 3:25 p.m. – 3:45 p.m.

- School is dismissed at 3:25 p.m. Extended Day Program (EDP) is available from 3:45 p.m. until 6:00 p.m. for registered students. Any student not picked up after school dismissal will go into EDP care.
- To facilitate a safe and secure entire school pick-up, all students will be picked up from the gym. Parents/guardians are asked to use one of two gym pick-up lines. No parent/guardian is permitted to taking a child out of a class line.
- Gym carline pick-up will begin at 3:25 p.m. from the rear gym door exit. Drivers get in carline by entering the middle school parking lot and proceeding around the north side of the middle school gymnasium. Parents/guardians must display their assigned carline tag for security and logistical reasons. Drivers without a carline tag will have to present proper identification to administration. Drivers must turn north (to the right) on Gathering Oak when exiting carline.
- Gym foot line pick-up will begin at 3:30 p.m. out of the AMS gym entrance. Parents/guardians must present their assigned carline tag for security reasons. Individuals without a carline tag will have to present proper identification to administration. Those individual waiting for gym foot line pick-up are not to wait and gather in the front office as administration and staff conduct necessary business with families.

General Drop-off and Pick-up Regulations

- Students must be supervised while on school premises. Only students participating in extracurricular activities, or those students who have permission and remain under the supervision of school staff, can remain on school premises.
- No students may leave the school campus with another student or adult without written permission from the parents of the student being picked up.
- Parents must immediately notify the principal in writing of any changes in legal guardianship and present court documents to validate the change.
- In case of an emergency, the parent or guardian should notify the school office to indicate who will pick up the student. If unknown to administration, this person must present proper identification.
- Use of a handheld cell phone while driving is illegal and not permitted in the school zone or carline.
- Any drivers needing to park during drop-off or pick-up should only park in AMS parking lot or on Ranch Oak along the south side of the property.
- Pedestrian traffic crossing Gathering Oak is limited to the crosswalk. For the safety of all pedestrians crossing at the crosswalk, the directions of administration or the crossing guard on duty must be followed.
- It is illegal to perform u-turns on Gathering Oak. If drivers need to reverse direction on Gathering Oak, please use the cul-de-sac, located 1/10 of a mile north of the school.

D. FIELD TRIPS/CLASSROOM PARTIES

Field trips are a privilege and not a right. They are an opportunity for students to augment their classroom learning with practical experience. In order for a student to participate in a field trip, parents must first complete and submit the appropriate field trip permission forms. All students who participate in a field activity are expected to behave according to the conduct expectations outlined in this Parent/Student Handbook. Students who have ongoing behavior concerns might be asked not to attend or have specific requirements to attend any field trip. Students who do not go on a field trip may be given an alternative assignment by the teacher.

Field trip chaperones, assigned by the teacher, accompany students on field trips and uphold the expectations of the school. All chaperones must meet all requirements outlined by the Archdiocese of San Antonio. Chaperones are asked to follow the field trip itinerary as established by the school.

Parties and celebrations in the classrooms are to be simple. Parents must inform the teacher at least a day in advance if their child is bringing a special birthday treat to share. Students may bring appropriate treats to share with their classmates. Treats should be simple in nature so that children can pass them out themselves without adult assistance. Parents should check with their child's teacher to learn about any food allergies in the classroom and be considerate of those.

Holiday celebrations are also to be simple. Teachers will plan appropriate classroom activities and will work with parents to coordinate snacks.

E. SCHOOL LIBRARY

The school library is a place for individual and group research, leisure reading, and study. In order to maintain an atmosphere conducive to these purposes, students are asked to be considerate of others in their behavior. While group work is allowed, students are required to keep their voices low and respect the right of each individual to work without interruption.

Students will have the opportunity to use the library. Print and non-print materials are available for student checkout. It is expected that the due dates will be honored and all materials will be returned in good condition and on time. Students are allowed one week to return or renew items. If items have not been returned within that time, a late fee of five cents per day will be charged and a new item may not be taken out until student account has been settled. If an item is lost or damaged, the value of the lost item will be assessed and charged to the student. The librarian will advise students and parents periodically of any such charges.

F. TECHNOLOGY USE

The students of RHCS/AMS will use technology in an appropriate and responsible manner for educationally related projects. Students and their parent or guardian must sign an *Acceptable Use Agreement* prior to the use of technologies at RHCS/AMS. The Acceptable Use Policy defines appropriate use of technology at RHCS/AMS. In addition, students will be required to complete an orientation class on the appropriate and responsible uses of the technology available. Signed permission by a faculty member indicating the nature of the assignment or technology use is necessary in order to use the computer lab or Chromebooks. RHCS/AMS reserves the right to access, use, examine, and/or disclose user files and email messages at any time. This right extends to files that are password-protected.

Students who choose not to follow the Acceptable Use Policy or who are seen by a RHCS/AMS faculty member using technology in an inappropriate manner will face disciplinary action. This action may include one or more of the following: revoking of all electronic privileges, suspension, dismissal from school, and/or taking appropriate legal action. Students and parents will not hold any teacher or RHCS/AMS legally liable for materials distributed or acquired from the Internet.

STUDENT USE OF ELECTRONIC COMMUNICATIONS

Prohibited electronic communications are: (1) of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; (3) any action that violates the school's existing behavioral standards covered by the school's parent student handbook; or (4) any action that causes harm to the school community, regardless of where the electronic communication occurs or originates from.

Whether the communication occurs within or outside of school property, during or after school hours, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.

RHCS/AMS reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

Users of RHCS/AMS's equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files.

DEFINITIONS

Electronic communication includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media whether they occur through the school's equipment, connectivity resources (e.g., WiFi) or using a personal device.

Professional electronic communication is a work-related activity that addresses instructional, educational, or extra-curricular program matters.

Personal electronic communication use is a non-work related activity.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

ELECTRONIC TRANSMISSION OF A SEXUAL IMAGE

RHCS/AMS has a duty to report to the Department of Child Protective Services (CPS) or local law enforcement any suspected cases of electronic transmission of a sexual image (i.e., sexting) involving a minor (Person younger than 18 years of age).

The matter will be reported no later than 48 hours after a school official first suspects such material is being shared and will be reported to the following parties: the Department of Child Protective Services (CPS), or local law enforcement agency, and to the guardians' of all responsible and/or depicted parties, and, the Superintendent of Catholic Schools.

If a school official (administrator, teacher, counselor or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor (i.e., sexting), RHCS/AMS will follow investigation protocol in addition to complying with the school's obligations to report to the Department of Child Protective Services (CPS) or local law enforcement. The school investigation will establish if the image exists and if there has been any violation of RHCS/AMS or archdiocese policy. The image at issue will never be printed.

G. LOCKERS

5 – 8th grade students are provided with school lockers to store their personal belongings. All lockers issued to students remain the property of the school. Students are responsible for maintaining their lockers and locker contents in good and orderly condition. Middle school teachers will review locker guidelines with students and teachers may conduct locker inspections from time to time.

Students are advised not to leave money or other valuable items in their lockers. RHCS/AMS will not be responsible for any lost or stolen items. Any student found tampering with another student's locker or locker contents will be subject to disciplinary action up to and including expulsion at the discretion of the principal.

Lockers are the property of the school and can be searched by school personnel at any time. In cases where there is any reasonable suspicion that the locker may contain dangerous or illegal items or substances, the locker may be searched by law enforcement officers acting at the request of AMS administrators.

Middle School lockers are located in classrooms; students who are tardy to school will not be allowed to visit their locker until the next scheduled locker-access time.

H. INAPPROPRIATE ITEMS ON CAMPUS

Students at RHCS/AMS attend school with a willingness to focus on learning and should avoid bringing items to school that may create distractions.

Items are subject to confiscation and may not be returned to the student until the end of the academic year. An exception will be made for an item being used in an academic class at the request of the classroom teacher.

Students bring these items to school at their own risk. Neither the school nor its faculty and staff are responsible for any damaged, missing, or stolen items. If an item is damaged or stolen the school will not utilize any administrative time to investigate the incident, nor will we take any financial responsibility for the device.

I. TELEPHONE, CELL PHONE, iWATCH USE

Usage of electronic devices, such as cell phones and iWatches, is extremely distracting during class time. In order to minimize distractions, academic dishonesty, sharing of any inappropriate pictures or information, and theft of electronic devices, cell phone or electronic device usage (including iPods, iTouch, tablets, etc.) is prohibited during the school day. "Usage" shall be defined and interpreted as using any cell phone or electronic device function or feature (telephone calls, text messages, instant messages, camera, Internet, music, or pictures). This includes usage in the hallways, restrooms, walkways, offices, gym, fields, or any other place on the school campus. Middle school students who

must have a cell phone are required to keep them in their locker, turned off, during the day. Elementary school students will follow the teacher's instructions on where to store their cell phones.

Students who choose to use or have a cell phone on their person or in sight will be referred to the administration for the following action:

- a. First Offense – The electronic device will be confiscated and held by the teacher or staff. The device may be picked up at the end of the school day.
- b. Subsequent Offenses – The electronic device will be confiscated and returned only to the parent or legal guardian after a conference with the principal.

The phone in the middle school kitchen is off-limits to students. Students who need to contact parents during the school day must do so from the front office with a permission slip from a teacher.

Due to the growing threat of inappropriate images and videos viewed and exchanged by young people, any personal electronic device that takes, shows, projects, downloads, or displays pictures or videos (such as a cell phone, iPod, iTouch, tablet, or other such devices) may not be used to take or share photos or videos on campus at any time, whether or not school is in session. Exceptions can only be made by the teacher for an educational purpose.

Parents are encouraged to carefully review the cell phone policy with their child. It is a serious offense if a phone rings during instructional time, causing a disruption to education. In this situation, in addition to phone confiscation, the student will face disciplinary action. Should a cell phone issue become an on-going problem, the principal will reserve the right to return the confiscated phone to the parents only at the conclusion of the semester.

The taking of or sharing of any inappropriate video or inappropriate picture using an electronic device is a violation of school policy and will result in a required meeting between the parents and the principal. If an activity is a severe violation or offends state law, the appropriate authorities will be contacted.

Students bring these devices to school at their own risk. Neither the school, nor its faculty and staff, are responsible for any damaged, missing, or stolen devices. If a device is damaged or stolen the school will not utilize any administrative time to investigate the incident, nor will we take any financial responsibility for the device.

Administrative Procedures

A. COMMUNICATION

Effective parent/school communication and collaboration are essential for the realization of the school's mission. In addition to regularly scheduled appointments, the school uses the student planners, student folders, progress reports, report cards, RenWeb, and email as the primary means to inform parents of their student's progress and behavior. The school also issues regular newsletters and weekly notices with pertinent information regarding other aspects of school life. *General RHCS/AMS information can also be accessed through the school website, www.rollinghillscatholic.org.*

Parents may call the school with questions, to set up a meeting, or to relay a message. However, teachers and students cannot be pulled out of class during the school day to receive telephone calls. Parents are asked to use the school's e-mail system for teachers to leave messages other than emergencies. Teachers will normally return parent e-mails within one business days. Parents are to ensure that all e-mail addresses where information should be sent on a student's progress are current.

Parents are not to call or send text messages to their child during the school day.

Parents with any questions or concerns regarding their child or the school's program are encouraged to first contact the teacher through the school's email or by calling the school to request an appointment. When parents still have unanswered questions or concerns, parents can then contact the lead teacher and administration for additional support.

B. NOTIFICATION OF TELEPHONE/ADDRESS/EMAIL CHANGE

The school requires current contact information to ensure the school's ability to send out correspondence or reach the family should there be an emergency. Parents must notify the school if their address, telephone number, or email address should change during the school year. This includes any change to work address, phone number and extensions, and cellular phone numbers.

C. VISITORS

All parents and school visitors are required to register in the main office (in the middle school) where they will be issued a visitor's badge. No parent or visitor may go directly to any classroom or office for any reason. A forgotten item such as a lunch, PE uniform, or book should be left at the office with the student's name on the item. Classroom visits by parents or non-enrolled students must be arranged in advance with the approval of the principal.

D. PARKING LOT USE

For safety reasons, all driveways and access lanes must be kept clear for buses and emergency vehicles. A vehicle that is not properly registered, parked incorrectly, or parked in an unauthorized location may be towed from the parking lot at the owner's expense.

E. DISTRIBUTION OF PRINTED MATTER

The school is not a public forum. No person is allowed to distribute any type of printed materials on school grounds without the permission of the principal.

F. SURVEILLANCE CAMERAS

RHCS/AMS has employ video surveillance cameras on the school property for the purposes of deterring crime, assisting police in criminal investigations, and protecting the safety and property of the students and school community.

G. CONFLICT OF INTEREST

In an effort to avoid any perceived conflict of interest or disturb the professional relationship between the school and the family, parents are asked not to offer teachers or staff substantive gifts, jobs, or money. Modest contributions to group gifts for teachers or staff are considered appropriate. Token holiday greeting/gifts (such as homemade cookies), particularly if they include the child in the process, can be tools for teaching joy and giving. Substantial gifts, should they be offered, are to be made to the school as a whole in honor of, or appreciation for, a specific teacher, coach, or staff member through the principal's office.

H. ABUSE ALLEGATIONS COMMUNICATIONS

RHCS/AMS will pursue all reasonable measures to assist maltreated children and their families. The school will: 1. Comply with the requirements of Texas Statutes Family Code Chapter 261— Investigation of Report of Child Abuse or Neglect. 2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect. 3. Cooperate with official child protective agencies if officials seek to interview a child at school. 4. Provide child abuse awareness in-service education, including legal requirements, for school personnel. 5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

Any person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Texas Family Code 261.101.

In order to protect the rights, reputation, and integrity of all individuals involved, as well as to ensure the veracity of an abuse investigation by both the civil authorities and the school, the investigation of any allegations or incidents of abuse will be handled as confidentially as possible. Only the following will have access to the information concerning an allegation: The civil authorities investigating the

allegations or incidents of abuse, the principal, the school council, the parents of the minor involved, and the person responsible at the diocese/archdiocese responsible for the investigation of allegations or incidents of abuse.

The school will withhold public announcements concerning allegations received or incidents of abuse, investigations in progress, or administrative processes until completion of the investigation. If an allegation or incident of abuse becomes public knowledge, the school, through its communication office, will not make public comments other than to confirm that an allegation has been received, that a report has been filed with the proper civil authorities, and that the allegation is under investigation following the procedures called for by the school and civil law.

The school will provide timely information relevant to the process and to actions taken by the school to individuals involved.

At the conclusion of the process, the communication office will coordinate the announcement of the outcome of the investigation, including any restrictions to be placed upon the accused individual or any steps to be taken to restore the individual accused to his responsibilities.

I. ADMISSIONS POLICY

RHCS/AMS does not discriminate on the basis of race, color, or national and ethnic origin in the administration of any of its policies. These admissions policies do not conflict with the priority given to the admission of Catholic students. Upon admission to the school, each student accepts the responsibility to participate actively in his or her own education and adhere to the standards of the school.

Documentation required for every student are verification of birth, verification of social security number or Visa/Passport, immunization records, 2 years of report cards (1st grade and up) and 2 years of standardized test scores (2nd grade and up). All incoming students are required to take an assessment for acceptance. 4th -8th are required to complete the student portion of the application and will undergo an interview as well to determine acceptance.

Re-enrollment packages will be issued to families during the third quarter. Re-enrollment agreements and registration fees are due on the date set by the business office. Students who are not current with their *tuition* payment plans may not re-enroll until their situation is resolved. Parents requesting information on the admissions timetable

J. TRANSFER/WITHDRAWAL

Parents of a student transferring or withdrawing from RHCS/AMS should obtain a withdrawal form from the business office.

K. TRANSCRIPTS

Parents are entitled to have an official transcript of their student's records sent wherever desired. They may request transcripts through the business office.

L. SCHOOL RECORDS

ACCESS TO RECORDS

Parents and students are afforded the right of access to records and the right to request that statements be changed or deleted. If RHCS/AMS refuses to change or delete records, statements made by parents or students, it will be included in the record.

In the absence of a court order to the contrary, a RHCS/AMS will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parents and students wishing to view a record and/or receive copies must provide twentyfour hours' notice make the request in writing directly to the principal.

RELEASE OF RECORDS

All material in the student's file is confidential and accessible only to the principal, members of the professional staff, the parents/legal guardian, and to the student after his/her eighteenth birthday. Parents have the right for full access to a student's records unless the RHCS/AMS has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights. Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records.

REQUEST FOR AND TRANSFER OF STUDENT RECORDS

Permanent record cards and health records will be released to a receiving school when that school applies directly by mail to the sending school. A *Request for Records* release form signed by the parent or legal guardian must be obtained by the requesting school.

If the student is transferring to a Catholic school within the Archdiocese, the original permanent record and health records shall be transferred. A copy will be retained for school's records.

If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred.

All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release specific to that information. The student's original permanent record card or a copy is then placed in RHCS/AMS inactive file with a notation made indicating to which school the student has transferred, the date and the reason for the transfer.

WITHHOLDING SCHOOL RECORDS

RHCS/AMS will not withhold transcripts or grades because of delinquent tuition. Parents have an absolute right to access any and all student records related to their children. Consequently, in no case shall the withholding of transcripts, report cards or other records of student's work be used for the enforcement of collection.

M. TUITION PAYMENT

As stated in the Enrollment Agreement for the payment of tuition, RHCS/AMS has various payment plans, fees, and tuition policies. Specific questions about payment plans, fees, and tuition policies may be directed to the school's business office. In order for a student to be enrolled or be enroll for the next academic year, all accounts must be paid in full or payment plans must be up-to-date; otherwise, students may be temporarily suspended from school until fees are brought up-to-date. Tuition assistance is available. Please contact the business office for information. A service fee of 3% will apply to credit card payments made at the school.

L. USE OF STUDENT PHOTOS AND/OR WORK

Unless otherwise stated in writing, parents/guardians consent to the use of school photographs and/or videos, which may include the student in school publications, web sites, newsletters, Facebook, calendars, news releases, or other promotional uses of the school. Parents/Guardians agree that the school does not need to notify them or solicit their approval or compensate them prior to using any such photographs or videos. The school also uses student information or student generated works for academic competitions and formative programs.

Medical Information

A. HEALTH CLINIC

A health coordinator is available during school hours. Parents or guardians must submit to the main office a completed Student Health Form for each student prior to the first day of school each year. This policy ensures that every student receives prompt medical attention should the need arise. Parents are encouraged to contact teachers directly if there is medical information that needs to be communicated. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year. This information will be kept confidential.

B. IMMUNIZATIONS

Every student enrolled in RHCS/AMS shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

A student may be provisionally enrolled 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 policy. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and provide evidence of immunization to the school (i.e., documentation from pediatrician or other medical clinic/provider). The school health coordinator will review the immunization status of a provisionally enrolled student every 30 days to ensure compliance with this policy. If, at the end of the 30 day period, the student has not received a subsequent dose of the vaccine, the student is not in compliance with this policy and RHCS/AMS will exclude the student from attendance until the required dose is received and proof is provided to the school.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic Schools in Texas.

The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) in good standing and authorized to practice in the State of Texas that includes the physician's license number. The statement must state that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

C. INJURY OR ILLNESS

Any student who becomes injured or ill during the school day should report to the health coordinator. After proper assessment and treatment by the health coordinator, parents will be notified of an injury or illness that requires further medical attention. If parents have to pick up their student due to injury or illness, they must sign the student out at the main office. Unless the injury or illness occurs during school hours, the health coordinator may not excuse a student from class. If a student is unable to participate in class, the student must have a note signed by a parent or doctor for the teacher. No student may go to the health coordinator without a pass from the teacher.

D. MEDICATION

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The Medication Permission Request Form must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops, sunscreen and bug spray), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person.

Medication must be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given.

Prescription medication must be in its original container and clearly labeled with the following information: 1. Student name 2. Physician/Dentist name 3. Date 4. Name of medication 5. Dosage 6. Directions/Route of administration 7. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student's name. Over-the-counter medications must be the smallest available size to meet the student's medical needs.

Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

E. CONTAGIOUS HEALTH CONDITIONS

Parents are to report communicable diseases or health problems contracted by the student to the health coordinator. Re-admission policies differ according to certain illnesses. For example, a student with a disease such as rubella (measles) or chicken pox will have different criteria for re-admission to school than one recovering from conditions such as pinworms or pediculosis (lice). A student with lice must be "nit" free in order to attend school. Any student who has gone home with a temperature greater than 101.1 and/or has been prescribed antibiotics must be without fever and have been on antibiotics for 24 hours before returning to school.

F. GUIDELINES FOR STUDENT RECOVERY OFF-CAMPUS

Indicators used to assist the school in determining when a student needs to recover off campus are listed below.

- Oral temperature of 100 degrees or above
- Vomiting, nausea, or severe abdominal pain
- Marked drowsiness or malaise
- Sore throat, acute cold, or persistent cough
- Red, inflamed, or discharging eyes
- Acute skin rashes or eruptions
- Swollen glands around jaws, ears, and neck
- Suspected scabies or impetigo
- Any skin lesion in the weeping stage unless protected and diagnosed as non-infectious
- Ear ache
- Pediculosis (head lice)
- Other symptoms which are suggestive of an acute illness

G. HEALTH SERVICES

Vision and Hearing – Vision and Hearing screening are conducted for students in Pre-K4, K5, 1, 3, 5,7 and for new students. Referrals are sent home only to parents of children who need to be checked by their family doctor. Referral forms should be returned to the health coordinator at school after the form is completed by the physician.

Spinal Screening – Middle School students will be screened for spinal abnormalities as required by our accrediting agency, TCCED. Should a problem be detected, the health coordinator will send a

referral letter to the parent/guardian. Parents/guardians should have the referral letter completed by their physician/specialist and return it to the school.

In Case Of Emergency

A. EVACUATION PROCEDURES

RHCS/AMS performs regular emergency evacuation drills for fire, lock down, tornado, and other emergencies to help students become familiar with the appropriate safety measure. In the case of an emergency evacuation, the students will follow the directions of their classroom teacher. Evacuation procedures have been outlined in the school's Crises Response Plan maintained by the principal and evacuation routes are posted in each room.

B. INCLEMENT WEATHER NOTIFICATION

Unusual weather may cause RHCS/AMS to be closed, open late, or have early dismissal. RHCS/AMS follows NEISD decisions regarding inclement weather. Details on NEISD will be broadcast via local news media, and local radio stations. Parents may will receive a confirmation via Renweb announcement and/or email.

Parent Involvement

RHCS/AMS relies on school families to volunteer their time and talent in support of the school's many programs. The contribution of volunteers is a valued and essential factor in building community and contributing to the development of the students.

Families are required to provide 20 hours of service to our school per year. For purposes of this program, family is defined as parents, grandparents or any other relatives of the student. Student service hours are not a part of this program. There are many avenues for service opportunities to enable families to find meaningful opportunities to serve the school. For example, all school council members, PTC officers and members, room mothers, coaches, and Gala committee members are automatically given credit for meeting the full service hour requirement.

Families who have not been able to meet the service requirements by June 31 will be required to pay \$20 per incomplete service hour. This is considered a financial obligation by the parent. See the business office for more details on this program.

The school administration will assist parents in meeting criteria put in place by the Archdiocese of San Antonio for the protection of children. This includes, but is not limited to, criminal background checks, drivers' proof of insurance, sexual abuse policy training.

A. SCHOOL COUNCIL

The purpose of the school council is to assist the principal and to offer advice on issues that impact RHCS/AMS. The council operates by a constitution and by-laws established by the Archdiocese of San Antonio. The Superintendent of Catholic Schools is an ex-officio member of the council.

B. ROLLING HILLS PARENT TEACHER COUNCIL (PTC)

The mission of the Rolling Hills PTC is to support the school in achieving its mission to provide the highest quality education for, and formation of, young people. The primary role of the parent association is to assist and support the school in organizing and implementing school activities, projects, events, and fundraising projects that promote the mission of the school.

In carrying out this role, the PTC helps to bring school families closer together in a Catholic environment through social, educational, and spiritual events. The PTC works to foster the spirit of working in service to God and each other.

There are numerous committees in which parents are encouraged to lend their time and talents. For more information, contact the principal or visit the school's website at www.rollinghillscatholic.org.

C. FUNDRAISING

Tuition does not cover all of the school's annual operational expenditures. In order to limit tuition increases while continuing to improve the quality of our educational programs, parents, grandparents, and friends are asked to contribute as generously as they can to the school's fundraising activities.

RHCS/AMS engages in principal fundraising activities each year and relies on every family to participate; the Catholic Life Raffle and the Annual Gala/Auction are examples. These activities raise funds that support the school's operating budget. Parents will receive information about these activities in advance.

There are other, smaller, events and activities approved by the school's administration. These are organized by the parents association or student council, and parents will be asked to participate. The proceeds from these events fund the operations of specific clubs or events, or to purchase items not otherwise allocated in the budget.



ROLLING HILLS
Catholic School



ANTONIAN
Middle School at Rolling Hills

Parent/Student Handbook Acknowledgment 2018-2019

I acknowledge that I have read and agree to be bound by the provisions contained in RHCS/AMS Parent/Student Handbook. I agree to be governed by the policies and procedures of the RHCS/AMS Handbook for continued enrollment of our student/students in RHCS/AMS. I accept that RHCS/AMS reserves the right to amend the Handbook at any time. I understand that RHCS/AMS will make reasonable efforts to notify me of any changes to this Handbook.

RHCS/AMS also reserves the right to take disciplinary action regarding any student whose progress or conduct or whose parent's/guardian's conduct (whether or not on RHCS/AMS property and under any circumstances), is considered by RHCS/AMS to be unsatisfactory with the mission of the school.

- A digital copy of the Parent/Student Handbook can be found on the school website at www.rollinghillscatholic.org under the forms/admissions/calendar tab.
- Parents are to check RenWeb postings and e-mails for school/student progress updates regularly.

Please fill out a form for each child attending RHCS/AMS

Student Name:

Grade:

Parent Name and Signatures:

Print Name:

Signature:

Date:

This form **MUST** be signed and returned to the school office for the enrollment process to be completed.