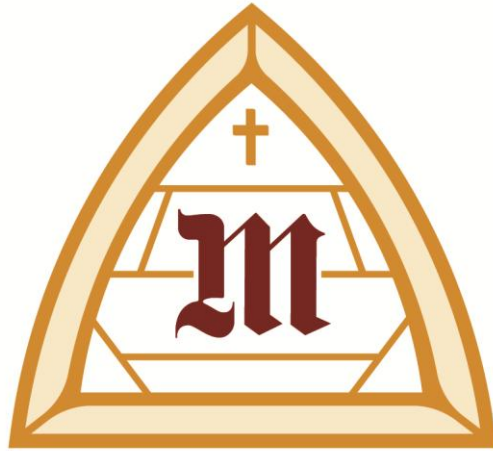




BLESSED FATHER  
**MOYE**  
— CATHOLIC SCHOOL —

**Blessed Father Jean-Martin Moye  
Catholic School**

2026-2027  
Parent - Student Policy Handbook

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## Welcome

Welcome to Blessed Father Jean-Martin Moye Catholic School! I am excited to welcome our inaugural 6<sup>th</sup> grade class for the 2026-2027 school year. A group of dedicated parents, grandparents, and other volunteers have worked tirelessly for almost four years to make this school a reality. The entire mission was dedicated to Blessed Father Jean-Martin Moye, the namesake of our school and our patron. Through the work of this dedicated steering committee, funds were raised, the building was purchased and renovated, approval was obtained from the archbishop, and accreditation was secured from the Texas Catholic Conference of Bishop Education Department. The dream to open a 6<sup>th</sup> thru 12<sup>th</sup> grade school rooted in the Catholic classical tradition in Castroville has become a reality. Students in our school will be taught how to think, not what to think. They will explore great literature, great works art, study music, and experience math, science, and social studies that will open their minds in ways they have not dreamed of. They will become seekers of knowledge, while growing in their faith simultaneously. Our day will start and end with prayer, and students will stop every day at noon to pray the Angelus. They will learn the basics of Latin and have deep, meaningful theological discussions. I look forward to watching our students grow in faith and in knowledge. Blessed Father Moye, pray for us!

In Christ,

**Dr. Kenneth Rohrbach**

Founding Headmaster

## Right to Amend Statement

The Board and/or the Administration of Blessed Father Jean-Martin Catholic School reserve the right to modify the policies and procedures found in this handbook or to add new policies as circumstances make such decisions prudent and necessary.

## Parent/Guardian Signature Page

Thank you for taking the time to read the Blessed Father Jean-Martin Moyer Catholic School Family Handbook. If you have any questions or comments about this handbook, please contact the school office.

At the beginning of the school year, families will be asked to sign and return this form to the school administrative assistant.

We understand and agree to abide by the rules, guidelines, and procedures outlined in the Blessed Father Jean-Martin Moyer Catholic School Handbook.

---

Family Name

---

Student Name

---

Student Signature

---

Parent/Guardian Signature

---

Date

---

Parent/Guardian Signature

---

Date

# Mission and Philosophy

Inspired by Father Moyer's unwavering faith and tireless missionary efforts we propose to found this school following the vision and principles detailed below.

## Our Philosophy

The school is a Roman Catholic middle and high school in Castroville, TX. We have at the core of our curriculum transcendental virtues: truth, goodness, and beauty. We believe that through these ideals God not only leads us to be wise and virtuous in this life, but also to aspire to the blessing of heaven in the next.

### Truth

We seek to explore and know the truth, as discovered by human observation and expressed in Divine Revelation. Our students will have surveyed the valleys and hills of each branch of knowledge, with their limitations and strengths, and be prepared to understand the divine order, the physical universe, human society, and their own heart. They will be exposed to Greek and JavaScript, romantic poetry and economics, chemistry and the Trinity.

### Goodness

We aim to cultivate virtue, a habitual and firm disposition to do the good. We recognize and teach that the good can only be defined in relation to a being's purpose and form. Good at what? We ask our students to consider the purpose of humanity and offer the Catholic answers via topics like original sin, redemption, providence, grace, the Incarnation, sanctity, and charity. We aim to shape our students' character by awakening them to the natural law on their conscience, the Creator's mark on their heart. Finally, we instruct them in the forms of our faith that encourage holiness, especially the sacraments.

### Beauty

We believe beauty can evoke wonder and delight, which are the foundations of a life of inquiry and wisdom. We share the Catholic view that beauty has a transcendent striking force upon the soul, as when one witnesses a spectacular sunset or is made emotional by music. We train our students to lead by writing and speaking persuasively and with eloquence. In math and science we note the beauty manifested in these subjects' simplicity and purity. We care deeply that the architecture and grounds of our school are uncommonly beautiful because we believe such an environment ennoble our students' education and opens their hearts to a more sympathetic consideration of Christian truths.

## Our Programs

### Tracks of Study

Over time we will have two tracks available to students: a) college preparatory curriculum designed for students who wish to attend institutions of higher learning. We prepare students for the rigors of academic life and aim to make them competitive in the admissions processes of the most selective universities. b) a craftsperson's track for those students who wish to study and practice the highest traditions of the building arts including woodworking, painting, masonry, stone carving and plasterwork. Students will matriculate into one of the two programs in their sophomore year of high school.

### Integrated Curriculum

In the first year of high school, students will follow a curriculum that is integrated chronologically across English, history, and religion, forming a broad understanding of these subjects. For example, while a history teacher is covering the history of the Greek empire, an English teacher is reading the Iliad, and a religion teacher is covering Aristotle's influence on St. Thomas Aquinas.

### Spirituality

As Catholic educators, we strive to live the charism and spirituality of our namesake, Blessed Fr. Jean-Martin Moye, and the Sisters of Divine Providence, the first formal teachers to the Alsatian settlers of our community.

In addition to beginning and ending each school day with prayer, we pray the Angelus in response to our parish church's midday bells, which have rung at that time for over 150 years. Our school community attends Mass together weekly and Confession and Eucharistic adoration are regularly available.

We educate inspired by the writings of St. John Cardinal Newman on the harmony of faith and reason: "[The Catholic Church] rejoices in the widest and most philosophical systems of intellectual education, from an intimate conviction that Truth is [her] real ally, as it is [her] profession; and that Knowledge and Reason are sure ministers to Faith." During childhood and elementary school our students often had their hearts moved to faith by their parents' teaching, Jesus' example, and the good news of the Gospel. Once at the middle and high school level, we seek to ground that faith with the sustaining rigor of 2,000 years of Catholic intellectual

tradition.

## Languages

For literary and practical reasons, students are encouraged to be fluent in a second language, classical or modern, by graduation. Initially, we will offer Spanish and Latin and would expand those options over time to include Chinese, Greek, and French.

## Service

Throughout their time at the Moye School, students are expected to regularly participate in projects that serve those who are less fortunate, encountering Christ in those they serve.

## Extracurriculars Where We Excel

We aim to have world class extracurricular programs in choral music, organ, ballet, robotics, jazz, sculpture, and painting, with the final list still to be determined.

## Sports

We, as Catholics, profess the resurrection not only of the soul but also of the body, in part, because of their inseparable nature to our full being. Competitive sports cultivate the virtues of self-discipline, mental fortitude, and teamwork. In addition, training for physical strength and endurance encourages lifelong health. Over time we intend to offer baseball, softball, basketball, soccer, tennis, and golf, whose programs require relatively low startup costs, at both the middle and high school level.

*The perfection of the Intellect, which is the result of Education...is the clear, calm, accurate vision and comprehension of all things, as far as the finite mind can embrace them, each in its place, and with its own characteristics upon it. It is almost prophetic from its knowledge of history; it is almost heart-searching from its knowledge of human nature; it has almost supernatural charity from its freedom from littleness and prejudice; it has almost the repose of faith, because nothing can startle it; it has almost the beauty and harmony of heavenly contemplation, so intimate is it with the eternal order of things and the music of the spheres. - St. John Cardinal Newman.*

## History of the School

The Moye School is in its inaugural year, opening our doors to our first 6<sup>th</sup> grade class for the 2026-2027 school year. The school was the vision of a group of parents, grandparents, and community members who united themselves to the cause of opening a Catholic secondary school in Castroville. A steering committee met regularly for almost four years in order to make the

school a reality. His Excellency Archbishop Gustavo Garcia-Siller in the Spring of 2026. Pre-provisional accreditation was obtained from TCCB ED shortly after that.

The school is named for Blessed Jean-Martin Moyer. Born in 1730 in Alsace-Lorraine, France, Father Jean-Martin Moyer was a Catholic priest whose life was defined by a deep concern for the poor and uneducated. In a time when rural children had little access to education, he took bold steps to bring both learning and the Gospel to forgotten corners of society. In 1762, he founded the Sisters of Divine Providence, commissioning women to live among and teach in underserved communities across Alsace and Lorraine. In 1868 the Sisters of Divine Providence joined their fellow Alsatians in the recently founded Texas community of Castroville, opening the first school and their motherhouse. Fr. Moyer was beatified in 1954 by Pope Pius XII.

## Accreditation

All Catholic schools PK-12 are accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED), an accrediting agency established by the Bishops of Texas, which has been formally recognized by the Texas Education Agency (TEA), and, therefore, follows the Guide to Quality and Effectiveness as issued by TCCB ED.

Blessed Father Jean-Martin Moyer Catholic School will have an institutional membership in the National Catholic Educational Association (NCEA).

## Admission Policies

### Non-discrimination Statement

Blessed Father Jean-Martin Moyer Catholic School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Religious educational institutions are exempt from Civil Rights legislation in the employment and enrollment of individuals of a particular religious persuasion. Preference in employment and admissions may be given to Catholic staff and students. It is recommended that each applicant and his/her parents/guardians shall have a preadmission conversation with the principal or his/her designee.

## Admission Process

### *Step 1: Online Application*

Parents/guardians must apply through the FACTS Management platform. The most recent report card, standardized test scores, and any additional academic paperwork (e.g. specialized testing, 504 Plan, IEP, etc.), if applicable, can be uploaded to the application or submitted as hard copies

to the school office. Applications will not be considered complete until the report card and standardized test scores are on file. Please note, FACTS charges a non-refundable application fee in order to submit your online application.

#### *Step 2: Family Admissions Conversation/Student Interview*

Once an application has been submitted, an admissions conversation/student interview will be scheduled with the headmaster. This is an opportunity for the family to learn more about Moye School and for the headmaster to get to know the family and their hopes for their children. Ideally, these conversations will happen in person, and children are required to attend.

#### *Step 3: Online Enrollment*

Admissions decisions will typically be made within two weeks of the application submission and family conversation/student interview. After receiving an acceptance notification, parents will be provided with information to log on to FACTS and complete the enrollment process. A student's class spot will be held for a two-week period, starting the day after the family is notified of acceptance. If a family does not contact the school or complete enrollment within two weeks, the student's spot may be opened to another student if there is a waiting list. In cases in which physical space makes it necessary to restrict the intake of students, priority must be given to students of Catholic parents who have demonstrated support of Catholic education in the past. If needed, a waitlist will be formed with the following priority:

1. Siblings of currently enrolled students
2. Active St. Louis parishioners on waiting list
3. Active parishioners at neighboring Catholic parishes
4. Other applicants seeking a Catholic classical education

Before a student's enrollment, the following records are required:

1. Official Birth Certificate
2. Baptismal Certificate (if baptized)
3. Official cumulative record or transcript of previous grade
  - a. Including any documents outlining a specialized learning plan, including, but not limited to, 504 plan, individualized education program (IEP), special services or testing
4. Standardized test results
5. Emergency Information Card
6. Health Record
  - a. Immunization record
  - b. Illness record
7. Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (when applicable)

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school.

Prospective students and parents will be interviewed. Acceptance of students from 6th grade thru 12<sup>th</sup> grade is dependent on a satisfactory report from their previous school and the availability of space in the required grade level. Other factors considered may include:

- Family registration as parishioners
- Academic progress
- Conduct and effort ratings as documented on report cards
- Standardized test scores
- For students transferring from a school within the Archdiocese, financial obligations at the transferring school must be current.

### Admission of students

#### *From within the Archdiocese*

The transfer of a student from one Catholic school to another within the Archdiocese can occur only after consultation between the principals of the two schools involved and allowing for the fulfillment of all the above requirements.

#### *From public and non-public approved schools*

Placement of students transferring from public and other state approved non-public schools is the decision of the administration based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both parents and the principal.

#### *From home school and non-accredited schools*

Blessed Father Jean-Martin Moye Catholic School Administration will review transfer requests from students who transfer from non-accredited schools or home schooling. Copies of the following certificates must be presented at the time of registration for a student in grades 6-12:

- Official State Birth certificate
- Baptismal certificate (if baptized)
- Immunization records
- Official cumulative record or transcript of previous grade

### *Foreign schools*

Placement of students transferring from foreign schools shall be determined by the administration of the school in which they are enrolling. Credits earned by students in schools located in foreign countries, once verified, will be accepted.

### *Students with special needs*

The Archdiocese of San Antonio recognizes that children with different learning needs desire access to Catholic Education. Students with special needs shall be given the same consideration as all applicants. During the family admissions interview and in reviewing submitted documents in the enrollment paperwork, Blessed Father Jean-Martin Moye Catholic School Administration will seek to understand the student's needs and take into consideration the limits of the services the school is able to provide when making admissions decisions.

Blessed Father Jean-Martin Moye Catholic School strives to provide accommodations within the scope of the school's resources. A process for documenting accommodations will be implemented. Accommodations will be communicated to parents and reviewed on a consistent basis.

#### *Definitions:*

*Accommodation:* An alternation of environment, curriculum format, or equipment that allows an individual with a disability to gain access to content and/or complete assigned tasks.

*Modification:* Modifications involve substantive changes to the curriculum a student studies, the way a student is assessed, the type of instructional techniques used to teach the student critical skills, such as reading, writing, or mathematics.

# 2026-2027 School Calendar

## 2026-2027 Academic School Calendar

SCHOOL : Blessed Father Moyer Catholic School



CATHOLIC SCHOOLS  
ARCHDIOCESE OF SAN ANTONIO

| LEGEND      |                               |
|-------------|-------------------------------|
| FD          | First Day of School           |
| <del></del> | No School                     |
| <del></del> | Early Dismissal               |
| A           | The Assembly                  |
| C/W         | Comp / Work Day               |
| G           | Graduation                    |
| I           | Inclement Weather Make-up Day |
| R           | Spiritual Retreat             |
| W           | Teacher Work Day (optional)   |
| LG          | Last Day / Graduates          |
| L           | Last Day of School            |

| Month | Instructional Days | In-Service Days |
|-------|--------------------|-----------------|
| Aug   | 11                 | 9               |
| Sept  | 21                 | 0               |
| Oct   | 21                 | 0.5             |
| Nov   | 16                 | 0               |
| Dec   | 14                 | 0               |
| Jan   | 19                 | 0.5             |
| Feb   | 20                 | 0               |
| Mar   | 16                 | 0               |
| Apr   | 22                 | 0               |
| May   | 20                 | 0               |
| June  |                    |                 |
| July  |                    |                 |
| Total | 180                | 10              |

| JULY 2026            |    |    |    |    |    |    |
|----------------------|----|----|----|----|----|----|
| S                    | M  | T  | W  | T  | F  | S  |
|                      |    |    | 1  | 2  | 3  | 4  |
| 5                    | 6  | 7  | 8  | 9  | 10 | 11 |
| 12                   | 13 | 14 | 15 | 16 | 17 | 18 |
| 19                   | 20 | 21 | 22 | 23 | 24 | 25 |
| 26                   | 27 | 28 | 29 | 30 | 31 |    |
| 4 - Independence Day |    |    |    |    |    |    |

| AUGUST 2026                                                                            |    |    |    |    |    |    |
|----------------------------------------------------------------------------------------|----|----|----|----|----|----|
| S                                                                                      | M  | T  | W  | T  | F  | S  |
|                                                                                        |    |    |    |    |    | 1  |
| 2                                                                                      | 3  | R  | W  | 6  | 7  | 8  |
| 9                                                                                      | 10 | W  | 12 | 13 | W  | 15 |
| 16                                                                                     | 17 | 18 | 19 | 20 | 21 | 22 |
| 23                                                                                     | 24 | 25 | 26 | 27 | 28 | 29 |
| 30                                                                                     | 31 |    |    |    |    |    |
| 4 - Spiritual Retreat<br>12 - Catholic Schools Convocation<br>17 - First Day of School |    |    |    |    |    |    |

| SEPTEMBER 2026 |             |    |    |    |    |    |
|----------------|-------------|----|----|----|----|----|
| S              | M           | T  | W  | T  | F  | S  |
|                |             | 1  | 2  | 3  | 4  | 5  |
| 6              | <del></del> | 8  | 9  | 10 | 11 | 12 |
| 13             | 14          | 15 | 16 | 17 | 18 | 19 |
| 20             | 21          | 22 | 23 | 24 | 25 | 26 |
| 27             | 28          | 29 | 30 |    |    |    |
| 7 - Labor Day  |             |    |    |    |    |    |

| OCTOBER 2026                                  |             |    |    |    |    |    |
|-----------------------------------------------|-------------|----|----|----|----|----|
| S                                             | M           | T  | W  | T  | F  | S  |
|                                               |             |    |    | 1  | 2  | 3  |
| 4                                             | 5           | 6  | 7  | 8  | 9  | 10 |
| 11                                            | <del></del> | 13 | 14 | 15 | 16 | 17 |
| 18                                            | 19          | 20 | 21 | 22 | 23 | 24 |
| 25                                            | 26          | 27 | 28 | 29 | 30 | 31 |
| 2 - Early Release/DCS PD<br>12 - Columbus Day |             |    |    |    |    |    |

| NOVEMBER 2026                                               |             |             |             |             |             |    |
|-------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|----|
| S                                                           | M           | T           | W           | T           | F           | S  |
| 1                                                           | 2           | 3           | 4           | 5           | 6           | A  |
| 8                                                           | 9           | 10          | 11          | 12          | 13          | 14 |
| 15                                                          | 16          | 17          | 18          | 19          | 20          | 21 |
| 22                                                          | <del></del> | <del></del> | <del></del> | <del></del> | <del></del> | 28 |
| 29                                                          | 30          |             |             |             |             |    |
| 7 - Assembly<br>11 - Veteran's Day<br>26 - Thanksgiving Day |             |             |             |             |             |    |

| DECEMBER 2026               |             |             |             |             |             |    |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|----|
| S                           | M           | T           | W           | T           | F           | S  |
|                             |             | 1           | 2           | 3           | 4           | 5  |
| 6                           | 7           | 8           | 9           | 10          | 11          | 12 |
| 13                          | 14          | 15          | 16          | 17          | 18          | 19 |
| 20                          | <del></del> | <del></del> | <del></del> | <del></del> | <del></del> | 26 |
| 27                          | <del></del> | <del></del> | <del></del> | <del></del> | <del></del> |    |
| 21-Jan. 1 - Christmas Break |             |             |             |             |             |    |

| JANUARY 2027                                                                              |             |    |    |    |             |    |
|-------------------------------------------------------------------------------------------|-------------|----|----|----|-------------|----|
| S                                                                                         | M           | T  | W  | T  | F           | S  |
|                                                                                           |             |    |    |    | <del></del> | 2  |
| 3                                                                                         | 4           | 5  | 6  | 7  | 8           | 9  |
| 10                                                                                        | 11          | 12 | 13 | 14 | 15          | 16 |
| 17                                                                                        | <del></del> | 19 | 20 | 21 | 22          | 23 |
| 24                                                                                        | 25          | 26 | 27 | 28 | <del></del> | 30 |
| 31                                                                                        |             |    |    |    |             |    |
| 1 - New Years Day Holiday<br>18 - Martin Luther King, Jr Day<br>29 - Early Release/DCS PD |             |    |    |    |             |    |

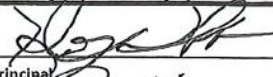
| FEBRUARY 2027                |    |    |    |    |    |    |
|------------------------------|----|----|----|----|----|----|
| S                            | M  | T  | W  | T  | F  | S  |
|                              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7                            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14                           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21                           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28                           |    |    |    |    |    |    |
| 12 - Early Release/School PD |    |    |    |    |    |    |

| MARCH 2027                                                                              |             |             |             |             |             |    |
|-----------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|----|
| S                                                                                       | M           | T           | W           | T           | F           | S  |
|                                                                                         | 1           | 2           | 3           | 4           | 5           | 6  |
| 7                                                                                       | <del></del> | <del></del> | <del></del> | <del></del> | <del></del> | 13 |
| 14                                                                                      | 15          | 16          | 17          | 18          | 19          | 20 |
| 21                                                                                      | 22          | 23          | 24          | 25          | <del></del> | 27 |
| 28                                                                                      | <del></del> | 30          | 31          |             |             |    |
| 8-12 Spring Break (8 In. Weather)<br>26 - Good Friday<br>28 - Easter Monday/In. Weather |             |             |             |             |             |    |

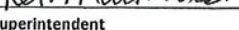
| APRIL 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| MAY 2027                                     |             |    |    |    |    |    |
|----------------------------------------------|-------------|----|----|----|----|----|
| S                                            | M           | T  | W  | T  | F  | S  |
|                                              |             |    |    |    |    | 1  |
| 2                                            | 3           | 4  | 5  | 6  | 7  | 8  |
| 9                                            | 10          | 11 | 12 | 13 | 14 | 15 |
| 16                                           | 17          | 18 | 19 | 20 | 21 | 22 |
| 23                                           | 24          | 25 | 26 | 27 | L  | 29 |
| 30                                           | <del></del> |    |    |    |    |    |
| 28 - Last Day of School<br>31 - Memorial Day |             |    |    |    |    |    |

| JUNE 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

Principal   
School Council President 

3/26/26  
Date  
3/26/26  
Date

Pastor   
Superintendent   
Date 4/7/26  
Date

## Arrival and Dismissal of School

### Daily Schedule

|              |    |                                                                   |
|--------------|----|-------------------------------------------------------------------|
| 7:30 – 7:45  | am | Student Drop-Off (Main entrance on Paris Street)                  |
| 7:45         | am | Students Arrive in Classroom for Morning Prayer and Announcements |
| 8:00 – 11:55 | am | Classroom Instruction                                             |
| 12:00        | pm | Angelus and Midday Prayer                                         |
| 12:10 – 1:00 | pm | Lunch and Outdoor Time                                            |
| 1:05 – 3:10  | pm | Classroom Instruction                                             |
| 3:15         | pm | Dismissal                                                         |

*\*Students will attend mass at 8:00 am each Wednesday.*

## After School/Extended Care

After school/extended care will only be offered if there are enough students families interested in making it economically feasible. If you have an interest in after school/extended care, please contact Dr. Rohrbach to discuss.

## Attendance

Regular attendance is necessary if high standards of achievement are to be met. Every effort should be made to schedule dental work, doctor appointments, etc. during non-school times or on early dismissal Fridays.

Attendance policies, with regard to student absences and tardiness, will follow Archdiocesan policy \*3101. State law requires students to 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 attend 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 attend school for a minimum of two hours (120 minutes) of the instructional day.

## Absences

Because much of the learning in the classroom takes place through teacher presentations and class discussion, it is important that students not miss class. All children enrolled at Blessed Father Jean-Martin Moye Catholic School must be accounted for each school day. When a student is absent from school, the student's parent/guardian needs to contact the school to communicate the student's absence by email ([maria.guevara@moyeschool.com](mailto:maria.guevara@moyeschool.com)) or telephone the school at (830) 346-1211 before 9:00 am. If the parent/guardian does not telephone the school to report the student's absence, the school will telephone the parent/guardian at home or work to verify the absence.

*Excused Absence:* An excused absence is recognized as:

- A student's personal illness
- A death in the immediate family
- A family emergency
- Medical visits
- Family vacation (up to 5 total school days throughout the year)
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Other situations beyond the control of the student (such as court appearances)
- Other extenuating circumstances approved by the principal

A health care provider's note will be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence will be marked "unexcused." Students who have 5 or more cumulative days of absences due to being sick, without a doctor's note, will be required to provide a doctor's note to excuse any further absences.

*Unexcused Absence:* An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student's parent/guardian or the principal. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parent/guardian consent):

- Family vacation beyond the 5-day allotment
- Needed at home
- Other avoidable absences

After ten absences (excused or unexcused), school administration will give a parent/guardian written notification that their student has accumulated excessive absences making it clear that students may not be promoted if they miss more than 10% of the school year (or 18 days). This includes both excused and unexcused absences.

## Tardiness

Teaching children to be prompt is an important part of developing a sense of personal responsibility. It is important that both parent and child accept responsibility for arriving at school in plenty of time, so that the child(ren) are ready to begin the day. Late arrivals disrupt class and cause loss of instructional time.

Students are expected to be in class on time so they may maximize their learning opportunities. Students should be at their desks ready for class to begin when the tardy bell rings at 7:45 am. Students may be considered tardy if they arrive after the bell has rung. Teachers and the principal will monitor student tardiness. When tardy, the child will be given a TARDY slip and is expected to proceed promptly to class and give his/her teacher the tardy slip. The school office will document the tardy.

## Make Up Work

Students who have excused absence(s) from school will be allowed to make up work for equivalent academic credit. It is the responsibility of the student/parent to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests.

One day is allowed to make up work (homework, tests, quizzes, and projects) for each day of absence. It is the student's responsibility to ask for all missed work. Please review the homeroom teacher's procedure for homework.

Teachers are not expected to give work ahead of time.

## Releasing of students during school hours

A student may be released from school during school hours only into the custody of those people listed on the student's emergency information card and only after verifying the identification of the person to whom the student is released.

The individual to whom the student is being released must come into the school, show identification, and sign the student out.

Students must not be released from school, sent on errands off the school grounds, or sent home for books, homework, etc., without written parental permission and approval by the principal. Students must only be released through a definite process conducted through the school's main office. Schools must request identification from the authorized person signing the student out of school.

Parents/guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. The school will document this communication.

### Release of student to a law enforcement officer (3105)

In keeping with Archdiocesan policy 3105, schools and their officials shall not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the assistant principal or administrator on duty.

Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances: (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the superintendent, or their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

## Student Records/Office Policies

The school office is open from 7:30 am – 3:45 pm, Monday – Friday.

### Emergency Information

Parents must submit Emergency Information during the enrollment process so that it is on file for each student. This may be electronic or in paper format.

Emergency information for each student enrolled in the school will be kept using the Student Health Form. The Student Health Form contains pertinent information in case of accident or illness.

The school must arrange for parents to update information contained on the Student Health Form annually. It is the parent's/guardian's responsibility to update emergency information in writing if changes occur during the school year. The Student Health Form must be retained for one (1) year after the information is superseded or the student leaves the school.

## Publication of Address Release

The school will not publish the addresses or phone numbers of any parents/guardians, students, or employees without their written consent.

## Use of student photos and/or interviews

Blessed Father Jean-Martin Moye Catholic School values the role of visual media in capturing the life and activities of our school community. The school may take photographs or video recordings of students participating in school events, activities, and general daily life for use in various school communications. These may include school websites, social media platforms, newsletters, promotional materials, yearbooks, and other forms of media that promote and support our school.

However, students' photographs and interviews may not be taken or used without parental and administrative permission. Parents will have the opportunity to give permission during the enrollment process.

Photos/videos may be used indefinitely unless a specific request to withdraw consent is made. If a parent/guardian decides to revoke consent at any time, (s)he should notify Blessed Father Jean-Martin Moye Catholic School in writing. The revocation will apply to future publications and not to materials already in circulation.

## Permanent records

A student file (i.e., permanent record) must be maintained for each student who has attended a school in the Archdiocese of San Antonio. Files must follow the requirements outlined in Section V of the TCCB Guide to Quality and Effectiveness.

The permanent record should contain only these items: academic transcripts (high school)/ permanent record card (elementary) (Form 3201A); academic testing; health records (unless kept in a separate health office); and emergency information. Only the contents of the student's permanent record should be forwarded to a new school.

A copy of the permanent record is retained by the school when a student transfers or graduates.

## Access to records (3200)

Parents and students are afforded the right to access their records and the right to request that statements be changed or deleted. If the school refuses to change or delete records, statements made by parents or students should be included in the record.

To view a record and/or receive copies of their child's permanent record, parents should communicate this request in writing with at least 24 hours advance notice. Requests can be emailed to [maria.guevara@moyeschool.com](mailto:maria.guevara@moyeschool.com).

## Release of records

Parents have the right to access all information that is a part of their child's record. Both parents have full access to their child's record unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights.

All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, the parents/legal guardian, and to the student after his/her eighteenth birthday.

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.

## Non-custodial parents' access to records

In the absence of a court order to the contrary, a school will provide the noncustodial 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.

## Request for and transfer of student records

Permanent record cards and health records will be released to a receiving school when that school sends a formal request to the receiving school. This may be done through secure electronic transmissions or via mail (Form 3205A). A 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 should be retained for the originating 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 the inactive file with a notation made indicating which school the student has transferred to, the date and the reason for the transfer.

# Conduct and Discipline

## Classroom Culture

Our classrooms are characterized by joyful order. Students are held to high expectations for both learning and behavior. Teachers create orderly classrooms by establishing clear expectations, explicitly teaching routines, and consistently reinforcing follow-through by acknowledging positive behavior. Through these practices, students develop strong habits that support their growth both intellectually and morally and help them become responsible, engaged learners.

School-wide expectations include:

- **Reverence:** Students will be reverent during prayers to give God the worship He is due and to listen to his voice. Especially during Mass, this includes attending to the different components of the liturgy and listening, remaining silent, speaking responses, singing, and following gestures at the appropriate times.
- **Respect:** Every person is a beloved child of God and should be treated with corresponding dignity and respect. Students are treated with respect and are expected to extend the same to peers, teachers, and school property always.
- **Restraint:** Also known as self-control, this virtue is the habit of developing mastery over one's thoughts, words, and actions. It enables students to focus, follow expectations, and respond calmly to challenges and correction.
- **Responsibility:** Responsibility is the habit of faithfully carrying out one's duties and taking ownership of one's choices. It is shown through preparedness, follow through, and honesty in work and behavior. Students are expected to take responsibility for their actions and honestly acknowledge mistakes when they occur.
- **Rules:** Each teacher has rules for their classroom. Students are expected to follow these rules at all times.
- **Routines:** Teachers design and teach effective routines to create order and efficiency in daily tasks in order to maximize learning (ex. sharpening pencils/getting pencils, what to do with water bottles, how to line up/move in the hallways, etc.).
- **Reinforcement:** Teachers will acknowledge students for being respectful, restrained, meeting responsibilities, and following the classroom rules and routines. Students who do not follow these expectations will receive reminders to follow the given expectations. If misbehavior continues, appropriate consequences will be given with the goal of correcting behavior and helping the student meet expectations.

## Disciplinary Action

When students choose to act contrary to school expectations, they will receive an appropriate consequence, time to reflect, and a chance to make amends. Five levels of disciplinary action are outlined below:

***Level One: Redirection & Reminders*** – The vast majority of everyday discipline problems are handled at the classroom level. For minor infractions (ex. side-talking, not following procedures,

etc.), teachers will remind and redirect. A private conversation or brief reflection time may be provided.

***Level Two: Classroom Consequences*** – If a student’s misbehavior continues after reminders and redirections, or if the initial behavior is particularly disruptive or disrespectful, the student may lose minutes at free time or be given another comparable consequence at the discretion of the teacher or principal. The student will have a conversation with the teacher, reflect on how (s)he can restore the relationship with the person(s) affected, and reflect on how (s)he will make different choices in the future. Teachers may also use a class-specific system to help students track their behavior. Teachers will notify parents of Level 2 disciplinary action.

***Level Three: Administrative Intervention*** – If a student continues to disregard classroom rules, or if a specific action demonstrates a heightened level of disrespect (ex. inappropriate language, defiance of authority, physical or verbal injury to a fellow student, etc.), a student will be sent to the principal’s office for a conversation about the student’s choices. As part of the discussion, the student will reflect on how (s)he can restore the relationship with the person(s) affected and on how (s)he will make different choices in the future. Non-corporal disciplinary action will be given (ex. temporary removal from classroom when expectations have not been met, lunch detention, etc.). In some cases, the principal may choose to send the student home for the remainder of the day or have the student serve an in-school suspension for the remainder of the day. The principal will notify parents of Level 3 disciplinary action, often by having the student call home and explain his or her behavior.

***Level 4: Formal Parent Conference*** – If the actions outlined above do not resolve the problem, following the third Level 3 event in a three-month window, the student will be placed on behavioral probation for four school weeks. The student’s parent(s) will be asked to come to school to meet with the principal and the teacher to discuss the student’s behavior and create a behavior plan to support the student in meeting expectations moving forward. The student will again reflect on how (s)he can restore the relationship with the person(s) affected and on how (s)he will make different choices in the future. The school and parents will work together to help the student make these changes. An in-school or out-of-school suspension of 1-3 days may precede or accompany the behavior plan. Individual instances of serious misconduct may also warrant a suspension and formal parent conference. Please see notes on Suspension outlined in this handbook for further information.

***Level Five: Severe Violations & Potential Expulsion*** – If the preceding measures do not lead to a substantial positive change in a student’s behavior, additional suspensions may be given and expulsion will be considered. If the behavior persists, the principal will schedule a meeting with the parents to communicate whether the student is permitted to continue attending the school. If the student is permitted to remain, another restorative conversation with the person(s) affected will be required, and different choices will need to be made moving forward. Individual instances of severe misconduct may also warrant suspension or expulsion. Expulsion is a serious matter and intended as a last resort; please see notes on Expulsion outlined in this handbook for further information.

## Uniform & Dress Code

We are partnering with Flynn-O'Hara for our school uniforms. Blessed Father Jean-Martin Moyer Catholic School holds students to high academic and behavioral standards, and our uniform and dress code help meet these standards. The school uniform serves as a unifying factor within the school community and as a visible signature of our school to the community at large. It is a symbol of our pride and purpose and a reminder to its wearers that they have a responsibility to the school in how they comport themselves both inside and outside school walls.

While it is the student's responsibility to be in conformity with the uniform, parents must provide the conditions required for their student to meet the standard. This means that parents must provide uniforms that fit properly and attend to their child's overall hygiene. Understanding of the uniform requirements below is important for parents and students, as routine violations are a distraction to the student body and may result in disciplinary action.

Students must stay in uniform whenever they are on campus (including the grounds) during a school day, with the exception of PE. This means arriving on campus fully in uniform. Students may leave campus at the end of the day in their PE clothes. Students must also be in uniform during any school field trips or school day off campus activities. Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires change in dress. PE clothes are for PE class only and are not a substitute for the school uniform.

Some components of the uniform must be purchased from Flynn O'Hara ([www.flynnohara.com](http://www.flynnohara.com)); whereas other items can be purchased from other commercial vendors. Items that must be purchased at Flynn O'Hara are listed on the website.

### Grooming for Boys

**Boys' Hair:** Hair must be cut above the top of the shirt collar. Hair should be styled so that it does not fall below the eyebrows or past the midpoint of the ear. Hair must be natural looking and conservative in its color and cut (no bleaching or unnatural streaking/highlighting, no artificial jet-black coloring, and no unnatural colors). The hair is to be neatly combed before the beginning of each school day. Hair gel that helps the hair stay in place or controls curly hair is allowed. No extreme spiking or mohawks.

**Boy's Accessories:** No jewelry (no rings, bracelets, etc.). The two exceptions are small crosses or religious medals worn on a simple chain, as well as a simple analog or digital watch. No smartwatches or Fitbits—such devices go against the purpose of our uniform and technology policies. Any watch that is Bluetooth capable and/or has the capability to connect to WIFI or internet is considered a smartwatch. Any item considered a distraction by the teacher may be confiscated and arrangements will be made with the parent to send the item home.

### Grooming for Girls

**Girls' Hair:** Hair should be neatly combed or styled. Neat small bows, barrettes, headbands, and hair ties are permissible so long as they coordinate with the uniform; standard hair elastics, bobby pins, clips, etc. are allowed.) Barrettes, bows, headbands, and hair ties with flowers,

animals, jewels or patterns other than the school plaid will not be allowed. Hair must be natural looking and conservative in its color and cut (no bleaching or unnatural streaking or highlighting, no artificial jet- black coloring, and no unnatural colors).

Girls Accessories: Students may not wear make-up. If wearing nail polish, only clear or light shades of primary colors are acceptable. Simple stud-styled earrings may be worn; however dangles and hoops may not be worn. No jewelry (rings, bracelets, etc.) may be worn. The two exceptions are small crosses or religious medals worn on a simple chain and a simple analog or digital watch. No smartwatches or Fitbits— such devices go against the purpose of our uniform and technology policies. Any watch that is Bluetooth capable and/or has the capability to connect to WIFI or internet is considered a smartwatch. Any item considered a distraction by the teacher may be confiscated and arrangements will be made with the parent to send the item home.

### Additional Guidelines for all students:

Outerwear: The only outerwear allowable to be worn in the school building are the official school outerwear. Please properly label sweaters and pullovers. They are the most common items that are sent to the lost and found, and as they are uniform, they will be impossible to return without labeling. Jackets and sweatshirts (including spirit jackets/hoodies with the Moye logo) may be worn during recess and outdoor transitions for warmth, but they must be free of any inappropriate logos or text. Hats and sunglasses may only be worn on campus at recess and must be stored in their cubby or backpack during the school day.

No tattoos, temporary or permanent, are permitted. This prohibition includes pen and ink drawings on the skin.

No piercings outside of single lobe piercings on female students only.

### Suspension (3402)

Behaviors that may warrant suspension include, but are not limited to, the following:

- Academic dishonesty (cheating on assessments, plagiarism, etc.)
- Forging a parent's signature
- Verbal or written exchanges that threaten the safety of a member of the school community
- Failing to comply with directives from school personnel
- Actions that result in bodily injury or property damage
- Physical aggression toward a teacher or other student
- Possessing illegal substances (or look-alike substances) on campus
- Refusing to accept disciplinary consequences from teacher or school administrators.
- Bullying (including cyber-bullying)

The school must carefully document the violation and the reason for the suspension. Written notice must be given to the parent or guardian of the student.

A \$50 fee is charged for each day of in-school suspension (ISS).

A suspension may not last longer than three (3) days. During the period of suspension, the student is marked absent (unexcused).

Repeated suspensions may result in removal from Blessed Father Jean-Martin Moye Catholic School.

## Expulsion (3403)

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

A student may be expelled from school 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.

### *Procedure*

Schools shall publish in the Parent/Student Handbook comprehensive policies regarding the expectations for student conduct and behavior and make it available each year in print and on the school's website.

When such a serious case arises, the following procedures are followed:

1. There must be 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 pastor/authorized agent or his/her designee present.
3. The principal and pastor/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 must be notified in advance 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

The following grievance procedure shall apply only to instances of student expulsion.

### *Procedure*

It is the intent of this policy to resolve parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere. This process is not intended to be adversarial in nature. Prior to the initiation of a formal grievance process, parents who seek redress for their expelled child should 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:

- If the matter is not satisfactorily resolved with the Principal, the parent should submit a written request to meet with the Board Chairperson. This request should be submitted within five (5) working days.
- If the Board Chairperson agrees with the Principal's decision, he/she may decline to meet, and inform the parent that the Principal's decision stands. If the Board Chairperson agree to meet, the meeting should take place within three (3) working days and the parent shall be informed of the final decision within five (5) working days from the time of the meeting.

## Grievance For Non-Expulsion

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level.

Schools are to 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. The principal or authorized agent shall formulate a local grievance procedure in advance of the school year and must publish it in the student/parent handbooks for that year.

The primary aim of any local procedure is to establish and publish the protocol to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees. Schools are encouraged to devise creative ways of addressing and resolving these situations, while at the same time providing a consistent forum for redress of perceived wrongs.

## Substance Abuse (3309)

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

### Definitions:

1. *Prohibited Substance*: Includes controlled substances, dangerous drugs, tobacco products (including e-cigarettes and vape pens), alcohol, abusable glues, aerosol paints, volatile chemicals for inhalation, or any other intoxicant or drug (legal or illegal) used to alter consciousness, emotions, behavior, or alertness.
2. *Use*: Refers to smoking, ingesting, injecting, inhaling, or otherwise taking a prohibited substance.
3. *Under the Influence*: Indicates noticeable impairment of faculties, even if not legally intoxicated.

This policy emphasizes maintaining a safe and drug-free environment for all students.

### School as a Weapons-Free Zone (5208)

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.

Any person who does this should be immediately reported to the police. The principal will notify the parents of any student who is arrested for violation of the statute. The student will be expelled.

### Search and Seizure

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. The school reserves the right to conduct searches of premises and property at any time and intends to search such areas when, in the opinion of management, there is a reasonable cause to believe that the search is necessary and appropriate to business security or workplace safety issues and/or to monitor compliance with this and other archdiocesan policies and procedures.

### Violence – Threatened and/or Acted

The School is concerned with providing a safe and productive work environment for all employees. The School prohibits any and all acts or threats of violence by any employee, parishioner, vendor, or visitor to archdiocesan facilities. In addition, the School prohibits the possession or use of any and all weapons including handguns and those licensed by the State of Texas on diocesan premises by any employee, parishioner, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible, except for peace officers.

Premises include but are not limited to main facilities of schools and parishes, entrances, exits, and break areas, etc. Employees are further prohibited from the possession or use of any and all weapons while conducting business on behalf of the School off premises.

The School reserves the right to conduct searches of School premises and property at any time and intends to search such areas when, in the opinion of management, there is a reasonable cause

to believe that the search is necessary and appropriate to business security or workplace safety issues and/or to monitor compliance with this and other School policies and procedures.

## Bullying Prevention

Each student is a beloved child of God and should be treated with corresponding dignity and respect. Fighting, intimidation, bullying, and harassment of any kind have no place in our school community, whether on or off campus, and will be immediately addressed. This prohibition against bullying and harassment in all forms applies to all people engaged in all school related activities: students, administrators, teachers, staff, volunteers, etc.

According to Archdiocese of San Antonio policy 3302:

***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 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. Infringes on the rights of the victim at school.

***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.

***Harassment*** is defined as physical, verbal, or nonverbal conduct based on the student'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 a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

## Procedures for Reporting

Bullying may be reported in any of the following ways:

- Anonymously via the school website

- By emailing/calling a school administrator

## Internet/Use of Electronic Communication

### Acceptable Use Policies – On and off Campus

School employees and volunteers are expected to conduct themselves in an ethical manner consistent with the moral teachings of the Roman Catholic Church while using the school's computers and connectivity (e.g., WiFi) in regard to electronic communication and internet browsing. Users of the school's equipment or connectivity resources 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.

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 employee 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, if a student use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subjected to the full range of disciplinary consequences, including expulsion.

Access privileges may be revoked, disciplinary and/or appropriate legal action may be taken for any violation that is unethical, contrary to Gospel values, a violation of the school's employee handbook or may constitute a criminal offense, regardless of whether the communication occurs within or outside of school property, during school hours or outside.

Schools must follow the state and federal laws regarding the use of filters on computers connected to the Internet.

The school's local acceptable use policy must include the following components:

1. Communication between teacher and student
  - a. Must be professional and should only be used to address instructional, educational, and extra-curricular program matters.
  - b. Personal electronic communication with students is prohibited until the student has graduated and is over 18 years of age.
2. Communication among adults, for example with parents or between teachers
3. Maintaining separate professional and personal e-mail accounts.
4. Each school's local acceptable use policy should include the following:

- Definitions
- Digital citizenship
- Process for reporting to the principal information learned from social media that could affect someone's health, life and/or safety
- Professional development and staff training
- Communication and collaboration with parents and families

### Definitions:

*Electronic communication* includes, but is not limited to, the following: communications or depictions through email, text messages, 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 is school based and addresses instructional, educational, or extra-curricular program matters.

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

## Social Media

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

### Electronic Transmission of a Sexual Image (3308)

Schools have 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 involving a minor (i.e., sexting). The matter must be reported not later than 48 hours after the school official first suspects such material and should be reported to the following parties:

- the Department of Child Protective Services (CPS), or
- the 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 or person younger than 18 years of age. (i.e., sexting), then the school must follow the investigative protocol in addition to complying with the school's obligation to report as stated above. The school investigation will establish if the image exists and if there has been any violation of school or archdiocese policy. The image at issue should never be printed.

***The electronic transmission of a sexual image is grounds for immediate expulsion.***

# Morality

## Reasons for a Policy on Human Sexuality (3701)

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission.

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).

Catholic schools are committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.

These truths extend into every facet of our lives, including and perhaps especially--our sexuality.

Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (Catechism of the Catholic Church ("CCC"), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

Ultimately, "we are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). Pope Francis stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (Amoris Laetitia ("AL"), #285).

As Pope Francis noted, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex

attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

## Chastity (3703)

Sexuality is a sacred gift from God given to us at our creation. Given the sacredness of this gift, all persons are called to chastity in accordance with their state in life. As Catholic Schools, we follow the Church's teaching that all people, regardless of sexual orientation, are to live a life of chastity.

Chastity encompasses modesty in language, appearance, dress, and behavior. Although schools encourage healthy age-appropriate social interactions among students, romantic public displays of affection are not permitted at school.

## Pregnancy (3304)

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 ensure 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 must 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 of that school must 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.

The school 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 the school after the birth of the child, the school 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, the parent or guardian, and in the case of parish schools, the pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

## Marriage and Co-Habitation (3306)

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. Co-habitation and a marriage not recognized by the Catholic Church may be causes for expulsion.

## Parents as Partners

Blessed Father Jean-Martin Moye Catholic School recognizes and upholds the foundational role of parents as the primary and foremost educators of their children. This partnership is rooted in the Church's perennial teaching, which emphasizes the irreplaceable and inalienable right and duty of parents in the formation of their children. Our school is committed to collaborating closely with parents to fulfill this sacred responsibility, fostering an educational environment that nurtures the whole person—body, mind, and spirit—towards their ultimate end in God.

We encourage parents to:

- **Actively Participate:** Engage in the school community and support its mission.
- **Communicate Openly:** Maintain regular dialogue with school staff.
- **Reinforce Teachings:** Consistently reinforce school teachings at home.
- **Witness Christian Life:** Provide a living example of faith.

## Parental Cooperation and Behavior

In the Archdiocese of San Antonio, all members of the school community, including parents and family members, are expected to comply with all rules and policies while on campus or at off campus school events and in communications with the school. Parents should be respectful, cooperate with the school with respect to all decisions affecting students, and avoid behavior which disrupts the orderly administration of the school. Any community member's failure to meet these expectations detracts from the mission of our Catholic schools and may jeopardize a student's continued participation in the school community.

## Reimbursement for School Costs and Attorney's Fees (3702)

The Archdiocese of San Antonio and its schools recognize the financial sacrifice many families make to participate in Catholic school communities. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Archdiocese and its schools have implemented the following policy:

At times, a school is required to retain legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the pastor or Superintendent deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person by enrolling a student in a school within the Archdiocese of San Antonio, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Archdiocese of San Antonio, and their respective officers, employees, agents, and representatives on demand from and for any and all attorney's fees and related costs without limitation.

## Counseling Opportunities and Expectations

In Moye School's inaugural year, there will not be a school counselor on staff. Academic and behavioral concerns should be addressed with the teacher and/or principal. In the event of a student mental health crisis, the Archdiocesan counselor will be contacted for support and guidance, and parents of the student in crisis will be informed. Each situation will be addressed with care, discretion, and in alignment with Archdiocesan protocols. The well-being and safety of students will remain the top priority throughout the response process.

## Extra-Curricular Activities

### Program Activities

The activities program, including sports, is the responsibility of the principal and must be under her/his general supervision. Any activity or program held during the school day should meet the needs, interests and abilities of the students and must not interfere with the normal routine of the school.

### Academic

As Blessed Father Jean-Martin Moye Catholic School grows, academic extracurricular activities will be offered to cultivate students' intellectual gifts and abilities outside of the classroom setting.

## Health and Wellness

Blessed Father Jean-Martin Moye Catholic School adheres to and implements The Wellness Policy for Catholic Schools of the Archdiocese of San Antonio. The schools of the Archdiocese of San Antonio strive to comply with the Texas Public School Nutrition Policy and/or USDA dietary guidelines for all foods and beverages sold or served at school.

### Texas Catholic Conference Education Department (8001)

The Texas Catholic Conference of Bishops Education Department's annual School Health Manual provides all Catholic schools within Texas with recommendations for school health and the children they serve.

### Role of Principal (8802)

The Principal of the school, as chief administrator, is responsible for ensuring that qualified staff is available to ensure compliance with the school's health policies and needs. The Principal shall designate a person to administer medications, if necessary. The Principal is responsible for notifying or designating a person to notify a student's parents of an illness or injury occurring at school and for ensuring compliance with local, state and federal health agencies.

### Role of School Health Coordinator (8804)

The Health Coordinator is appointed by the Principal and shall schedule required health screenings according to state regulations by certified screeners. The Health Coordinator monitors immunizations, maintains health records, completes state and diocesan statistical reports and performs other health service-related duties for which they are trained.

### Role of Health Screener (8005)

A health screener is a person who is certified by the state of Texas to perform required screenings, which include vision, hearing, acanthuses nigricans and spinal screenings. The Health Screener may assist in recording and documenting screening and follow up findings on student's health records.

Schools must comply with state laws regarding student health screenings. Only state approved screeners who have taken and passed a Texas Department of State Health Services approved screener workshop are permitted to perform screenings. The school must keep a copy of the screener's certification on file. Additionally, a copy of the certification must be submitted to the Department of Catholic Schools.

### Role of Teacher (8006)

The teacher shall refer suspicious symptoms to the school nurse, health coordinator, or Principal. Students who are experiencing or may be experiencing social or emotional difficulties including but not limited to a mental health crisis shall be referred to the school counselor.

## Goals of the School Health Program

- To increase each student's ability to maximize his or her intellectual potential by modifying or eliminating health-related barriers to learning.
- To increase the number of effective educational days per student and staff member.
- To decrease the incidence of communicable disease; decrease absenteeism.
- To promote present and future health through education and referral.
- To protect children, faculty and staff by providing a safe and healthy school environment.

## Activities of a School Health Program

- Advocate for and help provide an environment conducive to the promotion and maintenance of health.
- Detect and provide basic first aid care for any physical condition occurring during school hours which impedes learning or threatens optimal health.
- Provide a liaison between the school, home, community agencies, physicians, and other health care personnel.
- Promote and advocate for children's physical, mental, and emotional health in the school, the home, and the community.
- Achieve acceptable levels of compliance with state and local health regulations.
- Maintain and utilize current individual and collective health data.
- Maintain and protect the confidentiality of school health information and records.
- Provide learning and growth experiences for staff members.

## Parents' Responsibilities for the School Health Program

- Providing the school with all information pertinent to the health and well-being of their child.
- Providing the school with information regarding immunizations as required by state, local and archdiocesan policies.
- Taking necessary action, including retrieval of students when school authorities report to a parent an illness or injury which occurs during school hours. In a life threatening emergency, the Principal or designee will take appropriate action to obtain medical assistance for the student.
- Insuring that proper medical attention is sought for health problems that may be discovered on routine health screenings at the school; the child's health is primarily and ultimately the responsibility of the parents.
- Please note: There is a Food Allergy & Anaphylaxis Action Plan form (please obtain if needed, from the nurse). There is a Physician/Health Care Provider Signature needed on this form.

## Role of School Nurse (8003)

A registered nurse or licensed vocational nurse, whether employed or volunteering to act in the capacity of the school nurse, may perform nursing functions only under the supervision and standing orders of a licensed physician and only with a current Texas license.

A registered nurse or licensed vocational nurse, trained and certified in screening procedures and emergency responses, may perform screenings, emergency response procedures, immunization surveillance and other non-nursing procedures without physician supervision. The Texas Board of Nurse Examiners performs verification of licensure.

## Medication Policy and Procedures (8201)

Students are not allowed to carry medication, including non-prescription, 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 medications, 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 (Form 8201A) must be completed by the parent/guardian and the health care provider 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 medications 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 medication must be the smallest available size to meet the student's medical needs. Medications 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.

## Medical Marijuana Policy (8202)

Parents, guardians, and primary caregivers of students who have been authorized for the medical use of marijuana may administer medical marijuana to the student while the student is on school grounds or attending a school-sponsored event, provided that the prescription has been issued by a licensed physician in the State of Texas.

The parent/guardian or primary caregiver must bring the medical marijuana in its original prescription container, bearing the name of the student and a current (unexpired) date. The

parent/guardian or caregiver must maintain possession of medical marijuana while on school grounds or at a school-sponsored event. In no event will the medical marijuana be stored at the school or held by school personnel. Only the parent/guardian or primary caregiver may administer the medical marijuana to the student. School personnel will not administer the medical marijuana.

When on school grounds, the medical marijuana must be administered in the appropriate location where other medications would be administered (i.e. in the nurse's office or health coordinator's office). If there is not designated office for the nurse/health coordinator, the school administrator will designate an alternate location for administering the medical marijuana. Medical marijuana may never be administered to a student by smoking or other form of inhalation while the student is on school grounds or attending a school sponsored event.

## Epinephrine Policy (8203)

The purpose of this Epinephrine Policy is to establish guidelines and procedures governing the utilization of stock epinephrine auto-injectors. Texas Senate Bill 579 allows private schools to stock epinephrine auto-injectors in the event of an anaphylactic emergency resulting from a severe allergic reaction. Catholic Schools in the Archdiocese of San Antonio may choose to stock epinephrine auto-injector devices on campus. If a school chooses to stock epinephrine auto-injector devices, the school must follow the guidelines below from Senate Bill 579 and the TCCB ED Health Manual.

### *Procurement of Stock Epinephrine Autoinjectors*

Each school that elects to stock epinephrine auto-injectors must have a physician's standing order for the administration of an epinephrine auto-injector to a person in anaphylaxis.

### *Training*

Any person that is expected to provide emergency care in an anaphylaxis emergency must be trained to recognize and treat the symptoms of anaphylaxis. Each school must have at least two (2) trained responders available during all hours the campus is open.

Additionally, staff education, in compliance with Texas Senate Bill 589, will be conducted annually in regard to the care of students with severe, life-threatening allergies. Each staff member will receive an overview of epinephrine administration. Training must include information on:

- Recognizing signs and symptoms of anaphylaxis;
- Administering an epinephrine auto-injector;
- Implementing emergency procedures; and
- Proper handling and disposal of used or expired epinephrine auto-injectors.

### *Storage and Maintenance*

Each school that elects to stock epinephrine auto-injectors on campus will obtain and store epinephrine on campus in the school nurse's office, health coordinator's office, or a specific

location accessible to trained school personnel and designated by the school principal. Non-patient specific epinephrine pens will be stored in an unlocked, easily accessible display or wall mount container of the school's choosing. Inspection of the stock epinephrine auto-injectors shall be conducted monthly by School nurse or Health Coordinator and shall include the following diligence items:

- Checking the expiration date found on the epinephrine auto-injector packaging
- Checking that the epinephrine auto-injector packaging is intact;
- Checking that the stock epinephrine auto-injectors are stored properly and in the designated place in the school.

### *Administration*

It should be standard practice that the school nurse or health coordinator will be the individual delivering epinephrine when the need arises. If the school nurse or health coordinator are not available to administer epinephrine, a trained staff member should deliver it.

### *Response*

In the event that any person (student/staff member, etc.) has the need of epinephrine for life saving measures, it will be standard practice at each campus that an ambulance will be called immediately, the parent, legal guardian, or emergency contact must be promptly notified by the school if an autoinjector is utilized.

### *Notification after Administration of Epinephrine*

The school will follow the directive per Texas Education Code Section 38.209(a), if a school personnel member or volunteer administers an epinephrine auto-injector, they shall no later than the 10th business day after the date of the administration:

1. Report to the Texas Department of State Health Services (DSHS) that an epinephrine auto-injector was used and print a copy of the report submitted electronically.
2. Notify the Superintendent of Catholic Schools and email a copy of the DSHS form.
3. Notify the TCCB ED Director, via email, with a copy of the DSHS report.
4. Notify the physician who prescribed the epinephrine auto-injectors and obtain any necessary refills to replace the used epinephrine auto-injector.

## **Unassigned Opioid Antagonist Naloxone Protocol (8204)**

The purpose of this Unassigned Opioid Antagonist Naloxone Protocol is to establish guidelines and procedures governing the utilization of the opioid antagonist naloxone administered by designated employees of Catholic Schools in the Archdiocese of San Antonio. The use of Naloxone can reverse and block the effects of opioids and quickly restore the person under distress to a normal breathing pattern.

### *Policy*

In accordance with the Texas Senate Bill 1462, as codified in Subchapter E of Chapter 483 of the Texas Health and Safety Code, Naloxone is made available to the Schools (as set forth below), and it is the administrative policy of the Schools that approved Schools will use reasonable

efforts to maintain and store Naloxone on campus, with the number of doses to be determined by each School administrator.

To treat a case of suspected opioid overdose on a School campus, Designated Employees, who shall be appropriately trained (as set forth below), acting in good faith and with reasonable care, administer an opioid antagonist during an emergency to any student, staff, volunteer, or visitor reasonably suspected of having an opioid-related drug overdose, whether or not there is previous history of opioid abuse by such person. The Designated Employees are:

- School Nurses who are duly licensed to practice nursing in the State of Texas
- School Health Coordinators who are designated by a school administrator
- Athletic Trainers; and
- Any employee designated by a school principal with documented training on the signs and symptoms of suspected opioid overdose and administration of opioid antagonists.

### *Training*

School nurses who elect to be trained in the administration of an opioid antagonist shall be trained in the use of Naloxone through the Texas Targeted Opioid Response (TTOR) project administered by the UT Health San Antonio School of Nursing. Schools are encouraged to train additional staff, including health coordinators, administrators, athletic trainers, athletic directors, coaches, guidance counselors, teachers, etc. On the proper administration of opioid antagonists. School principals should ensure that employees who are trained in the administration of opioid antagonists reflect a cross-section of their School employees – both those who are on campus during the school day as well as those who would be on campus for events occurring after school hours. Documentation of annual employee training shall be maintained in each School by the School nurse or health coordinator.

### *Procurement of Naloxone*

A School principal, a school nurse, or other Designated Employee will be responsible for the procurement of Naloxone. A physician associated with the school will be requested to complete and sign standing orders and update annually, in accordance with section 483.104 of the Code. No Schools shall procure Naloxone except pursuant to a Standing Order. Schools should provide intranasal Naloxone. At minimum, each School should have the following supplies:

| ITEM                               | QUANTITY |
|------------------------------------|----------|
| Naloxone HCL 4mg/0.1ml Nasal spray | 2        |
| Naloxone storage case              | 1        |
| Nitrile or Vinyl gloves, pair      | 1        |
| Mask/barrier device                | 1        |
| Step by step instruction           | 1        |

### *Storage*

Naloxone will be clearly marked and stored in a locked but accessible, at the reasonable discretion of the school nurse or other Designated Employee. The school nurse or other

Designated Employee will ensure that all other relevant staff are aware of the Naloxone storage location and how to access the Naloxone. The school nurse or other Designated Employee shall take reasonable security and precautionary measures to ensure there is no unauthorized access to the store Naloxone.

Naloxone will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight. Inspection of the Naloxone shall be conducted monthly by School nurse or Health Coordinator and shall include the following diligence items:

- Checking the expiration date found on the Naloxone box;
- Checking that the Naloxone packaging is intact;
- Checking that all additional supplies noted above are included with Naloxone; and
- Checking that the Naloxone is stored properly and in the designated place in the school.

### *Use of Naloxone*

In the event of a reasonably suspected opioid overdose, a Designated Employee, acting in good faith and with reasonable care, shall follow the below protocols outlined in the Naloxone training and summarized here:

- Administer rescue breathing or basic life support as indicated;
- Prepare and administer Naloxone;
- Call 911 when Naloxone is administered, and procure EMS transport after administering Naloxone;
- Alert the School administration and School crisis response team;
- Contact the parent or guardian of any student for whom Naloxone was administered;
- Contact the emergency contact if Naloxone is administered to any employee;
- Continue rescue breathing or basic life support as indicated and applicable (Note: Naloxone generally wears off after thirty (30) to ninety (90) minutes, which often requires emergency medical care to be consistently applied to the patient);
- Administer another dose of Naloxone after three (3) minutes if there is no response or minimal breathing or responsiveness;
- When the individual who received the Naloxone becomes responsive, place the individual in recovery position (left side lying); and
- Provide support and comfort to the individual through immediate symptoms of withdrawal and remain with the individual until EMS arrive.

### *Follow Up*

After the administration of Naloxone, the School nurse or Health Coordinator shall keep a record of the event following standard reporting protocols. The event should be reported as a medical emergency and as an incident report. The school nurse and/or other Designated Employee will:

- Ensure that the overdose victim was transported to the emergency department;
- Notify the School Principal and the guidance counselor of the incident and the School Principal will notify the Superintendent;
- Provide substance abuse prevention resources to the overdose victim and family, as appropriate; and
- Reorder the same number of used doses of Naloxone to replenish the School supply

## Medication Administration Off School Grounds (8206)

Daily and rescue medications (i.e., asthma, allergy, diabetic and seizure medications) shall be sent on field trips with the teacher. All medications must be labeled accordingly.

By physician direction, a middle school student may be allowed to carry and self-administer inhaler medication. It is advisable to leave an extra inhaler with the school nurse. Students are not permitted to carry any medication. Parents must bring in any medication to the nurse's office.

- A student may carry and self-administer inhaler medication with the written permission from the physician who ordered the medication. (See Self Administration of Inhaler Permit Form.) If, at any time, it is determined that the student is not using the medication properly, this privilege will be taken away.
- The student is responsible for going to the nurse's office and asking for his/her medication. This includes both daily and PRN medications.

## First Aid and Emergency Response (8108)

Each school must have a minimum of two full-time employees currently certified in American Red Cross First Aid or comparable, nationally recognized training in first aid and American Red Cross of American Heart Association (CPR/AED or a comparable, nationally recognized agency on campus at all times when students are present. Each school is required to maintain an approved First Aid Manual (e.g., American Red Cross First Aid and Safety of the School Health Handbook by Newton, Adams, and Marcontel) in the clinic or school office for reference. In the event that a student must be transported for an emergency medical care and a parent/guardian cannot be contacted, a copy of the parent/guardian's original release to obtain medical care and a school staff member must accompany the student. The staff member shall stay with the student until a parent is present.

## Sunscreen at Schools (8105)

Sunscreen shall be treated like any other medication and require an appropriate and complete medication permission form on file with the school in order to be applied during the school day.

## The Use of Insect Repellents at School (8109)

School employees, including, but not limited to, coaches are not to purchase or provide a student with insect repellent. School employees may not share their own insect repellent with a student or apply repellent to a student.

## Pediculosis (Head Lice) (8401)

Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. A parent/guardian shall accompany to the school following exclusion. The student must be checked by school personnel before re-admittance to the school and found to be lice and nit free.

School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized. The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parent/guardian of student with lice and classmates are available in the TCCB ED Health Manual. In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed of how to recognize nits and given tips on treatment and prevention.

## HIV

Based on the current opinion of the scientific and medical community, AIDS is caused by a virus known as HIV that attacks and cripples the body's immune system, thereby leaving the body vulnerable to opportunistic infections. A person afflicted with AIDS suffers a variety of virus and/or fungus-caused illnesses that debilitate the body resulting in a substantially high mortality rate within three years of diagnosis. The spread of the virus occurs through the exchange of body fluids (blood, blood by-products or semen) between individuals. No evidence exists to indicate the spread of the virus through casual contact.

Recognition of a student with AIDS/HIV is not reason alone for exclusion from Blessed Father Jean-Martin Moye Catholic School. Each person will be evaluated as an individual case and exclusion from the school environment will be based upon the person's physical limitations, psychosocial activity patterns and the opinion of a panel of responsible persons designated by the school administration. This panel may include, but is not limited to, a student's parent/guardian and physician, the school nurse, the Principal and the Pastor. If a student has been diagnosed as having AIDS or is HIV positive and has any of the following conditions or behaviors, he/she shall be removed from Blessed Father Jean-Martin Moye Catholic School:

- Vomiting
- Lack of toilet training
- Tendency to bite
- Open sores
- Other medical conditions conducive to spreading the virus.

## Blood-borne Pathogens

All schools follow the Bloodborne Pathogens Exposure Control Plan approved by the Superintendents of the Texas Catholic Conference Education Department in 1993, with the following modifications: All schools are to have a designated waste receptacle in the area of the health coordinator. The receptacle should be always lined with a plastic bag. Whenever handling waste material, the staff person should always wear latex gloves or something comparable in the case of latex allergies. Schools are not viewed by the Texas Department of Health or the Texas Natural Resource Conservation Commission as generators of "regulated medical waste" and are therefore not required to use red bags or bio-hazard labels for trash disposal. The school nurse or health coordinator may dispose of waste in the regular dumpster. If red sharps containers are used, the TNRCC does not recommend dumpster disposal. Options for disposal include; working with the current waste service provider, partnering with a local health department clinic, hospital, physician's office or other health care provider or utilizing an approved medical waste transport service.

## *Exclusion Policy*

- Students will be excluded from school for fever which is measured at 100 degrees (F) or higher. Students should be free from fever at least 24 hours before returning to school.
- Students will also be excluded from school due to any contagious disease. Our school follows the Texas Department of Health Guidelines for re-admission following a contagious disease.

## Health Screenings

Health screenings are conducted annually on students in Pre-K, Kinder, 1st, 3rd, 5th, and 7th grades and any student new to the Texas school system. These screenings include height, weight, vision, hearing, and blood pressure. Students in grade 5 and 7 will also be screened for scoliosis. Referrals are sent to parents of students for whom a problem is indicated; it is the responsibility of the parent to follow up on the referral with a physician and to notify the school clinic of the results. Records are kept of all screenings on the students' health cards and reports are made annually to the Texas Department of Health as required by Texas State law.

## Certificate of Immunization (3501)

A certificate from a duly qualified physician stating that the child has met state required immunization for polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and Hepatitis A and B must be presented at the time of registration.

Every student enrolled in a Catholic School in the State of Texas 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. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (MD or D. O.) authorized to practice in the State of Texas, including the physician's license number.

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 as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420).

## Child Abuse Policy (8601)

Blessed Father Jean-Martin Moyer Catholic School is committed to the physical, emotional, spiritual, intellectual, and social well-being of students and to the promotion of Christian family life. The Catholic Schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools 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 services 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.
6. Provide guidelines for reporting and follow up by school personnel.

## Reporting Sexual Abuse

Any allegations of sexual abuse that involves abuse by a priest, deacon, or other church personnel must be reported to the Office of Victim Assistance and Safe Environment (OVASE) in addition to DFPS. If the allegation of abuse or misconduct involves school personnel, the Superintendent of Catholic Schools shall be notified in addition to OVASE and DFPS.

## Reporting Abuse or Neglect

A 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. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected cannot delegate to or rely on another person to make the report. Reports shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53 ABUSE or by their toll-free number 1-800-252-5400. If the allegation of abuse is being made against a school employee, the Superintendent must also be notified immediately.

## Counseling Services on Campus (8501)

Per TCCB ED, schools must have a systematic guidance program throughout all grade levels that supports the development of the whole child through a comprehensive developmental guidance and counseling program. Schools must provide parents and the school community with written notification of counseling services available on campus using the parent/student and employee handbooks. This notification must include the following:

- A statement regarding the provision of services for all students,
- The school counselor's role and responsibility,
- The school counselor's responsibility to follow and adhere to ethical standards of confidentiality and the limits of confidentiality,
- The benefits and risks of counseling,

See the American Counselor Association's Ethical Standards for School Counselors available at: <https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>.

## Role of Counselor (8007)

A counselor is a professional with a master's degree in a mental health field. The counselor supports the academic, social, emotional and behavioral needs of all students. The counselor may provide large group, small group, individual or crisis counseling. Students suspected of

experiencing a mental health crisis or concern (e.g., suicidal ideation, abuse or neglect, self-harm, etc.) should be referred immediately to the counselor. If no counselor is available, report immediately to the principal. The Counseling and Guidance Services Department of the Catholic Schools Office is available for consultation.

## Asbestos Notification

During the renovation of the Blessed Father Jean-Martin Moye Catholic School building, all asbestos was abated. There is no asbestos present in the building. A copy of the asbestos report is available in the school office.

## Financial Policies

### Tuition Agreement

Parents who seek a Catholic education for their child shall enter into a tuition agreement and agree to be bound by the policies and procedures of the school outlined in this Parent/Student Handbook.

The tuition agreement is established between the parent/student and the school and in accordance with the rules of the school governing all areas of the students' development. As part of the contractual agreement, there are explicit and implicit expectations placed on both the parent/student and the school. Explicit rules and regulations are included in the Parent/Student Handbook and various school communications.

### Tuition Rate and Policies

The school shall establish a basic tuition rate per pupil, realistically reflecting the actual cost of instruction and the economic characteristics of the school community.

Prior to registration, tuition rates shall be approved by the school board.

To keep pace with cost-of-living increases and inflation, each school should plan to raise tuition every year. If the school Principal, in consultation with the School Council, plans to maintain current tuition rates into the next year, adequate proof of the financial feasibility of this decision should be presented to the authorized agent, in writing, prior to the approval of the new budget in the spring.

In addition, to the extent that local resources will allow, schools are encouraged to establish family tuition rates and/or set family ceilings on tuition rates to assist families with several children in school.

Each family at a school shall sign a tuition agreement with the school either on paper or through an online tuition management system.

The agreement should state the tuition rate, as well as the registration fee and other student fees, procedures for collection of tuition, the penalty for failure to pay on time, procedure for handling delinquent accounts, and a provision that says the parent(s)/guardian(s) understand and agree to the terms set forth in the agreement.

## Registration and Other Fees

A registration fee shall be used to reserve a place for the student. The amount of the registration fee shall be determined by the principal, pastor, and School Board as part of the process of establishing tuition rates.

The registration fee shall be non-refundable. The only exceptions to this regulation are when a family moves out of town after registration has been paid or when services cannot be provided.

The registration fee may not be transferred from one Catholic school to another unless the principals of the two Catholic Schools involved in the transfer agree to special arrangements because of the financial needs of the family involved. Every effort will be made to incorporate needed funds into the overall tuition base of the school.

## Tuition Discounts for Employees

Tuition discounts are not offered currently for children of school employees.

## Refund Policy

Students withdrawing during the school year will be charged or receive a refund based on a proration of their tuition (school days enrolled to school days scheduled.) Upon withdrawal, any balance applicable to the withdrawn student(s) will be deducted when computing any refund due.

## Fundraising Activities

Any organization or group proposing to conduct any fundraising activity for the school and using the school's name shall receive the approval of the principal. Any funds raised from these activities shall be spent at the sole discretion of the principal, in consultation with the organization who raised the funds.

All revenues collected must be remitted to the school or its representative.

All fundraising activities must adhere to local, state, and federal regulations, where applicable.

## Emergency Procedures

### School Crisis Response Plan

The principal is responsible for updating and publishing a crisis response plan for use in the event of emergency conditions annually. Annual staff training on the details of the school's crisis response plan must be provided. Staff training may occur during staff in-service before the start of each new school year and should include all school employees.

The crisis response plan should at a minimum include the following:

1. Chain of command at the school and Archdiocese levels along with their responsibilities
  2. List of all emergency numbers
  3. Emergency calling system for notification of parents/guardians to include in the event of a crisis before or after school hours
  4. List and description of standard response protocol
  5. Aerial images of campus and surrounding area
    - a. Images should be updated annually and include a 3-mile radius around the school.
  6. Designation of, at a minimum, two off-campus locations where students will be taken in the event of evacuation.
  7. Expectations for and frequency of practice drills for standard response protocols.
- Schools should maintain memorandums of understanding (MOU) with at least two off-campus sites (i.e., evacuation sites) where faculty and students will rendezvous in the case of emergency. MOUs should be renewed annually. The location of evacuation sites shall be on file with the Department of Catholic Schools and updated annually. Schools must file a blueprint of school building(s) with the Department of Catholic Schools and update as needed (i.e., in the case of remodeling or new construction).

In the event of a crisis, as always, schools must comply with policy 5108 on communicating with the media.

The principal shall receive the approval of the Archdiocese Communications Office prior to any information released or communicated to the media.

## Building Safety Procedures

### Bomb Threat

If a school receives a bomb threat, the following procedures are to be observed:

1. Evacuate the school in the manner outlined in the Crisis Response Plan.
2. Inform the police immediately. Once the police arrive, school personnel should follow police directives and accept their decision as to the course of action to be taken.
3. Inform authorized agent and Superintendent immediately.

### Fire Drills

Schools must comply with the state Fire Marshal's mandatory school fire exit drills that requires that campuses conduct at least one fire drill each month that has ten (10) or more instructional days. This includes summer school programs.

Each fire drill should be slightly different, some obstructed and some unobstructed.

The principal must record and file the date and time of each fire drill and other emergency evacuation drill.

School personnel shall be trained in the use of fire extinguishers and fire safety equipment.

The fire drill/response plan shall be included in the school's crisis response plan and shall include:

1. The designation of places where students will be taken (i.e., reunification site).
2. The supervision of practice drills at regular but unscheduled intervals.
3. If there is a fire, the Pastor/authorized agent and Superintendent are to be notified immediately.

## Tornado Warning

If a warning is in effect in the locality of a school, students should be taken to a safe place. Students should be kept inside, away from windows/glass and preferably in an interior hallway on the lowest floor. Students should be directed to assume the accepted protective position:

1. Sit on the floor
2. Head between raised knees
3. Hands clasped covering the head and neck.

## Lock Down Drills

Lock Down drills are to be conducted regularly and in accordance with standard response protocol.

## Active Shooter Training

All employees must be trained in civilian response to an active shooter event. All employees must receive updated training every three (3) years based on the date of their first training.

Employee training must be provided by a law enforcement officer or agency that is both Advanced Law Enforcement Rapid Response Training (ALERRT) level 1 trained and Civilian Response to Active Shooter Events (CRASE) certified.

At the start of each school year, Principals should review with staff the active shooter protocols and the schools Crisis Management Plan.

Schools shall ensure all employees are in compliance with this policy. Employee training must be documented, and documentation shall be retained in the employee's personnel file for three (3) years from the date on which the training occurred.

## School as Weapon Free Zones

It is a crime for any person, student or non-student, to carry a firearm or any other 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 should notify the parents/guardians if a police report is made in violation of this statute. 18 U.S. Code § 922 (q)(2)(A).

# Parents and Community Relations

## Parent Responsibilities/Parent Cooperation as Condition of Enrollment

1. **Respect and Cooperation:** Parents and family members are expected to comply with all rules and policies while on campus, at off-campus school events, and in communications with the school. They should be respectful and cooperate with the school regarding decisions affecting students.
2. **Avoid Disruptive Behavior:** Parents must avoid behavior that disrupts the orderly administration of the school.
3. **Impact on Student Participation:** Failure to meet these expectations may jeopardize a student's continued participation in the school community. This policy emphasizes the importance of maintaining a positive and respectful relationship between parents and the school to support the mission of Catholic education.

## Visitors on Campus

Visitors must report to the school office immediately upon arrival. Each school shall develop a method of identification for the regular school faculty and staff, so as to be easily differentiated from visitors and/or unauthorized persons.

## Parent/Teacher Organization

Blessed Father Jean-Martin Moye Catholic School will organize a PTC and will distribute information to families once it is formed.

## Parent Service Requirement

Blessed Father Jean-Martin Moye Catholic School does not currently have a service requirement. However, all parents are encouraged to contribute their time and talents in the community as they are able.

## Requirements for Volunteers

### Criminal Background and/or Credit Checks

Any volunteer serving in a position where he/she may have contact with children or young people must undergo a criminal background check and must read and acknowledge the Code of Conduct. Individuals who will have consistent contact with children must complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment, in addition to the requirements above. No individual shall be permitted to volunteer for any position where there may be contact with children or young people without first satisfying these requirements.

Volunteers in a PK-8 Catholic school must be 18 years of age or older if they are in any position where there may be regular contact with children or young people.

## Safe Environment and Sexual Harassment Trainings

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, sex, marital status, pregnancy, age, disability, results of genetic testing, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is the Archdiocese of San Antonio and Department of Catholic Schools policy to provide a work environment free of sexual and other harassment. To that end, harassment of employees by management, supervisors, coworkers, or nonemployees who are in the workplace is prohibited. Any violations will be reported to law enforcement authorities as appropriate or required by law.

**Definition of Harassment** – Harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

**Definition of Sexual Harassment** – “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances whether intended or not, that has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers. Sexual harassment may also include requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions. A common example is quid pro quo – occurs when a job benefit is directly tied to an employee submitting to unwelcomed sexual advances.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

**Complaint Procedure** –Employees should immediately inform the harasser that the conduct is unwelcomed and needs to stop. If the employee is uncomfortable addressing the alleged harasser the employee should report the incident to their immediate supervisor. If the complaint is against their immediate supervisor, employees should report to their next level of management and/or Human Resources. Any employee who has witnessed any form of harassment is to make a complaint. All reported incidents will be investigated by Human Resources in accordance to the Code of Conduct and will be treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis.

Employees may also contact Archdiocesan Misconduct Hotline (AMH). If you are aware of any Church Personnel involved in Misconduct within the Archdiocese of San Antonio, contact the Archdiocesan Misconduct Hotline (AMH) at (844) 709-1169 or make a report via the internet by following the links at [www.archsa.org](http://www.archsa.org).

**Consequences** – If the investigation confirms a violation of any part of the harassment policy, the Archdiocese of San Antonio and the Catholic school will take immediate, appropriate and

corrective action, including discipline, which may include immediate termination. Any violations will be reported to law enforcement authorities as appropriate or required by law.

#### *Complaint Procedure for Religious/Clergy:*

When an allegation of sexual misconduct is made, the following steps must be taken:

Notification to the Archbishop- Any employee or volunteer who believes they have been the victim of sexual misconduct should immediately report such abuse to the Archbishop. His office telephone number is (210) 734-2620. If he is unavailable or cannot be contacted for any reason, or if the victim prefers, such abuse may be reported to any of the following individuals, preference being in the order listed:

1. An Auxiliary Bishop
2. Vicar General
3. Chancellor
4. Any Priest serving in the Archdiocese; School Principal; or Agency Supervisor

Any person receiving such a report shall immediately contact the Archbishop, or if he is for any reason unavailable, to an Auxiliary Bishop, the Vicar General, or the Chancellor. For more detailed information, please refer to the booklet entitled “Policy on Sexual Abuse on the Part of Church Personnel of the Archdiocese of San Antonio.”

Retaliation – The Archdiocese of San Antonio and the Department of Catholic schools prohibits any act of retaliation against anyone who reports discrimination or harassment or who cooperates in an investigation of a complaint. The archdiocese will preserve confidentiality to the extent the needs of the investigation permit. Any person found to have engaged in retaliatory conduct against any person reporting a violation of this Code of Conduct or civil law or any Church Personnel who does not fully cooperate with an investigation of a complaint will be subject to discipline, up to and including termination of employment or removal from ministry/service. Any violations will be reported to law enforcement authorities as appropriate or required by law.

## Media

Members of the media will not be allowed on school property unless authorized by the principal after presenting appropriate valid identification.

The principal shall notify the Superintendent if members of the media come onto school property.

The principal shall receive the approval of the Superintendent and Archdiocese Communications Office prior to any information released or communicated to the media.

## School Publications

The school website [moyeschool.com](http://moyeschool.com) is your first stop for information about Blessed Father Jean-Martin Moyer Catholic School. The Parent Resources section will have the Student Parent Handbook, the School Calendar, information about and access to FACTS Tuition Management,

links to FACTS SIS, school supply lists, and uniform information. The school website will be updated regularly. Moye School also has social media accounts on Facebook and LinkedIn.

## Communication – between parents, teacher, administration, president, and/or authorized agent

### Roles and Responsibilities

Blessed Father Jean-Martin Catholic School is committed to supporting students as they develop the virtues of responsibility, industriousness, and perseverance in their schoolwork. As the leaders of their own learning, students are responsible for following directions, tracking assignments, and meeting deadlines given by their teachers. Students are encouraged to develop the habit of asking questions when they do not understand something in class and seeking help from their teachers.

They are also expected to communicate honestly with their parents about their schoolwork.

Of course, young students are growing in these habits. Teachers are responsible for communicating clear expectations to students and helping them meet these expectations. Teachers are also responsible for communicating with parents, particularly when a student is struggling with the material, not performing as expected, or shows noticeable changes in behavior. Additionally, weekly classroom newsletters will be sent to update parents on classroom learning and foster discussion at home about current learning.

### Contacting School Personnel

Direct communication between the individuals most closely involved in an issue encourages personal responsibility, fosters trust and understanding, and develops supportive relationships within the broader school environment. When a question or concern related to a student's academic progress, behavior, or classroom environment arises, parents should first contact the classroom teacher directly. (S)he is the most intimately involved with the student's daily experience and is best equipped to address most matters.

If, after communicating with the classroom teacher, a resolution has not been reached, or if the issue at hand falls outside the teacher's direct purview, parents should then contact the principal. For concerns regarding school-wide policies, serious disciplinary matters, issues of safety and security, etc., parents should contact the principal directly.

The most efficient way to contact faculty and staff is via email; all employees are committed to responding to emails within one business day. Parents are welcome to schedule phone or in-person conversations with teachers when a need arises. Because instructional, planning, and supervisory time are essential to teachers' workday, we will not be able to accommodate drop-in meetings.

# Academic Program

## What is Catholic classical education?

Every school must answer three foundational questions: What should we teach? How should we teach it? And most importantly, why do we teach in the first place? At a Catholic classical school, these questions are answered within a rich tradition that seeks not only to educate the mind, but to form the whole person—mind, body, and soul—in wisdom and virtue.

### **WHAT: The Content—A Curriculum Anchored in Truth, Goodness, and Beauty**

“Whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious—think about these things.” – Philippians 4:8

Catholic classical education is rooted in the tradition of the liberal arts, a course of study that trains students to seek truth, love the good, and delight in the beautiful. The liberal arts are divided into the trivium (language-focused: grammar, logic, and rhetoric) and the quadrivium (number-focused: arithmetic, geometry, music, and astronomy). Traditionally, the purpose of undertaking these studies was not technical or career training, but to become a free, thoughtful, and virtuous individual. While subjects taught in 21st century American classrooms do not map directly onto these seven liberal arts, a classical school retains the spirit of inquiry and emphasis on a deep understanding of language and number featured in these disciplines.

At Moye School, students will be immersed in great stories of Scripture, literature, and history, stories that will shape their moral imagination and understanding of virtue. Students will learn the logic of language as they study phonics, grammar, and the basics of Latin. As they study the natural world through science and practice proving why their mathematical conclusions are true, they will cultivate habits of observation and reasoning that will allow them to engage intelligently with the world, both now and in the future.

At the heart of this content is the conviction that faith and reason are not opposed to one another. As stated in the Catechism of the Catholic Church, “Though faith is above reason, there can never be any real discrepancy between faith and reason. Since the same God who reveals mysteries and infuses faith has bestowed the light of reason on the human mind, God cannot deny himself, nor can truth ever contradict truth” (CCC, 159). Reason is a gift from God, given to help us seek what is true and live according to it. In all subjects, students will come to see scholarly excellence in harmony with a life of deep faith.

## **HOW: The Pedagogy—Questions, Conversation, and Community**

“Since we are of one mind that one should seek to find out what one does not know, shall we try to find out together what virtue is?” – Socrates in Plato’s *Meno*

As a Catholic classical school, how we teach is just as important as what we teach. Our pedagogy is designed not merely to transfer knowledge, but to cultivate wisdom, attention, and virtue through intentional methods rooted in the classical tradition.

From the earliest years, students engage in narration—a simple yet powerful practice. After hearing a story or reading a passage, they are asked to retell it in their own words. This trains careful listening, deep comprehension, and clear expression, laying the foundation for strong writing, articulate speech, and thoughtful analysis.

Socratic instruction—teaching through thoughtful questioning—is also central to our approach. When teachers pose meaningful, well-crafted questions, they awaken curiosity, invite dialogue, and lead students into a deeper encounter with truth. While there are times when lecture is appropriate, the teacher’s primary role is to provoke inquiry, guide conversation, and create the conditions for reflective thought. In this way, Socratic instruction not only sharpens the intellect but also fosters the moral and intellectual virtues essential to both academic excellence and charitable collaboration with peers.

As students grow, learning becomes increasingly anchored in conversation and the written word. Students are encouraged to ask questions, wrestle with ideas, and participate in rich dialogue with teachers and classmates. At the same time, they are trained to express their thoughts clearly and thoughtfully in writing. The questions and conversations that animate the classroom help students examine assumptions, refine their reasoning, and consider different perspectives with charity and clarity.

Through this process, the classroom becomes a community of learners, united in a shared pursuit of truth. At its best, education is not a solitary endeavor, but a communal journey toward wisdom, guided by faith, reason, and the love of learning.

## **WHY: The Purpose—To Cultivate Virtue and a Desire for Holiness**

“The purpose of education is not the assimilation of facts or the retention of knowledge, but the habituation of the mind and body and will to act in accordance with what one knows.” —David V. Hicks, *Norms & Nobility*

The aim of Catholic classical education is to cultivate virtuous habits of mind and heart, to enable students to know what is true, choose what is good, and love what is beautiful. Our hope

is that our rich curriculum, inspiring faculty, and joyful school culture help our students love great things and desire to become virtuous young men and women.

As St. Mother Teresa of Calcutta tells us, “Do small things with great love”. This is the path to growing in virtue, and students have opportunities to practice this on a daily basis. Whether persevering through a difficult reading passage, including a classmate in a game at recess, or simply showing up prepared to class, students will be encouraged to cultivate virtues of fortitude, generosity, and resilience on a regular basis.

And yet, for all our striving, we cannot become good solely through our own efforts. It is God who ultimately gives us the grace to become not only good, but holy. Through regular encounters with Him in the sacraments, along with participation in the shared life of the school, students will discover the life-changing truth that they are deeply known, infinitely loved, and called to eternal joy. Ultimately, the purpose of a Catholic classical education is to form young people ready to serve God and neighbor and to become the joyful saints God is calling them to be.

## Curriculum

**Academic Program:** Forming Hearts and Minds in Truth, Goodness, and Beauty Blessed Father Jean-Martin Moye Catholic School, our students will journey through a carefully sequenced exploration of truth, goodness, and beauty found in great books, sacred Scripture, mathematics, science, history, and the arts. This integrated approach develops the whole person—intellectually, spiritually, and morally equipping our students not merely with knowledge, but with wisdom to discern God's calling in their lives. We believe that education is not simply the accumulation of facts, but a transformative encounter with Truth Himself, forming young minds and hearts that seek to know, love, and serve God and neighbor.

## Building Strong Foundations

If a student is struggling in the classroom environment, the teacher or parent may reach out to the principal about possibilities of academic support available to all students, including a process based on Multi-tiered Systems of Support (MTSS).

Possible interventions will be identified and implemented on a trial basis, and the students' progress will be monitored. If the need for ongoing intervention is needed, a Specialized Learning Plan (SLP) will be developed for the student to support his or her continued growth.

## Grading Policy & Report Cards

As a Catholic classical school, our goal is to cultivate genuine wonder and a love of learning in our students. While there are many reasons one might learn something, we hope that students come to enjoy learning for its own sake and see continued inquiry and investigation as a natural reward for mastering a given concept or skill.

Moye School is on a quarterly (nine weeks) grading period schedule. Numerical grades are used from 6<sup>th</sup> through 12<sup>th</sup> grade. The following grading schedule will be used for core classes (math, ELAR, social studies, science, religion, and Latin):

|          |   |                                |
|----------|---|--------------------------------|
| 94 – 100 | = | Exceptionally High Achievement |
| 85 – 93  | = | High Achievement               |
| 75 – 84  | = | Average Achievement            |
| 70 - 74  | = | Low Achievement                |
| 0 – 69   | = | Failure to Master Material     |
| SR       | = | Summer School Required         |

For non-core subjects (art, music, physical education), the following grading scale will be used:

|     |   |                   |
|-----|---|-------------------|
| E   | = | Excellent         |
| S   | = | Satisfactory      |
| P   | = | Progress          |
| N   | = | Needs Improvement |
| N/A | = | Not Applicable    |

## Promotion/Awarding Course Credit Policies (including credit/course recovery policies)

Per TCCB ED, social promotions and skipping grade levels are prohibited. Students are promoted to the next grade level based on their academic achievement. A student may be considered for retention if he or she has met any of the following criteria:

- Earned an overall failing grade in any core academic subject (Language Arts, Mathematics, Religion, Science, History, Latin).
- Is below grade level in one or more subject areas as indicated on the NWEA MAP benchmark assessment.
- Has missed more than 10% of instructional days in an academic year.

At the end of the third quarter, the school will notify parents of students at risk of retention based on data from report cards and benchmark testing. A meeting will be scheduled with the Principal and teacher to discuss the students' needs and develop a plan for the students' success.

Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion. Factors leading to the decision made by the principal in consultation with the Superintendent and parent, include the following:

- age of student,
- maturity of the student,
- degree of deficiency in the student's learning as per grade level requirements,

- achievement and instructional data,
- review of academic interventions, and
- any other special circumstances that have hindered academic progress for the student.

## Homework

The purpose of homework is to review and practice content learned in class. Most often, homework will consist of completing any work that students did not complete in the classroom (ex. math problems, writing). Homework may also entail reading, memorizing poetry, studying vocabulary, and reviewing content taught in class. While homework is important for reinforcing concepts and cultivating responsibility, it is also important for students to have time to enjoy unstructured time and pursue meaningful extracurricular activities. Homework will most frequently consist of math problems and independent reading, typically taking 1 hour or less.

## Testing Program

Blessed Father Jean-Martin Moye Catholic School shall assess students according to the guidelines established by the Department of Catholic Schools. The Archdiocesan testing program includes nationally normed assessments to measure student growth. In accordance with the National Standard and Benchmarks for Effective Elementary and Secondary Schools (NSBECS), schools shall use school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional strategies.

Kindergarten – 8th grade students participate in the NWEA Map Growth Assessment and/or Fluency Assessment 3 times throughout the school year. This data is utilized at the campus and Archdiocesan level for instructional planning.

Students in grade 8 will also participate in the College Board PSAT. Students in 6th grade and above will also take the Assessment of Religious Knowledge (ARK), a test that measures religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools.

## Copyright Policies

All employees, volunteers and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- copyright law,
- fair use guidelines,
- specific licenses or contractual agreements, and
- other types of permission.

Copyright law will be reviewed with employees at the beginning of each school year. Employees, volunteers and students who willfully disregard copyright law are in violation of Archdiocesan policy and are doing so at their own risk and assuming all liability.

## Field Trip and Outings Policy

Field trips can connect students more fully to the material they study, bring lessons to life, deepen wonder and inquiry, and strengthen friendships among classmates.

**ARCHDIOCESE OF SAN ANTONIO POLICY 7108**, outlined below, will be followed for all field trips.

Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity. The principal must initially approve the planning of the field trip or outing. The following criteria should be taken into consideration when planning a field trip or outing:

- The nature and purpose of the trip should relate to the mission, philosophy and goals of the school.
- Field trips should be related to the curriculum, meet educational objectives and goals.
- The trip should be appropriate for the age and maturity level of the students.
- Schools should review and follow the guidelines in the Policy for Ministering to Youth which outlines the requirements for both day and overnight trips.

The following requirements must be met when seeking approval for a Field Trip:

- The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance or poor conduct.
- Adequate transportation must be provided by the school. Appropriately licensed, insured and bonded transportation must be used. In the event that private individuals are considered for transportation, all requirements from the Archdiocesan Office of Risk Management must be met. The school should have the employee fill out and sign a driver form, provide a copy of their drivers' license, and, if they are operating their personal vehicle, provide a copy of their personal liability insurance card.
- Adequate supervision by qualified adults must be provided by the school, including one or more employees of the school. Supervising adults and employees must have a current background check and safe environment training on file with the school. Supervising adults and employees must review and acknowledge the Archdiocesan Sexual Misconduct Policy. The school is responsible for tracking and documenting the compliance of volunteers and employees with the aforementioned requirements.
- The student must have a signed and dated release form from the parent/guardian for each field trip. Specific information such as purpose, destination, activities, method of

transportation, fees, emergency numbers, estimated time of arrival and return, must be indicated or requested on the permission release form.

- All student emergency medical information or medication permission forms remain in effect during the field trip activity. The field trip permission form and any medical forms, including, but not limited to, medication permission forms, must accompany the students on the trip. If the field trip is out of town and/or overnight, parents should be asked to submit more specific information as needed.
- For overnight or out of town field trips, the principal must approve. For out of country field trips, the principal must approve in writing and the Office of Risk Management must approve if the ultimate liability coverage for the trip is carried through the Archdiocese. Unless the school specifically approves a trip, the school's name cannot be used.

Privately organized trips that involve students will not be promoted or organized within the school.

## Textbook Policies

Students will be issued textbooks at the beginning of each school year, and the cost of books will be included in tuition. If a student loses a consumable textbook during the year, the family will be charged for the price of a replacement. If a student loses or damages a reusable textbook during the year, the family will be charged for the price of a replacement text. If the replacement fee is not paid, the student's grade report will be withheld until payment has been made.