Mary Help of Christians School

Parent & Student Handbook 2026-2027

"Education is a matter of the heart."

St. John Bosco

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The Administration retains the right to amend this Handbook at any time and to modify it as deemed necessary in order to comply with philosophical, curriculum and safety standards.

TABLE OF CONTENTS

IDENTITY 7
VISION 7
PHILOSOPHY 7
MISSION STATEMENT 8
SCHOOL WIDE LEARNING EXPECTATIONS 9
ACCREDITATION 9
SCHOOL FACILITIES 9
GOVERNANCE 11
BISHOP 12
SCHOOL OFFICE 12
PROVINCIAL OFFICE 12
ANIMATOR OF MHCS COMMUNITY 12
PRINCIPAL 12
ASSISTANT PRINCIPAL(S) 12
ADVISORY COUNCIL 13
SALESIAN PARENT TEACHER ASSOCIATION 13
PARENTS 13
NON-CUSTODIAL PARENTS 13
GRIEVANCE PROCEDURE 13
OFFICE STAFF 14
ADMISSIONS 14
- ***Admission Policy*** 14
- ***Age Requirements*** 14
- ***Re-admission*** 14
- ***Admission of New Students*** 14
- ***Returning Students*** 15
- ***Non-discrimination Statement*** 15
- ***Incoming Students from a Catholic School*** 15
- ***Incoming Students from Public and other non-public schools*** 15
- ***Incoming Students from unaccredited Schools and Homeschooling*** 15
- ***Records*** 15
- ***Transfers*** 15
- ***Transcript Requests*** 16

ATTENDANCE 16
- ***School Hours*** 16
- ***Absences*** 16
- ***Tardies and Absences*** 17
- ***Attendance Policy*** 17
- ***Releasing Students during School Hours*** 17
- ***Early Release*** 17

GENERAL INFORMATION 18
- ***School Office Hours*** 18

Finance Office 18
Summer Office Hours 18
Parent/Guardian/Visitor Parking 18
COMMUNICATION 18
Channels of Communication 18
School Publications 18
Calendar 18
Thursday Family Folders 18
Appointments 18
Written Notes 19
Phone calls 19
ACADEMICS 19
Curriculum 19
Three year-olds (PK3) 19
Learning Center (PK4-K5) 19
Religious Instruction and Formation 19
Educational Technology 20
Art Instruction 20
Music Instruction 20
Library 20
Physical Education 20
Homework 20
Homework/Classwork/1st – 8th 21
Accelerated Reader 21
Testing 21
Grading 22
Expectations and Responsibilities for Students 22
Student Responsibilities 23
Parent/Guardian Responsibilities 23
Academic Competitions 23
Classroom Visitations/Conferencing 23
Documentation 24
Progress Reports/ Report Cards 24
Core Subjects 24
Promotions Policies 24
Summer School Policies 24
Retention Policies 24
PK3, PK4, K5 End-Of-Year Ceremonies 24
Eighth Grade Graduation Requirements 25
AWARDS 25
Quarterly Awards: Grades 1-8 25
End-of-Year Awards for Grades 1-7 25
Perfect Attendance 25
Eighth Grade Graduation Awards 25

Eighth Grader of the Month 25
EXTRA-CURRICULAR ACTIVITIES 26
Extra-Curricular Activities 27
Clubs 27
Student Council 27
National Junior Honor Society 27
Athletic 27
Physical Examination 28
Athletic Contract 28
Illness 28
Coaches 28
Mini Cheerleaders, Cheerleaders, Flags and Streamers, Stallionettes 28
League Membership 29
After School Practice 29
Pick up of Students involved in Sports/Clubs 30
DISCIPLINE 30
Code of Discipline 30
Parent Code of Conduct 30
Student Code of Conduct 31
School Pride 31
MHCS Bullying Policy 31
PK3-K5 32
Grades 1 - 2 32
Grades 3-8 33
Conduct Percentage 33
Clarification of Terms 35
Search and Seizure 35
Weapons 35
Violence – Threatened and/or Acted 35
Behavior In and Out of School 35
STUDENT SERVICES 35
Field Trips 36
Permission Forms 36
After School Care 36
Cafeteria Policies 37
Birthdays 37
Sales 38
Money 38
Lost and Found 38
SAFETY 38
Crisis Management Plan 38
School Closings 38
Fire Drills 38
Tornado/Lock-Down Drill 38

Lock Out Procedures 38
Health Records 39
First Aid 39
Reportable Communicable Diseases 39
Medication and Health Screening 40
Student Insurance 40
Visitors 40
Use of School Grounds 40
Classroom Pass 40
Pets and Animals 41
Smoke Free Zone 41
Controlled Substance Free Zone 41
Weapon Free Zone 41
Harassment Free Zone 41
UNIFORM 42
Personal Appearance 42
Uniform Guidelines 42
School and PE Uniform items 43
Salesian and Mary Shirts 43
Socks and Shoes 44
Under Clothing 44
Hairstyles 44
Jewelry 44
Make-up 44
Contact Lenses and Sun Glasses 44
No Uniform Day 44
SUPPLIES 44
School Supplies 44
Textbooks 45
Backpacks, Pencil Cases, and Folders 45
Prohibited Items 45
Cell Phones 45
ARRIVAL-DEPARTURE 45
Arrival/Departure Procedures 46
Early Drop-Off 46
Traffic at Arrival and Departure 46
Early Pick-Up 46
FINANCE POLICY 46
Registration Fees, Tuitions and Other Charges Policy 47
Fundraising 49
Financial Policies 49
Delinquent Tuition 49
Non-Sufficient Funds Check 49
Tuition Assistance 49

Tuition Reimbursement 49
PARENT INVOLVEMENT 50
Advisory Board 51
Salesian Parent Teacher Association – SPTA 51
SPTA Officers 51
SPTA Committees 51
Parent Workshops 51
Room Parents 51
Contributed Service Hour Program 51
Parent/Guardian/Visitor Parking 52
Family Fun Activities 52
Non-custodial Parents 52
Volunteers 52
TECHNOLOGY USAGE POLICY 53
Acceptable Use 53
Consequences of Misuse 53
Warranties 53
Usage of Electronic Devices 53
Deledao Monitoring Policy 53
Acknowledgement of Receipt and Agreement 58
Acknowledgement of MHCS Policies and Procedures 58
2026-2027 PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT ACKNOWLEDGEMENT 59

IDENTITY

Located in Laredo, Texas, Mary Help of Christians School is a private, Salesian, Catholic elementary school affiliated with the Diocese of Laredo, Texas, Office of Catholic Schools. The school is owned and operated by the Daughters of Mary Help of Christians (Salesian Sisters) together with dedicated lay collaborators in the education and formation of children in grades K-3 to eighth grade.

VISION

Mary Help of Christians School is a Catholic, Salesian school that strives to develop each student holistically– religious, moral, academic, psychological, cultural, social, physical, and aesthetic – thus preparing the students "to open more and more to reality and to form in themselves a clear ideal of life."[1]

PHILOSOPHY

At Mary Help of Christians School, we find the very reason for our existence to be in the integral education of youth. We are committed to transmitting our Catholic and Salesian heritage to our students and enabling them to experience the gospel in daily life. We therefore, "fully enter into the saving mission of the Church, especially in the need for education in the faith."[1]

We recognize that "parents are the first and foremost educators of their children."[2] Our purpose, then, as Catholic, Salesian educators, is to serve as partners with parents whose teachings and formation are in harmony with Catholic doctrine and Salesian values.

Together as an educating community – students, parents, teachers, staff, and Sisters – we can offer a true education that is able "to integrate religious truth and values with life"[3] and form in the students a sense of belonging, not only to the school but also to "the parish, the neighborhood, the local civic community, and the world, and begin to respond to the obligation of Christian service through joint action."[4]

As Salesian educators, we strive to follow the educational approach of St. John Bosco, by creating schools with a family spirit, emphasizing reason, religion and loving kindness, in a positive atmosphere of discipline, friendliness, and cheerfulness. In St. John Bosco's own words, we aim to form our children to be "good Christians and upright citizens, empowering them with a joyful vision and hope of a better world."

MISSION STATEMENT

The mission of Mary Help of Christians School is to educate youth academically and spiritually in the Catholic, Salesian tradition of Reason, Religion and Loving Kindness. Mary Help of Christians School is a school where children . . .

*... love to **Learn** ...*

*... and learn to **Love***

[1] The Catholic School, #31
[2] The Catholic School, #9
[3] Lay Catholics in Schools: Witness to Faith, #12
[4] To Teach As Jesus Did, #105
[5] Ibid, #109

SCHOOLWIDE LEARNING EXPECTATIONS

In the Catholic Salesian tradition of Mary Help of Christians School, a student is formed in:

REASON ▬ *Learning to be life-long learners*

- Knowing the steps in making good choices
- Reading, writing, listening and speaking proficiently
- Demonstrating mastery of library and media skills
- Applying computational skills
- Exhibiting scientific and technological literacy
- Being appreciative and knowledgeable of the arts

RELIGION ▬ *Learning to love God*

- Forming a good conscience
- Realizing our life of knowing and loving God is a life-long process
- Knowing the basic doctrines of our Faith
- Experiencing different styles of prayer and worship
- Translating Gospel values into responsible citizenship
- Believing that all human life is special and precious
- Loving and honoring Mary as God's Mother and our Mother also

LOVING KINDNESS ▬ *Learning to Love others*

- Choosing life and truth
- Valuing forgiveness and reconciliation
- Cherishing God's gift of self, family and life
- Experiencing a physically healthy life-style
- Demonstrating good manners in all relationships
- Preparing to take their place as responsible citizens

ACCREDITATION

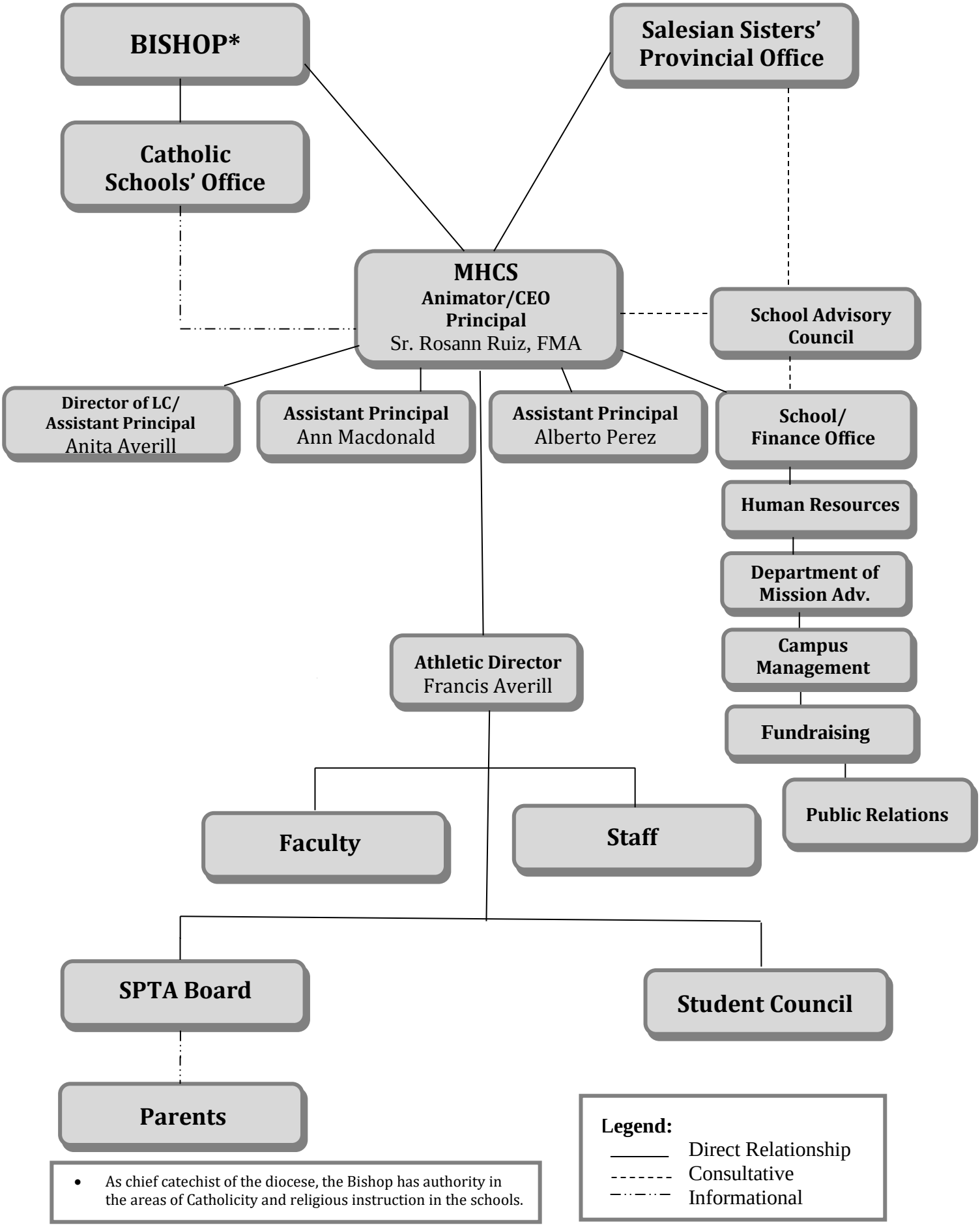
Mary Help of Christians School is accredited by the Advanced – Accredited/SAC5 Southern Association of Colleges and Schools, the Texas Catholic Conference of Bishops Education Department (TCCB ED) and maintains membership in the National Catholic Educational Association (NCEA) and the Texas Association for Nonpublic Schools (TANS).

SCHOOL FACILITIES

Mary Help of Christians School is a jewel that is set on 20.5 acres of land. It fronts Del Mar Boulevard and has three entrances: Del Mar, Candlewood, and Springfield. Every day we thank God for the benefactors and our Sisters of past generations who have made MHCS a cherished tradition, held close and dear in the hearts of Laredoans to this day.

The school buildings include: School Office and Administration, Finance Office, library, science lab, music room, art room, classrooms for PK3 through 8th grade, a Chapel open all day, full-service cafeteria, an air-conditioned gym with two practice courts/one full court, an indoor swimming pool with changing rooms/showers, three developmental playgrounds, six outdoor basketball courts, four outdoor soccer fields, one outdoor volleyball court, two swing sets, courtyard play area, a large playing field for soccer/baseball/flag football/track and field, and a bus barn for the MHCS buses.

CHANNELS OF GOVERNANCE



- As chief catechist of the diocese, the Bishop has authority in the areas of Catholicity and religious instruction in the schools.

BISHOP

Faithful to Salesian tradition, Mary Help of Christians School (MHCS) affectionately supports and collaborates with the Bishop. We therefore, "fully enter into the saving mission of the Church, especially in the need for education in the faith." Effective administration is dependent on the mutual support and cooperation of the Provincial Office, MHCS Administration and the School Office in accordance with the teachings and directives of the Chief Pastor of the Diocese. In this way, we help our students and families to experience the Gospel in daily life.

SCHOOL OFFICE

The school is administered in accordance with the policies and guidelines set forth in the Handbook of Policies and Regulations for Catholic Schools of the Diocese of Laredo. This handbook, together with the leadership of the School Office, is a practical expression of our Catholic vision and philosophy of education and focuses on the welfare of the whole child and the integration of faith with culture.

PROVINCIAL OFFICE

Mary Help of Christians School is owned and operated by the Daughters of Mary Help of Christians (Salesian Sisters). Ultimate authority and approval rests with the Provincial Office for projects of development, expansion, large repairs or improvements.

The Provincial Office, together with the Sisters' Council and other appointed members, serve as a deliberative and decision making body in areas of finances, school enhancement, policy, development and strategic planning.

ANIMATOR OF MHCS COMMUNITY

The Animator is the Chief Executive Officer (CEO) of MHCS at the local level.

It is the Animator's chief responsibility to ensure that Mary Help of Christians School provides a true, Salesian education in a setting within which "one's faith can become living, conscious and active through the light of instruction." (To Teach as Jesus Did, #102) "A true, Salesian education aims at the formation of the human person in the pursuit of their ultimate end and of the good of the societies of which they are a member, and in whose obligations, as an adult, they will share." (Declaration of the Christian Education, #1)

PRINCIPAL

The Animator delegates to the Principal the prerogative of decision-making regarding the school. The school Principal works in close collaboration with the Animator when making policy, procedural and employment decisions. The Principal of Mary Help of Christians School is ultimately responsible for the day to day operations of the school according to the dictates of the Diocesan Office of Education and the Texas Catholic Conference of Bishops Education Department (TCCB ED).
Responsibilities of the Principal include the hiring and evaluation of staff, the supervision of instruction, learning and curriculum development, and the professional development of the staff through in-service programs.

ASSISTANT PRINCIPAL(S)

The Assistant Principal(s) work closely with the Principal of the school to enhance the educational experience of the teachers and students through innovative and signature educational programs, professional development and innovative teaching practices. In addition, they will assist the Principal in the hiring and evaluation of staff.

ADVISORY COUNCIL

The Advisory Council is established to assist the School Administration in developing sound decisions concerning a variety of issues which may arise in the operation of the School. Final decisions remain solely with the Principal and House Council. The primary responsibility of the Advisory Board is to provide insights, expertise, and information to facilitate the decision making process.

SALESIAN PARENT TEACHER ASSOCIATION (SPTA)

The members of the SPTA consist of all parents and teachers of MHCS. The mission of the SPTA is to promote the partnership between the parents and Mary Help of Christians School (MHCS), acting as a forum for communication, school spirit, and community awareness. The SPTA **does not** participate in School policymaking.

PARENTS

"Parents are the first and foremost educators of their children" (Lay Catholics in Schools, #12). It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years children are taught, according to the faith received in baptism, to have knowledge of God, to worship Him and to love their neighbor. Faculty and Staff serve as partners with parents whose teachings and formation are in harmony with Catholic doctrine and Salesian values.

NON-CUSTODIAL PARENTS

MHCS abides by the Buckley Amendment with respect to the rights of non-custodial parents. The Buckley Amendment, also known as Family Educational Right to Privacy Act, mandates that parents and students have the right of access to records and the right to request that statements be changed or deleted. The school may refuse to change or delete records. Statements made by parents or students may be included in the record. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order to the contrary limiting or restricting visitation and/or pick up of the student, or if there is a current restraining order to be enforced, it is the responsibility of the custodial parent to provide the school with an official copy of the court order signed by the judge and to alert the Administration immediately.

GRIEVANCE PROCEDURE

A "grievance" is a complaint based on any alleged violation or inequitable application of rules or policies. The primary purpose of a grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise from time to time. MHCS's Grievance Procedure is intended to resolve grievances in a cooperative, Christian atmosphere. No participant is entitled to representation (legal or otherwise) in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential. A copy of the grievance procedure may be obtained from the Principal's office.

OFFICE STAFF

Administrative Office Manager	Yvonne Moreno
Manager of Student Affairs	Erica Peña
Health Coordinator	Ludivina Garza
Office Manager	Lucy Flores
Accounts Payable	Martha Hinojosa
Accounts Receivable	Socorro Ramos
Payroll	Ana Laura Arriaga
Department of Mission Advancement	Nadia Jimenez
Department of Mission Advancement	Amanda Gonzalez

ADMISSIONS

ADMISSION POLICY

Mary Help of Christians School is open for applications and school walk-throughs throughout the year. Students enrolling at MHCS for the first time must present the following documents in addition to completing an admissions test:

1. Birth Certificate (original certified document)
2. Social Security Card (original)
3. Baptismal Certificate
4. Certificates of First Communion, Reconciliation, Confirmation
5. Up-to-date immunization record
6. Latest report card
7. Most recent standardized test scores
8. New students testing and interview
9. Sign a one year probation agreement

AGE REQUIREMENTS

A child must be three on or before September 1st and toilet trained to enter K3. To enter K4, a child must be four on or before September 1st; to enter K5, a child must be five on or before September 1st; and six years old to enter Grade 1.

RE-ADMISSION

In January, re-admission forms will be sent to families presently enrolled and in good standing with MHCS. Open Enrollment will be in effect as of mid-January. Parents in good standing are those who have done their best to demonstrate a sense of responsibility and loyalty to all that Mary Help of Christians School strives to achieve, and have fulfilled all financial obligations.

ADMISSION OF NEW STUDENTS

Applicants are required to take an admission test. An Administrator may ask for an interview with the student and the parents or guardians before granting admission. Applicants who are not prepared to benefit from Mary Help of Christians School's curriculum and discipline, or have not given evidence of financial responsibility at their previous school will not be admitted to MHCS. Admissions are PK3 –for incoming 7th, exceptions may occur. Preference is given to siblings.
New students admitted to MHCS are automatically accepted on a **one year probation status.**

RETURNING STUDENTS

Students who were previously enrolled and left for a period of time are considered NEW students. Families returning must complete the following requirements:

1. All Fees must be paid before the start of the school year.
2. Student Entrance Exam
3. Report Card from an Accredited School (If Home School- proper documentation of Home School Program)

NON-DISCRIMINATION STATEMENT

Mary Help of Christians School admits students of any race, gender, religion or national origin to programs and activities with all rights and privileges, and who agree to take part in all the programs that MHCS provides. Admission is not denied because of any handicap condition unless it is clear that the staff, due to lack of specialized professional training, and/or the school's program, is not able to meet the student's needs. MHCS is not equipped to accommodate students who demonstrate severe academic or behavioral needs.

INCOMING STUDENTS FROM A CATHOLIC SCHOOL

When parents request a transfer (K5 – 7th Gr.) to Mary Help of Christians School from another Catholic School, MHCS will notify the school of the parent's desire to transfer. The student will be tested. When Administration reviews the student's results, the family interview, and the recommendation from the other school and finds that the child can benefit from what MHCS has to offer, the admissions office will then request the student's records.

INCOMING STUDENTS FROM PUBLIC AND OTHER NONPUBLIC SCHOOLS

The Principal will decide the placement of students transferring from public and other state approved nonpublic schools. The decision will be based on testing, observation and interviews to see if the placement benefits the student and is agreeable to the parents or guardians.

INCOMING STUDENTS FROM UNACCREDITED SCHOOLS AND HOMESCHOOLING

A student who transfers from unaccredited schools or home schools will be given an entrance test for the grade level to which they belong according to their age. These students will be accepted on academic probation and will be monitored closely in order to help them make the transition to MHCS.

RECORDS

A student's permanent academic folder contains: academic transcripts, standardized test results, and a cumulative record card. A student's permanent health folder contains: immunization record, vision, hearing, and spinal (6th graders) and type 2 diabetes screening results. School records contain confidential data and are not released to an unauthorized person or group.

In accordance with the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, parents and students have the right of access to records.
In the event that a parent /student wishes to view a record, the request must be made in writing with a forty-eight hour notice.

TRANSFERS

Parents who are transferring their child/ren out of MHCS School must notify the school three days in advance, return all textbooks, library books, and any other school property. Exit paperwork must be completed and signed. All financial obligations to the school must be paid before records will be released to the receiving school. Health records, transcripts and other documents are mailed directly to the receiving school once our office receives the official request from the receiving school. If a

transfer occurs on or after the 1st of the month, tuition is not reimbursed. All other arrangements must be made with Accounts Receivable.

TRANSCRIPT REQUESTS

Requests for health records, partial transcripts, letters of recommendation, and letters of attendance will be granted within two school days, if at all possible.

ATTENDANCE

SCHOOL HOURS

School morning assembly begins promptly at 7:40 a.m. with students assembled with their homeroom to begin Morning Prayer in the school gym. The Springfield entrance closes at 7:45 a.m. PK3, PK4, and K5 students must be dropped off at the Learning Center, NOT AT THE GYM. After the Springfield and Candlewood gates close at 7:45 am, parents with their student(s) will proceed directly to the front office and will be marked tardy.

**All families are asked to follow arrival and dismissal procedures for the well-being and safety of our child(ren) and staff. There will be a $25.00 fine for those families who disregard procedures and put our children and staff at risk.

Regular dismissal time for PK3 – K5 is 2:45 p.m. and grades 1st – 8th is 3:15 p.m. On any half-days, dismissal time for grades PK3 - K5 is 11:30 a.m. and grades 1st – 8th is at 12:00 p.m.

ABSENCES

Parents are required to call the school office between 7:30 a.m. and 8:00 a.m. each time their child is absent. All absences must be explained in writing by the parents upon the child's return to school. THIS IS FOR YOUR CHILD'S SAFETY.

Any student who is absent for more than 3 consecutive days must present a doctor's excuse to their Homeroom Teacher upon returning to school.

- Any student who is off campus for a school related activity is counted present.
- Routine dental or medical appointments should **not** be made during school hours.
- If a student is hospitalized or recovering from surgery, the absences will be recorded as Medical Absences.

Half-Day Absence

- If a student arrives between 10:30 and 12:00, s/he will be counted as absent ½ day.
- If a student leaves school between 10:30 – 2:30, s/he will be counted as absent for ½ day.

Whole Day Absence

- If a student arrives after 1:30, s/he will be counted as absent for the entire day.
- If a student leaves school before 10:30, s/he will be counted as absent the entire day.

*Any student leaving after 2:00 pm, may not returned for dismissal.
*Learning Center students may not be dropped off after 11:00 am.

*Any student leaving early, arriving late or is signed out is not eligible for the Perfect Attendance Award.

TARDIES and ABSENCES

Students arriving after **7:45** a.m. must be accompanied to the office by the person dropping them off to be signed in. Absences and tardies are recorded on the report card and the permanent record card.
*As per Texas standards, a student may be required to attend Summer School for absences of 20 days or more within a school year. Texas Education Code 25.092- Any student in any grade level from Kindergarten through 12 may not be given credit or a final average for a class unless the student is in attendance or at least 90 percent of the days the class is offered. **Office staff will notify parents of quarterly absences. (EVERY 3 TARDIES = 1 ABSENCE)**
****Parents/guardians must submit upon student's return to present any parent and/or dentist's/doctor's documentation for absences or tardies.****

ATTENDANCE POLICY

- 20 Absences require summer school.
- 3 tardies result in one absence
- Absences and tardies with signed doctor's notes will not be counted for summer school. However, students will be marked absent/tardy.
- Parents must receive permission for early dismissal from administration by submitting an email to absence@mhcslaredo.org. If an email not received, a fee of $25 will billed.
- Excessive tardies or absences forfeit eligibility for the Perfect Attendance Award.
- Students who are absent or picked up early may not participate in clubs or sports the day of their absence. This includes games.
- Families are billed $25.00 for each tardy. One "grace tardy" per quarter (9 weeks) is excused.
- Unplanned absences and tardies disrupt the classroom and affect the quality of instruction for all students.
- When a child is sick, teachers will work directly with the student and/or parents to provide and adjust make-up work once the child returns — students should not be expected to gather "all their work" ahead of time or while they are out.
- Planned absences must be arranged in advance with the Principal.

RELEASING STUDENTS DURING SCHOOL HOURS

Students will not be released from school during school hours into the custody of any person other than parent/guardian and those listed as the emergency contact persons on the database card filled out at registration. Identification of the person to whom the student is released must be verified.

The Main/School Office or the Health Coordinator's Office will notify parents/guardians or emergency contact persons to make suitable arrangements when it is necessary to send a student home because of illness or other reasons. Documentation of this notification must be made for our records. In addition, the student must be signed out at the Student Affairs Office.

EARLY RELEASE

No EARLY RELEASE of students due to appointments, out of town trips, etc. between the hours of 2:00 p.m. - 3:00 p.m. (especially on Friday's). Instruction time ends at 3:00 p.m. Our goal is to minimize distractions for your child and other students. PLEASE NOTE: Early Releases MUST be approved by administration via email to absence@mhcslaredo.org 2 days in advance.

GENERAL INFORMATION

SCHOOL OFFICE HOURS
The school office is open for service Monday – Friday from 7:30 a.m. to 4:00 p.m. During heavy business hours, parents are asked to sign in, be seated, and wait for their turn to be attended.

FINANCE OFFICE
The finance office is open Monday – Friday from 7:30 a.m. to 4:00 p.m.

SUMMER OFFICE HOURS
Summer office hours are 8:00 a.m. to 12:00 p.m. Monday through Thursday.
The office is completely closed the last week of June and 1st week of July.

PARENT/GUARDIAN/VISITOR PARKING
Parents, guardians, and visitors coming to the MHCS school office, finance office or to conduct any school related business are to enter through the front gate on Del Mar Blvd.

COMMUNICATION

CHANNELS OF COMMUNICATION
It is important that home-school communication follows the channels of governance. Good communication is open, courteous, calm, child-centered and specific. The way we communicate as adults gives our children an example to follow.

Anyone who demonstrates unwillingness or inability to cooperate with school policies, who does not conduct him/herself in a Christian manner, or who tends to be verbally or physically abusive to students, faculty, staff or Administration, will not be allowed on campus and may be required to withdraw his/her children from school.

SCHOOL PUBLICATIONS
School publications serve not only to foster creative talents of students but also to assist and support the school in its public relations. All publications must be approved and reviewed by the school Administration. School publications include but are not limited to: website, marquee, yearbook, school directory, and school newspaper.

CALENDAR
An annual, tentative school calendar is distributed at the end of the school for the upcoming year. Monthly calendars will have much more information with minor changes as needs arise. The monthly calendar and monthly menu are also posted on MHCS Website

THURSDAY FAMILY FOLDERS
Every child receives a Family Folder every Thursday as needed. Reminders are posted on MHCS Website. Parents can expect only school related information to be sent home in the Family Folders. Loss of a Family Folder will incur a fee of $5.00 to replace it.

APPOINTMENTS
Parents are encouraged to set up appointments with their child's teacher to discuss any concerns that may arise. It is not appropriate for a teacher or parent to initiate a conference during drop off, dismissal, school activities or classroom visitation. For an appointment, parents may e-mail the

teacher or call the school office for an appointment. The teacher will return the call within 24 hours. The office may not release teachers' home phone or cellular numbers. Teachers are not called to the phone during class time. All other appointments with other school personnel and administration are also scheduled through the school office.

WRITTEN NOTES

Written notes, dated and signed by the parents are required for:

1) Absences
2) Prompt notification of change of address, telephone, or e-mail.

PHONE CALLS

Since one of our aims is to form our students in responsibility, students will not be permitted to call home for forgotten items and **family members may not drop off forgotten items**. In cases of medical need, the Health Coordinator will contact parents/guardians. Messages will be given to students only in cases of emergency.

ACADEMICS

CURRICULUM

Mary Help of Christians School strives for high standards of Catholic education by following the curriculum guidelines of the Diocese of Laredo, the Texas State Standards and the guidelines and directives proposed by the TCCB ED. The school's curriculum for grades 1-8 includes: RELIGION, MATHEMATICS, LANGUAGE ARTS (including ENGLISH, READING, SPELLING, WRITING, PENMANSHIP, and VOCABULARY), SCIENCE, SOCIAL STUDIES, SPANISH, ART, MUSIC, PHYSICAL EDUCATION, LIBRARY and COMPUTER.

THREE YEAR-OLDS (PK3)

Mary Help of Christians School operates a 3-year-old developmental/academic program with an emphasis on Religion, letter and number recognition, fine motor skills, and phonics.

LEARNING CENTER - PK4 AND K5

Mary Help of Christians School operates a developmental/academic program for 4 and 5 year olds, which builds on the PK3 program. It includes Religion, Sing-Spell-Read-and-Write Program, Language Arts, Fundations, Touch Math and Saxon Math, Social Studies, Science, P.E., Art, Music, Computer class and Library.

RELIGIOUS INSTRUCTION AND FORMATION

Religious instruction and Faith formation is an integral part of a child's growth and a central part of the Catholic/Salesian identity of our school. Teachers of Religion follow the National Catechetical Directory as well as the guidelines of the Catechism of the Catholic Church, and Diocesan Curriculum:

1. Daily religious instruction for all students from grades PK3-8; this includes all aspects of Faith and Service according to the teachings of the Church in a manner appropriate to their age.
2. Participation in the Sacramental Life of the Church through Liturgy and opportunities to celebrate the Sacrament of Reconciliation.
3. Specific preparation in the second grade for First Reconciliation and First Eucharist.
4. Opportunities for meaningful moments of prayer throughout the day, devotion to Mary, Stations of the Cross, Adoration, mission awareness, and outreach to the poor and the needy.

EDUCATIONAL TECHNOLOGY

The purpose of computer instruction at MHCS is to inform our students of the technology resources that are available and the skills needed to navigate the digital world. Technology is an ongoing process and is continually changing. It demands constant learning. When technology is truly integrated into the curriculum, it is transparent and routine. The use of technology tools are most effective when they become an integral part of how the classroom functions.

ART INSTRUCTION

Students in grades PK3-8 participate in art class once a week with a specialized art instructor. The art curriculum includes instruction in techniques, projects, art history, and art appreciation, according to age.

MUSIC INSTRUCTION

Students in grades PK3-8 participate in music class once a week with a music instructor. The music curriculum includes instruction in performance, music theory, and music appreciation.

LIBRARY

Mary Help of Christians School library strengthens and supports the curriculum. Students have a regular library period each week. The library is open daily from 8:15 a.m. to 3:00 p.m. for scheduled class visits and after school on Monday from 3:30 - 4:15 p.m. Library books may be checked out for a period of 7 days for 1st-3rd grade and 14 days for 4th-8th grade. Throughout the year, Mary Help of Christians School sponsors book fairs to enhance home collections of reading material and to expand the school's repertoire of books. Parents are responsible for the cost of the replacement of lost books.

PHYSICAL EDUCATION

Participation in Physical Education is required for all students in accordance with Texas Education Agency requirements. PE grades reflect skill, participation, and a student's responsibility in dressing out with the required PE attire.

Students excused from PE still come dressed out. Only a written slip from a doctor to the PE teacher will excuse a student from the PE activity and will be given an alternative written assignment.

HOMEWORK

Homework is given by the teachers to reinforce concepts and skills taught in class. Homework is assigned daily from Monday through Thursday. It is important, therefore, that homework be done by all students and returned the next day, or whenever the teacher specifies. All students from Grades 1-8 are required to have a School Assignment Book to copy daily assignments. Homework is posted on Remind for the week and updated daily as needed. Students and Parents are urged to check daily.

No one is allowed to drop off homework or projects at the Office for a student. If a student forgets an assignment at home, the student has to accept responsibility for his/her actions and learn from the consequences. **MHCS is not responsible for printing any students' assignments or projects.**

The following are average homework time allotments, keeping in mind that some students may require more or less time to complete an assignment, and that this time allotment includes time that students are expected to be engaged in independent reading:

- PK3 20 minutes
- PK4-K5: 30 minutes
- Gr. 1-3: 1 hour
- Gr. 4-5: 1 ½ hours
- Gr. 6-8: 2 hours

ABSENTEE HOMEWORK /CLASSWORK / 1st-8th

Unless a student is absent (see Student Attendance Policy), s/he is expected to complete and turn in homework and classwork in all subjects on the date and time it is due in order to receive full credit. All assignments must be completed. Points will be deducted from the final earned grade according to the following guidelines:

Not submitted on date and time due – 10-point deduction
2 days past due date – 20-point deduction
3 days past due date – 30-point deduction
Any work turned in after the 3 days will be considered and entered into FACTS SIS as a "zero".

Lessons or school work will not be provided for students who are absent or planning ahead of time to miss school for non-illness or emergency related reasons outside of the calendared MHCS vacation days. The office will not allow requests for assignments, books or supplies while their child is absent. Upon the students' return, they will be given missed homework/classwork assignments which must be completed within the same number of days that the student was absent. For example, if the student was absent 3 days, all missed work must be completed within 3 days. Grades begin at 90% for make-up work and tests.

Students have the opportunity to keep their work current if they have their books and Chromebooks and check Google Classrooms daily for their assignments. Full credit can be earned when work is turned in the day it is due for the class.

ACCELERATED READER

At MHCS, students in grades 1 - 5 attain Accelerated Reader points by reading AR books and taking the corresponding tests. All students will be administered a diagnostic STAR Reading test four times a year (at the beginning of each quarter) to determine their reading level and their personalized benchmark points. Participation in Accelerated Reader is a requirement and will count as a quiz grade or at the teacher's discretion. Students will be recognized for meeting their quarterly goals, and an incentive will be given at the end of the year to those who maintain an 85% or higher comprehension average while meeting their goals.

***There is a minimum point requirement per quarter per year:**

Quarter/ Marking Period	1st grade	2nd grade	3rd grade	4th grade	5th grade
1	10	15	12	20	25
2	15	15	18	20	25
3	15	15	20	25	25
4	10	15	20	20	25
TOTAL	**50**	**60**	**70**	**90**	**100**

GRADING SCALE – AR Testing will be done in School ONLY

In completion of points and comprehension is at:	Grade will be:		In completion of points and comprehension is at:	Grade will be:
85% or above	100		69-65	75
84-80	90		64-60	70
79-74	85		59-55	65
74-70	80		54-50	60

TESTING

Tests are administered by the teacher weekly and are an important part of a student's grade – 40% of the entire grade. Mid-Term Exams in December / Final Exams in May are scheduled in advance and administered to students in grades (5th-8th). Mid-terms and Final Exams are counted as one test grade. Grades will not be posted for students who have not received financial clearance from the Finance Office. The Diocese mandates standardized tests for students K5 – 8th. The Iowa Test of Basic Skills is administered annually in the spring. The Cognitive Ability Test is also administered in 1st, 4th, and 7th Grades.

GRADING

PK3, PK4, and K5

E = Excellent
S = Satisfactory
NI = Needs Improvement
U = Unsatisfactory

Grades 1 – 8

Excellent	90-100
Good	80-89
Passing	70-79
Failure	69 and below

MHCS weights grades in the following manner:

Grades 1 – 8 40% Tests
30%Quizzes&Projects
20% Classwork
10% Homework

Zeros and incompletes will be recorded on FACTS SIS at the time they occur. These zeros may be substituted when make-up work is turned in timely and graded by the teacher. Students will have 3 days to turn in missing assignments with 10pts off from each day the assignment was due. After 3 days, the student will receive a zero.

EXPECTATIONS AND RESPONSIBIITIES FOR STUDENTS

School Responsibilities

We serve our students best when we support one another in providing a nurturing and supportive environment for all. Parents are expected to encourage open communication between administration, faculty, staff, and their child to ensure a productive learning environment. By enrolling your child at Mary Help of Christians School, you are partnering with us in supporting your child's full development—academically, socially, and spiritually. Our dedicated team of administrators, faculty, and staff work closely together throughout the school day to support the growth and well-being of every student. This includes engaging with students as needed to guide, support, and encourage them in a variety of ways.

MHCS Administrators, faculty, and staff are committed to:

1. Motivating and assisting students to follow the Code of Conduct as a means of personal growth, an expression of Christian moral behavior, and respect and care for oneself and others
2. Enforcing the school rules and discipline policies with fairness and discretion
3. Allowing for adjustments in disciplinary actions as deemed necessary due to circumstances and maturity of the student

4. Maintaining effective and respectful communications with parents regarding student behaviors and appropriate parental responses
5. Continually updating their understanding of student behavior and its influences, and the techniques of classroom and student management

Student Responsibilities

1. Respect Authority - students will not defy school authorities and/or challenge school rules and policies.
2. Accept consequences for your actions - students will not refuse to accept discipline and the consequences of their behavior.
3. Avoid school or classroom disruptions - students will not disrupt any school activity.
4. Avoid endangering yourself or others - students will not endanger the well-being of themselves or others and avoid all forms of assault or violence and will not bring to school or have in their possession any article or object judged to be harmful to themselves or others or the good order of the school.
5. Avoid foul language - students will not use profane, vulgar, disrespectful, or hurtful language.
6. Maintain a "Bully-Free" environment - students will not tease, bully, harass, and/or coerce others.
7. Respect school and personal property - students will not damage, destroy, or deface any property and will be required to make restitution as directed.
8. No illegal substances - students will not possess, sell, use, transmit, or abuse any drugs or look-alike drugs, alcohol, tobacco, or any illegal substance and will participate in the education and prevention programs provided or recommended by the school.
9. Follow the Uniform policy - students will follow the school uniform code regulations.
10. Complete assignments and do your own work - students will be truthful and honest and not engage in any form of cheating or dishonesty.

Parent/Guardian Responsibilities

Parents/guardians have the responsibility as primary teachers and disciplinarians of their child to:

1. Model and support their child's practice of the Catholic faith
2. Support school policy and the authority of the administration and teachers
3. Insist that their child obey the regulations and principles of good behavior
4. Support teachers and administration in the discipline of your child and respect their judgments as they apply the school discipline code
5. Be aware of /monitor external influences like TV programs, videos, Facebook etc.
6. Sign and return all correspondence in the time prescribed
7. Encourage their child to complete all assignments
8. Communicate openly with faculty and staff when necessary and avoid any criticism of teachers and school policy
9. Model attire that reflects the morals and values of our Catholic school when on campus
10. Pay all fees (tuition, lunch, etc.) on time

ACADEMIC COMPETITIONS

Mary Help of Christians School participates in the Academic Fair (UIL) and Science Fair. These are extracurricular academic programs for students in grades K5 – 8. These activities inspire student achievement through academic competition. It is a great honor for a student to be prepared and invited to compete.

CLASSROOM VISITATIONS/CONFERENCING

Parents are invited to visit the classrooms during Meet-the-Teacher Night at the beginning of the school year.

It is not appropriate for a parent to expect drop-in conferencing. Conferences must be made by appointment through the school office or by e-mail with your child's teacher. Administration will be present at all teacher and parent conferencing. For the most part, conferences are held after school, and some conferences will be necessary during the school day.

DOCUMENTATION

Grades and missing assignments are posted on FACTS SIS and updated weekly, quarterly Progress Reports are posted on FACTS SIS and quarterly Report Cards are sent home in the Family Folder.

PROGRESS REPORTS AND REPORT CARDS

Progress reports are issued towards the middle of each nine-week period and Report Cards at the end of the nine week period, and sent in the Family Folders. This is an important channel of communication from the teacher to the parent regarding their child's academic progress and discipline. Parents are encouraged to set up a conference with the teacher if they need additional communication regarding their child's progress. The "Acknowledgement of Receipt" form which is sent home for the Progress Report and Report Card must be signed and returned to the teacher the following school day.

CORE SUBJECTS:

Religion, Reading, Writing, Spelling, Language Arts (English), Math, Science, and Social Studies.
Spanish is considered a core subject in 8th Grade.

PROMOTION POLICIES

Students are promoted to the next grade based on their academic achievement. The following is the specific criteria for promotion to the next grade level.

PK4 – K5 - a student must have at least "S" at the close of the year in ALL CORE subjects to be promoted to the next grade.

1st – 8th - a student must have at least a 70% final average at the close of the year in ALL CORE subjects in order to be promoted to the next grade.

Read summer school and retention policies carefully.

SUMMER SCHOOL POLICIES

Any PK4-K5 student who is absent more than 20 days, and/or scores below "S" at the close of the year in a CORE subject must attend summer school to remediate attendance and/or failed subject(s).
Any 1st - 8th grade student who scores below a 70% final average at the close of the year in a CORE subject must attend summer school for that subject.
PK4 - 8th grade students requiring summer school are to register with the designated summer school site as appointed by the Principal.
The Principal makes the final decision in requiring or recommending summer school attendance.

RETENTION POLICIES

Any PK4 – K5 student who scores below S at the close of the year in **three Core Subjects** is retained. Summer school is mandated for students who fail a CORE subject. Any 1st – 8th grade student who scores below a 70% final average at the close of the year in **three or more CORE subjects** is retained without the option of summer school. The Principal will approve the Summer School Program that parents must register their child for the failed subject(s). The student will be promoted upon receipt of a satisfactory report from the school where summer classes were taken. Students who fail two consecutive years must withdraw from MHCS.

PK3, PK4, AND K5 END-OF-YEAR CEREMONIES

PK3, PK4, and K5 students enjoy beautiful ceremonies at the end of the scholastic year. PK3 has a Recognition Ceremony, PK4 has a Promotion Ceremony, and K5 has the Graduation Ceremony. The classes perform a review for their parents, capturing the success and progress of the year in recitations, song and dance. All financial obligations must be met before a student is allowed to participate in any of these ceremonies.

EIGHTH GRADE GRADUATION REQUIREMENTS

To graduate from MHCS, a student must meet the requirements of the promotion policy.

1. Academic Requirements: Students passing all subjects with at least a 70% are eligible for a diploma. Students who score below a 70% in one subject, will receive a diploma case with a note stating the necessity of summer school. The diploma will be issued upon receipt of satisfactory completion of summer school. Any eighth grader who scores below 70% in two or more core subjects by the end of the first semester will be required to transfer out of MHCS.

2. Financial Requirements: Financial clearance due by May 1 of the current school year. This includes all tuition payments, fundraising commitments, and lost or missing library books, damaged or lost books, after school care, sports, cafeteria, graduation, and any other outstanding debt. Graduation gowns will not be given and students will not participate in the public ceremony nor receive the diploma until all financial obligations are met.

AWARDS

QUARTERLY AWARDS Grades 1 – 8

Students will receive ribbons in their Family Folder with their Report Cards for the 1st – 4th quarters. The criteria are as follows:

PRINCIPAL'S LIST	96 and above in ALL subjects including Conduct
FIRST HONORS	90-95 and above in ALL subjects
SECOND HONORS	85-89 and above in ALL subjects

IN ORDER TO RECEIVE FIRST OR SECOND HONORS, CONDUCT GRADE SHOULD BE 90 AND ABOVE

END OF THE YEAR AWARDS FOR GRADES 1 – 7

End of the year awards are given to students in grades 1st -7th at a special Awards Assembly to which parents are invited. The awards will be based on the students' final average:

PERFECT ATTENDANCE AWARDS

* Perfect attendance is defined as no absences, excused or unexcused, and no tardiness.
* Any student leaving early, arriving late or signed out is not eligible for the Perfect Attendance Award.

EIGHTH GRADE GRADUATION AWARDS

The Valedictorian will be the eighth grader who has earned the highest cumulative final average of a complete 6th, 7th and 8th grade years at MHCS combined. To be considered for Valedictorian a student must have attended MHCS for the 6th – 8th grades consecutively.

The Salutatorian will be the eighth grader who has earned the second highest cumulative final average of a complete 6th, 7th and 8th grade years at MHCS combined. To be considered for Salutatorian a student must have attended MHCS for the 6th – 8th grades consecutively.

HONOR CORDS

PRINCIPAL'S LIST(Gold)
96 and above in ALL subjects in every quarter during the 8th grade year including conduct
FIRST HONORS (Blue)
90-95 and above in ALL subjects on the final average during the 8th grade including conduct
SECOND HONORS (White)
85-89 and above in ALL subjects on the final averages during the 8th grade year including conduct

FAMILY FIDELITY AWARDS
Family Fidelity awards are given to families whose last or only child is leaving MHCS and who have been a part of the MHCS family since Kinder 3, 4, or 5 through eighth grade.

PRESIDENTIAL ACADEMIC EXCELLENCE
The Presidential Academic Excellence Award is sponsored by the U.S. Department of Education in partnership with the National Association of Elementary School Principals and the National Association of Secondary Principals. This award is given to all students who have a final end of the year average of 90 on a 100 point scale and who have scored in the 85th percentile or higher in math or reading on Standardized Testing.

PRESIDENTIAL ACADEMIC ACHIEVEMENT
The Presidential Academic Achievement Award is sponsored by the U.S. Department of Education in partnership with the National Association of Elementary School Principals and the National Association of Secondary Principals. This award is given to students who did not qualify for the Presidential Academic Excellence Award, but who demonstrate unusual commitment to learning in academics and achievement in the arts.

EIGHTH GRADER OF THE MONTH

On a monthly basis, teachers give an evaluation of all the 8th graders. From these evaluations, the Principal determines who will represent MHCS at the presentation of the 8th Grader of the Month sponsored by the Laredo Police Dept., and KGNS TV. The 8th Grader of the Month will be selected based not only on academics but also on: Attendance, School Spirit, Extra-curricular activities, School Pride, Salesian Spirit, School and Community Service, 8th Grade activities, Special Awards, and outside school activities.
At the end of the School Year, the above sponsoring entities select one of the "8th Grader of the Month" to represent MHCS city-wide. Faculty, Staff and Student Body do not make this selection.

EXTRA – CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

In the interest of developing the whole person, MHCS offers a variety of co-curricular activities including: Clubs, Student Council, and Sports. **A student who is absent may NOT be able to participate in clubs and sports that day, even if it is a game day.**

Taking part in extracurricular activities is a privilege with required responsibilities. Students taking part in these activities must maintain a minimum of 75% in each subject and no lower than a 90% in conduct. Coaches and Sponsors are kept up-to-date on students' grades. Students will be suspended from extra-curricular and athletic activities if they fall below the required academic and behavioral standard. The Principal and the Athletic Director keep the list of those who fall below the required academic and behavioral standards and may reinstate them at the next grading period.

If a student's grades fail to pass these standards at the time of sign-up and/or tryouts, the student may be placed on probation and sign-up with the Principal's approval.

TRYOUT ELIGBILITY REQUIREMENT: To be eligible to try out for the upcoming school year, students must maintain a cumulative academic average of 85% or higher in all subjects throughout the current school year.

CLUBS

Mary Help of Christians School offers a large variety of clubs. All students in clubs must report to the cafeteria immediately after being dismissed from the classroom and will then report to club gatherings at 3:30 p.m. with the sponsor. Students may **not** wander the campus unattended by a teacher, sponsor or parent. The clubs available for the current school year will be published at the beginning of the year and will be scheduled to begin after Labor Day.

STUDENT COUNCIL

Student Council at MHCS is a prestigious and vibrant organization. The offices of President, Vice-President, Secretary, Treasurer, Commissioner of Religious Affairs, Commissioner of Spirit, Coordinator of Environment, and Commissioner of Athletics form the core of the Student Council. Each Homeroom has classroom representatives (Grades 1st and 2nd representatives are appointed by the teacher; Grades 3rd - 8th representatives are elected) who work closely with the Student Council Officers. The Student Council is responsible for prayers at Morning Assembly, for Pep Rallies, for various School Improvement Projects, for being Ambassadors for MHCS at School and Province functions. Student Council Officers and Representatives are to uphold school rules and should be examples of the values of MHCS to the rest of the School. The Student Council is governed by By-Laws. Incoming 6th – 8th graders may run for the offices of Student Council with required input from teachers on their academic and conduct grades. For the office of President, it is for 8th grade only and require one year of experience.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students in middle school who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character.

To be eligible for membership, the candidate must be a member of the sixth, seventh or eighth grade class. Candidates must have an overall scholastic average of at least a 95% average in all core subjects, and a 95% in conduct. NJHS members receive a stole to wear over their gowns at graduation. The stoles are the property of MHCS and are to be returned after graduation.

ATHLETICS

The purpose of athletics is to provide physical training, Sportsmanship, character formation, and school spirit by developing a sense of self-control, fair play, and team effort in the students. Some

sports have national affiliations. Girls' and Boys' sports teams, Elementary Cheerleaders, Stallionettes Dance Team, and Mini Cheerleaders take part in scheduled games, tournaments, competitions, and performances. Guidelines and participation are subject to the Athletic Contract and Student Handbook. Parents of athletic students MUST register with the Rank One Program, in order to be kept informed of students' eligibility to participate in Sports.

PHYSICAL EXAMINATION

Every student athlete must have a physical examination before participating in any practice session, scrimmage, or game. This is necessary to safeguard against possible physical problems, which may not exhibit themselves in normal activity. A physician must complete the physical examination. These forms are to be turned in directly to the School Health Coordinator.

ATHELTIC CONTRACT

Every student athlete must have a sport contract signed for each sport before participation in any practice session, scrimmage, or game of that particular sport. The contract stipulates MHCS sportsmanship, specifics of the sport, and emergency numbers for coaches to contact parents/guardians in case of injury. All injuries must be reported to the coaches or supervising adults immediately, regardless of how minor. The Principal must be informed as soon as possible. With the contract there is a sports fee per student, per sport, to cover the cost of league membership and sports equipment.

ABSENCES FROM SCHOOL

Any student who is absent from school because of illness or any reason **MAY NOT** participate in games, performances, clubs, or practices scheduled for that day.

COACHES

Teachers, parents and other volunteers who choose to coach must attend a Coach's Orientation before coaching and/or training any MHCS team. All coaches must receive final approval from Administration. All Coaches and volunteers must report directly to and follow all directives given by the Athletic Director. Students will not necessarily remain on the same team with the same coaches from year to year. Team assignment for the students and coaches is carried out by the Athletic Director in consultation with the Principal.

MINI CHEERLEADERS, CHEERLEADERS, FLAGS AND STREAMERS AND STALLIONETTES

Mini Cheerleaders, Cheerleaders, Flags and Streamers, and Stallionettes take part in scheduled games, tournaments, competitions, and performances. MHCS rules are distributed to all members and their parents/guardians; students and parents/guardians must adhere to all rules. Failure to follow these may result in dismissal from the team and their activities. Inappropriate behavior on the part of students, parents, or spectators representing MHCS may result in dissolving the team.

The purpose of the Mini Cheerleaders, Cheerleaders, Flags and Streamers, and Stallionettes is to build up school spirit at all athletic competitions, and to represent the standards and values for which Mary Help of Christians School stands. The girls may not participate in competitions or parades unless they represent the school at all MHCS required sporting competitions and events.

The WBCA Parade participation will be determined by attendance to practices, required events, and Sponsors' discretion. With Administrations' approval, a parade committee

composed of parents and MHCS staff will be created. This committee will be required to attend any/all WBCA Parade events. (These may include registration, set-up, take down, and donations).

The Administration appoints a Sponsor. The Sponsor may recommend a trainer. If so, parents pay a monthly fee/one-time fee to cover the cost of training. The Uniform is recommended by the sponsor and approval is given by Administration.

Tryouts for the next year will take place during the last month of the present scholastic year. Mini Cheerleaders members are chosen from grades PK4, K5 and 1st Grade. Cheerleaders are chosen from students in grades 2nd - 8th. Flags and Streamers are chosen from grades 4th - 8th. Stallionettes are chosen from grades 6th, 7th, and 8th. These students must exemplify the values of Mary Help of Christians School and meet the grade requirement.

The main objective is to cheer / perform during our games both at home and away, at Pep Rallies and school functions. The Sponsor along with the Trainer will plan competitions, attendance at parade, and will present the plan to Administration. A letter will then be sent to the parents with pertinent information. Due to the demanding nature of Cheerleading, Cheerleaders are allowed to participate in only one other sport per season.

LEAGUE MEMBERSHIP

MHCS belongs to the Laredo Independent School District (LISD) Athletic League, the Boys' and Girls' Club (BGC), and the Private School League (PSL) that offers an after-school junior varsity and elementary sports program to students in Grades K4 through 8th. This program involves both boys and girls and may include: cross-country, flag-football, volleyball, basketball, and soccer.

LISD, BGC, and MHCS Rules are distributed to all athletes and their parents/guardians; students and parents/guardians must adhere to all sports rules. Failure to follow these may result in dismissal from sports activities. Inappropriate or disgraceful behavior on the part of students or spectators representing MHCS may result in dissolving the team.

AFTER SCHOOL PRACTICE

Students participating in sports or any other after school activity that starts after carpool are to report to the cafeteria site and wait until the coach or sponsor picks them up. Security rules forbid students leaving their dismissal or activity area for any reason without the direct supervision of authorized personnel. Parents/guardians are **not** allowed to be in the gym when students are in practice sessions (unless authorized by the Athletic Director). Parents/guardians are to wait outside the gym to pick up students after practice is over.

Sports players awaiting a late practice or club and who do not wish to pay the After School Care fee MUST be picked up by their parents/guardians by dismissal time and returned at their designated practice time. Brothers and sisters of sports players who are at practice must either be picked up dismissal by their parents/guardians or incur After School Care fees.

PICK UP OF STUDENTS INVOLVED IN SPORTS/GAMES

Parents are responsible to make arrangements to have their children picked up immediately after any sports practice. Students who are not picked up promptly after practice will be taken to the chapel with the Salesian Sisters.

Please note that students who hideout from teachers and staff, and are unsupervised on campus, will automatically be suspended from school. THIS IS FOR YOUR CHILD'S SAFETY.
Parents will also incur After-care fees for students not picked up immediately after any after-school events.
Students and parents who refuse to abide by safety regulations are putting their child and the children of other parents at very high risk. **SUCH STUDENTS AND PARENTS WILL NOT BE ALLOWED TO REMAIN AT MARY HELP OF CHRISTIANS SCHOOL BECAUSE THEY JEOPARDIZE THE SAFETY OF THE OTHER CHILDREN.**

PICK UP OF STUDENTS INVOLVED IN CLUBS
At the end of clubs and meetings, parents should make arrangements to have their children picked promptly at 4:15 pm. Students who are not picked up promptly will incur After School Care fees. Parents sign-out students by 5:30 p.m. from After School Care in the library or from the chapel after 5:30 p.m.

DISCIPLINE

CODE OF DISCIPLINE
Our philosophy of discipline at Mary Help of Christians School involves parents, educators and staff who are called to form the hearts and minds of the young, moving them to choose to become good Christians in life and honest citizens of our world. It is our endeavor to sustain a joyful, hope-filled and life-giving environment where the young are challenged to always give of their best and where anything less than their best is discouraged. Discipline is the lived experience of good, and the desire for good. Discipline is demonstrated through behavior. At MHCS, behavior will be divided in the following categories: classroom, playground, lunchroom, accountability and dress. When there is an infraction, the category with a number will be sent to the parents.

1 – WARNING: with the category and a description of the moderate offence. (CONVERSATION)
2 – WRITE-UP: indicating the category and the actual write-up being sent to parents and administration. (STUDENT DESK)
3 – POINTS OFF: in the designated category, with a description and the number of points being taken off. Anything from one to five points will be taken off depending upon the seriousness of the infraction. (POINTS OFF/PARENTS RECEIVE NOTIFICATION)

All students will begin with a 100% at the beginning of each quarter. A description of the categories are as follows:

CLASSROOM: following classroom procedures and directions, polite with classmates, polite with teacher, polite with staff, orderly with supplies and belongings;
PLAYGROUND: kind language, fair play, takes care of personal needs at recess;
LUNCHROOM: good manners; area clean
ACCOUNTABILITY: follows directives for school arrival and dismissal, punctuality, (one point for every five minutes late) turns in all electronic devices (this is an automatic loss of five points because of the potential danger to others in using a cell phone); and
DRESS: wears the required uniform and/or follows the proper dress code.

Although parents will be notified through the (Parent Communication App), it benefits your child's formation of character that s/he have a conversation with his/her parents before it becomes necessary

for the teacher or an administrator to request a conversation regarding behavior that is detrimental to the student's good citizenship.

PARENT CODE OF CONDUCT

The relationship between parents and teachers is a privilege and a precious trust that is nurtured by respect and truth. Parents who are abusive in their relationship with faculty and/or staff lose the privilege of interacting with their child (ren), teacher, coach etc.

A second violation indicates that a working relationship between parents and teachers cannot be maintained and will result in Administration asking the family to withdraw from Mary Help of Christians School.

- **Email**
- **Remind**
- **WhatsApp**

Please remember to be respectful at all times, otherwise you will be removed from chat, remind, etc.

STUDENT CODE OF CONDUCT

We teach our students to strive to follow Jesus' command to "love one another" in all of our interactions with each other and with the faculty and staff. Therefore, students of Mary Help of Christians School:

- ♥ B----be a good example
- ♥ O----obedient to authority
- ♥ S-----self-discipline
- ♥ C-----Christ-like
- ♥ O-----optimistic, joyful

SCHOOL PRIDE

Students benefiting from the values of MHCS take pride in their school and strive to keep it safe, clean and orderly. An environment that encourages good learning is maintained by:

- ♥ Doing the right thing at the right place, at the right time for love of God and others
- ♥ Showing everyone respect and consideration
- ♥ Wearing the school uniform with pride and dignity
- ♥ Knowing, understanding and appreciating the purpose of all school rules
- ♥ Moving in a quiet and orderly manner
- ♥ Being prepared and responsible for all assignments/materials/personal property
- ♥ Developing good study skills and an enthusiasm for learning
- ♥ Refraining from gum chewing or any behavior that litters, soils, defaces or destroys school property

MHCS BULLYING POLICY

Bullying is a form of abuse, and therefore is forbidden in our Catholic schools. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing. But it might also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Cyberbullying, which involves the use of the Internet or mobile phones to send inappropriate messages and images to or about others, is also behavior that is not tolerated in our Catholic schools. MHCS will enact consequences when one or more of the following behaviors that interfere with the students' educational opportunities are reported to administration:

- When a person is exposed to negative actions
- When one person has more power, so the person being victimized feels that s/he can't defend him/herself

- When a person, who is a target, may feel embarrassed, hurt, scared, and/or angry and the student is not able to defend him or herself appropriately.

All aspects of bullying are included:

- Physical aggression: pushing, grabbing, hitting, shoving, pinching, spitting, tripping, etc.
- Social alienation: gossiping, embarrassing others, ethnic slurs, excluding from a group, comments made toward a person regarding their choice of practice of an alternative lifestyle, etc.
- Sexual Harassment: Inappropriate comments, touching, rude remarks, etc.
- Verbal Aggression: mocking, put-downs, using profanity at others, etc.
- Intimidation: threatening others to do something, threatening with a weapon, playing a dirty trick, hazing, etc.
- Cyberbullying: using electronic information and communication devices to include and not be limited to email messages, instant messages, text messaging, cellular phone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites that deliberately threaten, harass, or intimidate individuals or groups to the extent that it causes the individual to fear harm or disrupts the orderly operation of a school. When necessary, legal action will apply in accordance to David's Law (Senate Bill #179).

It is important to note that every reported behavior, both in and out of school, will be investigated. Actions off of MHCS's school campus that affect us on campus are subject to disciplinary consequences.
Parents will be notified of disciplinary infractions through write-ups sent home by the teacher, requiring a parent signature. Students who are written up are required to return the write-up to their teacher the following school day. If students do not return signed write-ups, the parents will be called; additional write-ups will be given.

The faculty and staff of Mary Help of Christians School believe that creating an appropriate learning environment is critical. Learning is what school is all about. Good learning conditions are critical and discipline problems are a threat to learning. Appropriate behavior and discipline is of the utmost importance. Mary Help of Christians School uses an age-appropriate discipline program to assist in this effort.

PK3 - K5

- Students receive a happy face, a warning, or a sad face on the Behavior Calendar on a daily basis. Before a student receives a warning or sad face, they have already received verbal warnings. Certain behaviors such as hitting or biting receive an automatic sad face along with a phone call to the parent and will not receive any prize.
- If the student has attained a happy face all week, s/he will get the opportunity to go to the prize box on Friday (or day designated by the teacher).
- If a student receives a warning or sad face, the teacher will document an explanation of the behavior on the Behavior Calendar and MUST be signed by a parent.
- If a student receives two sad faces in the week, the teacher will contact the parent to address the issue. A parent conference may be called when necessary.
- If a student continues with the inappropriate behavior, other disciplinary measures will be taken, designated by the Director of the Learning Center and Principal.

Grades 1 - 2

- Students receive a daily sticker or stamp, a warning, or a comment on their behavior calendar on a daily basis.
- Students will receive three verbal warnings from the teacher.
- If a student continues they will receive a comment on the calendar regarding inappropriate behavior
- If a student receives two comments in the week, the teacher will call or set up a parent-teacher conference
- If a student persists, a Parent/Teacher/Administration meeting with the student will be scheduled. A Written Action Plan will be completed and signed by the student and parent in the presence of the Teacher and Administration.
- If a student continues with inappropriate behavior, other disciplinary measures will be taken, designated by an Administrator.

  For **grave infractions** of school rules, students will immediately receive a write up and a consequence.

Grades 3 - 8

The charts that follow indicate possible infractions for which students will be written up and the consequences that result.

Each write-up will indicate the number of points taken off the conduct grade for the quarter.

Students begin each new quarter with 100%.

- First offense – Students will receive a verbal warning from the teacher and an e-mail sent home informing parents of point deduction, (if applicable).
- Second offense – Teacher will call home for a parent meeting which will include the student about offense and point deduction.
- Third offense and following – Suspension and point deduction.

For grave infractions of school rules, skip steps 1-2, and students will immediately receive a write-up and consequence.

After School Care

All the above expectations are expected at ALL times. Consequences will be followed through as stipulated by grade level.

Level 1- Offense	**1st Offense**	**2nd Offense**	**3rd Offense**
Uniform/Makeup/Nails	Student will make verbal amends; Student will make written amends; Behavior will be documented in school's discipline system	Student will have in-school suspension; students will be in another grade level classroom to complete their work. Behavior will be documented in school's discipline system	Student is suspended and taken home. (Suspension will result in removal from extra-curricular activities for the remainder of the quarter or more); Behavior will be documented in school's discipline system; Student will be placed on probation
Gossiping, embarrassing someone, gum chewing, makeup			
No Homework			
Inappropriate remarks			
Name calling, taunting			
Disruptive and/or off-task behavior			
Defacing property or clothing			
Playing a deceptive or cruel trick			

Once a student has been suspended and receives further write-ups resulting in another suspension, the student will not only be suspended but will also be placed on probation. If the terms of probation are not met (3rd offense), the student may be asked to withdraw from MHCS.

=A Pattern of Level 2 Behaviors may result in consequences for Level 3 offenses

Level 2- Offense	**1st Offense**	**2nd Offense**	**3rd Offense**
Pushing, hitting, kicking, spitting, revealing or threating to reveal personal information	Immediate Suspension	Probation/Suspension	Dismissal
Damaging property Stealing/Cheating/Plagiarism Demeaning behavior Publicly humiliating Excluding others Teasing Concealing a cell phone	Making amends (fine, repairing, cleaning, or replacing damaged or stolen items); Behavior will be documented in school's discipline system. Cheating: receive "0" on assignment (HW/QZ/Test) Plagiarism: receive "0" on assignment (HW/QZ/Test)	Making amends (repairing, cleaning, or replacing damaged or stolen items); Student will serve detention, (may result in removal from extra-curricular activities for one week or more); Behavior will be documented in school's discipline system Cheating: receive "0" on assignment (HW/QZ/Test) Plagiarism: receive "0" on assignment (HW/QZ/Test)	Parents will conference with administration, student is suspended. (Suspension will result in removal from extra-curricular activities for the remainder of the quarter or more); Student will be withdrawn from NJHS; Behavior will be documented in school's discipline system

If technology in the form of texting, chat rooms, social networking pages, blogging, email, message boards is used to humiliate, socially reject, intimidate, tease, exclude, or set up to take the blame for something, the bully will automatically move to level 3 for consequences.

Level 3- Offense	**1st Offense**	**2nd Offense**	**3rd Offense**
Unauthorized departure from class	Student is expelled.		
Physical violence / inflicting bodily harm	Parents will conference with administration. The student may be asked to withdraw from MHCS or be expelled. If not, the student is suspended and placed on probation. (Probation will result in removal from extra-curricular activities for the remainder of the year); Behavior will be documented in school's discipline system.	Parents withdraw from being enrolled at MHCS or student is expelled.	
Bringing a weapon/harmful device	Student may be expelled.		
Bringing devices that have the potential of harming others or can be used as a weapon. Verbal, written and drawing threats of violence or inflicting bodily harm; threats against	Parents will conference with administration and student may be suspended and placed on probation (Probation may result in removal from extra-	Student may be asked to withdraw from MHCS.	

family or friends	curricular activities for the remainder of the year); Behavior will be documented in school's discipline system.		
Degrading comments			
Extortion – obtaining something through force or threats			

CONDUCT PERCENTAGE: Students receive a cumulative conduct percent at the end of each quarter. Each week the same grade is updated and becomes final at the time of report cards. The following matrix is used when calculating a conduct percentage:

When the infraction involves:	Level 1	Level 2	Level 3
Only the student him/herself	1	3	5
The student and one other person	3	5	8
The student and others	6	8	10
Disrespect	9	11	12
Destruction	10	12	15

***Subject to change at discretion of Administration

CLARIFICATION OF TERMS

Probation means that a student may not play sports, (attends practices but is benched), may not participate in a club, and may not attend any field trips for that quarter until satisfactory grade check (two weeks after Reporting periods) indicates that the probation is lifted. Suspension means that a student will not attend class for a specified number of days. Assignments must be completed without credit.

Bullying means unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both students who are bullied and who bully others risk having serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include: An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, cyber bullying and excluding someone from a group on purpose.

SEARCH AND SEIZURE

All belongings brought on campus become the property and responsibility of MHCS. The school Principal and/or her designee may search students, student desks, lockers and belongings including, but not limited to, handbags, briefcases, backpacks, and other items in a student's possession. The finding of illegal / prohibited substances and objects will result in disciplinary action and seizure of the same.

WEAPONS

Weapons are not allowed on school property.

VIOLENCE – THREATENED AND/OR ACTED

Violence, whether threatened and/or acted upon, is not tolerated at Mary Help of Christians School.

BEHAVIOR IN AND OUT OF SCHOOL

Students must remember that their school behavior reflects their home and school training both positively and negatively. They must, therefore, bring honor to their families and school by their respectful, mannerly conduct at all times. Parental cooperation is needed to foster among the students such attitudes as reverence at prayer, respect for others, truthfulness, honesty, non-violent resolution of conflict, respect for the property of others and the application of Christian values to everyday situations.

Mary Help of Christians School parents and students set a Christian example and act in an appropriate manner on and off school premises, at school-related activities, functions and events.

Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

STUDENT SERVICES

FIELD TRIPS

Field trips, with preparations and follow-up activities are planned as an extension of classroom instruction. Permission slips signed by parents are required for each field trip. Since field trips are part of the regular instructional program, the school Salesian T-Shirt and jeans will be worn unless the school directs otherwise. School or chartered transportation will be provided for these field trips, as carpooling is not permitted.

Attending a field trip is a privilege, not a right. Students can be denied participation in field trips if they fail to meet academic and behavioral requirements. If a child is ineligible to go on a field trip, s/he must stay home and will be marked as absent.

If for any valid reason parents do not wish their child to participate in a scheduled class field trip, the only option is to keep the child home from school. This will be recorded as an absence.

PERMISSION FORMS

Every student who takes part in any other Mary Help of Christians School field trip MUST have a signed permission form for each trip. In the event your child forgets his/her form, please download / print the form below and return it with the amount of money required to the school office prior to the students' departure.

PLEASE NOTE: A student will not be allowed to leave the school unless a **completed signed permission form** and **fee** is received from parent/guardian by the stipulated deadline. Not following these directives may forfeit the student's participation in the field trip. NO REFUNDS

AFTER SCHOOL CARE

Parents' work hours often do not coincide with regular school hours. Therefore, some families need to arrange after-school care for their children. **AFTER SCHOOL CARE IS FROM 3:30 p.m. – 5:00 p.m. After School Care fees are $10.00 a day, $80.00 a month, or $800.00 annually per student**.

It's the parent's responsibility to pick-up student(s) for 1st-8th grade at 3:30 p.m. Every minute past 3:31 p.m. will be charged to your After School Care Account. There are specific procedures for registration and sign-out for your child's safety and for accurate billing and payment of services rendered. Parents will also incur After Care fees for students not picked up immediately for any after school events.

Mary Help of Christians provides clubs from 3:30 p.m. to 4:15 p.m. (or longer with the understanding of the coach, sponsor, and teacher). **After-school care fees for clubs apply starting after 4:30 p.m.**

Parents are required to report directly to the Learning Commons (Library) to pick up their child/ren from after-school care. Students will be dismissed directly to the parents/guardians.

In the event that a child is not picked up by 5:00 p.m., children are brought to the Sisters' chapel if the Sisters are available. AFTER 5:00 p.m. a fee of $50.00 per hour and/or fraction of an hour will apply to your account. Repeated offenders and students with ongoing behavior issues may be removed from the After School Care program.

CAFETERIA POLICIES

It is MANDATORY that every student have a lunch ID number. In the event your child forgets his/her lunch they will be required to purchase a lunch tray for the day. **LUNCHES MAY NOT BE DELIVERED – AT ANY TIME OR FOR ANY REASON.** Students must come to school with the required lunch and snack or be prepared to have lunch/snack billed to their account. If the lunch account goes into negative standing and exceeds $10, the student will be given a cafeteria sandwich until the account is brought up to date.

Students must bring a nutritious, balanced lunch with a drink of water, milk or fruit juice. A bag of chips is not considered a balanced lunch (Takis, Cheetos, and other highly processed snacks are not allowed). Students will be required to take a lunch tray if their lunch is not balanced and nutritious.
Lunches may not include foods:

- From fast food restaurants
- That require heating or any kind of preparation from the cafeteria
- Unhealthy drinks such as sodas and other soft drinks
- Candies

If parents want hot food for lunch for their child/ren, they must purchase lunch from the cafeteria or prepare their child's hot meal in a thermos for that purpose.

Healthy snacks and hot, nutritious meals are served on a daily basis from the MHCS cafeteria.

Students who do not have a meal will use their Lunch ID number to purchase a hot lunch. If money is not allotted in their lunch account, an invoice will be sent home.

All PK3 through K5 students must participate in the lunch program. Students in 1st grade through 8th grade opting not to participate in the lunch program should bring a lunch from home in a bag or lunch box clearly labeled with their name, or use their Lunch ID number to purchase lunch that day. All food which students bring for lunch must meet Texas Health Standards and the Diocesan Wellness Policy (Policy online) Parents **should NOT pack fast-food for their child.**

Students with food allergies are to provide a written notification from a doctor describing the food allergy with the name, grade, and homeroom of the child. This notice is turned in to the Health Coordinator at the Clinic. A copy will be sent to the Cafeteria and to the Homeroom teacher.

REMEMBER, LUNCHES MAY NEVER BE DROPPED OFF.

BIRTHDAYS

Please notify the teacher and the Student Affairs Office at least one day in advance if birthday treats will be sent to school. These treats are not to interrupt the academic program. Treats should be prepared so that they can be individually distributed. Treats should be dropped off at the Student Affairs Office not later than 11:00 a.m.; they will be distributed at the teacher's discretion either at the lunch recess or just before dismissal. Treats should meet nutrition requirements established by The Diocesan Wellness Policy. Only healthy store bought treats will be permitted. **Please prepare treats that are individually wrapped and can be individually distributed to the entire class – no other deliveries are permitted, such as, but not limited to: stuffed animals, flower arrangements, cookie cakes, cakes. All treats MUST be the same.**

Birthday party invitations may be distributed in School only if they are for the entire class or for all the girls or for all the boys. If invitations are intended to be given out to just some of the classmates in school, the invitations will not be allowed.

SALES

It is a school policy that there are to be no sales of any kind on school grounds by teachers, parents or students unless these sales are first authorized by the Administration and directly benefit the school. **Private sales are not permitted.**

MONEY

Room Parents are given a budget within which to operate. No monies may be collected unless authorized by Administration.

No monies may be collected by the teacher or Room Parent for outside parties.

Parents/guardians, students, faculty, and staff, may not collect money without the authorization of Administration. Parents/Guardians may not have school-related fundraisers without prior written authorization from Administration. Students are not to bring large amounts of money to school. Money is both a distraction, attraction and temptation for children. Let us prevent undue concerns.

Mary Help of Christians School will not be held accountable for lost cash or payments sent to the office through a student.

LOST AND FOUND

Parents need to mark ALL their child's belongings. The school is not responsible for lost, damaged or stolen items. MHCS' lost and found is located in the front Office. Items that remain in the lost and found for more than two weeks will be donated.

SAFETY

CRISIS MANAGEMENT PLAN

Mary Help of Christians School has a Crisis Management Plan that will be used in the event of crises such as natural disasters, serious accidents, or public threat and others. In the event of an emergency your cooperation is fully required to assure the safety of the children.

SCHOOL CLOSINGS

If an emergency closing of school is necessary due to weather conditions or other grave conditions, the administration will make the decision for school closure. Official announcements will be sent on

school media and/or given on radio and T.V. stations. Mary Help of Christians School usually follows UISD, LISD, and Diocesan directives for school closures.

FIRE DRILLS

Our school conducts regular safety drills. It is essential that when the first signal is given (3 rings), everyone clear the buildings by the prescribed route in complete silence, in a quick manner and as orderly as possible under the circumstances. Students and teachers remain in their evacuation spot until called back to class by a bell: (2 rings).

TORNADO

At the announcement of a "Tornado" watch, students will be immediately housed in the nearest building with the least number of windows (Learning Center, Learning Commons, Gym, and Chapel) and follow directives from Administration: Mrs. Averill in the Learning Center, Mr. Perez in the Gym, Sr. Rosann in the Learning Commons, Office Staff in the Chapel. Dismissal will be from these four buildings.

LOCK DOWN DRILL

Teachers will follow lock-down procedures, keeping doors locked and children concealed as much as possible.

LOCK OUT PROCEDURES

SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

HEALTH RECORDS

A health record is maintained for each student. Each student must be immunized in accordance with Texas State Law by the first day of the current school year. No student is allowed in school if immunizations are not up-to-date. MHCS requires that all new, incoming students have the TB test and the results communicated to the Health Coordinator.

FIRST AID

A specific procedure is followed whenever a child is injured or becomes ill at school:

1) First aid treatment is given immediately.
2) In case of illness or minor injury, the Health Coordinator will notify the parents, or person designated on the emergency card, and request that they come for the child.
3) In more serious cases, parents are notified (in case of an emergency, the paramedics will be called). When the parent(s) can be reached within a reasonable time, they will determine the place and means of providing emergency care; if the parents cannot be reached, the Principal will follow the professional suggestion of the paramedics.

REPORTABLE COMMUNICABLE DISEASES

According to the law, communicable diseases MUST BE REPORTED TO THE SCHOOL. If school absence is due to a reportable communicable disease, the school must be informed as soon as the sickness confirmed. The school will then notify all the parents. A signed release from the doctor is required for the student to return to school. Criteria for returning to school are as follows:

COVID-19: Students may be readmitted after 5 days with no symptoms.
Chicken Pox: Students may be readmitted no sooner than 7 days from onset of the rash. No fever should be present and pox must be dry.
Strep Throat: Students may be readmitted after having been on antibiotics for at least 24 hours. No fever should be present.
Scarletina: Students may be readmitted after having been on antibiotics for at least 24 hours. No fever should be present.
Impetigo: Students may be readmitted after adequate medical treatment or all lesions are healed.
Pink Eye: Students may be readmitted after eyes are clear with no drainage present for at 24 hours with medication.
Head Lice: Students may be readmitted after treatment with a pediculicide shampoo and clothes have been laundered. Students will be re-evaluated by the Health Coordinator before being admitted to class.

MEDICATION AND HEALTH SCREENING

Students are not permitted to have prescribed or over the counter medication with them at any time. Signed parental and physician consent congruent with diocesan policy, for either prescription or non-prescription medication must be obtained. Any medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist should be brought to the health coordinator's office. If a student regularly takes an over the counter medication, this medication must also be accompanied by a doctor's notice affixed to the bottle specifying the medication, student's name, and dosage. Any medication will be administered by authorized personnel when accompanied by a signed official form from the parent, and a signed form from the doctor. Official forms are available in the Health Coordinator's office.

Disclaimer statements:

- Medication will be administered by non-medical personnel
- School will not be liable for adverse drug reactions and side effects of properly administered medication
- Parents are responsible for maintaining adequate supply of medication at the school.

For additional information, you may contact the School Health Coordinator.

Vision and auditory testing, height and weight measurement, scoliosis screening (Gr.6) are made available to our students.

STUDENT INSURANCE

Our school student insurance program is a secondary insurance that assists in medical expenses incurred due to bodily injury sustained by children during school time, or participating in school-sponsored activities. **Students who do not have primary insurance: their parents/guardians are responsible for any expenses arising from accidental damage or injury. Parents are required to sign a waiver at the Finance Office if their children do not have a primary insurance**.

VISITORS

All visitors must report to the school office. The visitor must turn in his/hers drivers' license or official Texas ID before obtaining a visitor's pass. No one without ID will be permitted on school grounds. **NO ONE IS ALLOWED TO GO TO ANY CLASSROOM** for any reason at any time of the school day. Parents/guardians are not to stop and confer with teachers at any time whatsoever when teachers

are responsible for supervising students, including drop-off and dismissal times. Parents who need to speak to a teacher are to make an appointment through the office.

USE OF SCHOOL GROUNDS

Students are not allowed on school property when there is no supervision.

Students must leave the school grounds at dismissal time. Students who remain in school after dismissal must belong to a club, a sports team, or be registered in the After School Care Program. Parents are required to cooperate completely. Supervision is crucial to the safety of all children. Children who are not picked up on time are required to report to the After-School Care Program.

CLASSROOM PASS

Whenever the teacher needs to let a student out of class the student must sign out in the classroom log and wear the required badge. Students must sign back in.

PETS AND ANIMALS

Pets and animals are not to be brought to MHCS except for educational purposes with the explicit permission of Administration.

SMOKE FREE ZONE

MHCS is a smoke free environment. Cigarette smoking is not permitted on the campus or at any MHCS sponsored event.

CONTROLLED SUBSTANCE FREE ZONE

A student cannot attempt to possess, use, or be under the influence of any of the following substances on school premises, or off school premises at a school-related activity, function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Alcohol or any alcoholic beverage;
3. Any inappropriate use of substances such as glue, aerosol paint, or any other volatile chemical substance;
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug;
5. Unknown substance.

A student who violates this policy shall be subject to disciplinary action including expulsion.

A student will be suspended or dismissed if using over the counter medicines or prescriptions on their own. All medicines must go through the Health Coordinator. Authorized school personnel must administer any and all medicines. A student who brings an unknown substance to school and offers it to other students may be immediately expelled. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such action shall be expelled from school. In cases where there is suspicion that there are substances in a student's possession, Administration may search the student, his/her desk, locker and belongings including but not limited to, handbags, briefcases, backpacks and other items belonging to the student.

WEAPON FREE ZONE

It is a crime in the State of Texas for any person, student or non-student, to carry a firearm or any other type of weapon within 1,000 feet of school property, onto a school campus or at school sponsored athletic, social, or extracurricular activities. The person who does this will be immediately expelled and reported to the police.

In cases where there is suspicion that there is a weapon in a student's possession, Administration may search the student, his/her desk, locker, belongings including, but not limited to, handbags, purses, briefcases, backpacks and other items belonging to the student.

If a student is arrested for violations of this policy, the Administration will immediately notify the parents. Violations of this policy are grounds for immediate expulsion from Mary Help of Christians School.

HARASSMENT FREE ZONE

All students at MHCS have the right to live and work in a harassment-free environment. Mary Help of Christians School strictly prohibits any form of harassment from students, parents, faculty and staff. This prohibition against acts of harassment applies to all people engaged in the school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, staff, and parents.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature.

Verbal harassment includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

Physical harassment includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

It is the responsibility of the school to:

1. Implement this policy through meetings with all Administrators, ensuring that they understand the policy, its importance and implementation of consequences.
2. Make all Teachers, staff members, students and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive environment.
4. Establish practices designed to create an environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the Principal. If s/he is not available, report incidents to another school personnel administration;
5. If informed that s/he is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Complaint investigation and procedures

When investigating and filing a harassment claim the school will:

- Inform the parents and students involved of the investigation
- Administration will conduct the procedures of fact finding
- The parents and students will be informed of the findings and disciplinary consequences
- The parents and students will sign the documentation of the findings and consequences; signed documents will then be placed in the students' permanent file.

UNIFORM

PERSONAL APPEARANCE

Neatness in one's appearance and overall cleanliness is an indication of a healthy attitude and a positive self-image. The school's policy regarding student attire and grooming stresses cleanliness and modesty. In keeping with this policy, the following guidelines are to be considered:

UNIFORM GUIDELINES

Since the school uniform symbolizes the high standards to which Mary Help of Christians School aspires, the uniform is to be kept clean and tidy and should be worn at the proper lengths and size. Regardless of current trends in fashion and design:

- Girls' uniform skirt and jumper hems should be to the knee
- Boys' uniform shirts are to be tucked in and a belt worn at all times
- Students are not permitted to wear oversized or undersized clothing. Pants must be worn to the waist; P.E. shorts are not to be shortened or rolled up and should be worn to the waist.
- The uniform shirt/blouse/jumper must have the official MHCS patch.

All uniforms should be marked with the student's name and grade.

See section on Write-ups for the handling of infractions of the uniform code during the day. Points are taken off of conduct for uniform infractions.

SCHOOL AND P.E. UNIFORM ITEMS

It is the parent's responsibility to see that the child comes to school well groomed and with the complete uniform, which is as follows:

DAILY WEAR

Boys PK3 - 8th Grade
Plaid Shirt
Blue Pants
Navy/Black socks
All Black Lace Tie shoes (Velcro Tie for for PK3 – K5)

Girls PK3/PK4/K5
Plaid Button Dress
Plaid Bloomers
MHCS socks
White/Blue Mary Jane uniform Velcro shoes

Girls 1st - 4th Grade
Plaid Jumper
White Blouse
Navy Blue Tie
MHCS white short or knee high socks PK3-K5)
Navy Blue and White Lace Tie uniform shoes

Girls 5 - 8th Grade
Plaid Skirt
White out-blouse with plaid tie
MHCS Navy knee socks
All Black lace Tie uniform shoes

Boys 5th - 8th

Light blue Oxford long sleeve shirt and MHCS tie for days when we have Holy Day of Obligation School Mass, special assemblies and other special occasions as indicated by the Administration.

P.E. Wear for all Boys and Girls Grades PK3-8th
Grey Stallion T-Shirt
Navy Stallion Shorts
Navy MHCS Sweat Shirt/Pants PK3- K5
Royal Blue MHCS Sweat Shirt/Pants 1st – 5th
Grey MHCS Sweat Shirt/Pants 6th – 8th
Boys - PK3 - 8 - Navy crew socks
Girls - PK3 – 8 - White crew socks
All white sports shoes

Optional Items for all Boys and Girls PK3 - 8th Grade
White Turtleneck under uniform in winter, if desired
Navy MHCS Cardigan or Pullover
Navy MHCS Fleece
Navy MHCS Windbreaker
Navy MHCS Winter Jacket
**Grey MHCS Sweatshirt (6th – 8th ONLY)

SALESIAN AND MARY SHIRTS also known as JEAN DAY

The Salesian and Mary Shirt may be worn with jeans (no tight or torn jeans) and white tennis shoes on all dates indicated on the Monthly School Calendar.

SOCKS AND SHOES

White Knee High Socks are to be worn by the girls in 5th – 8th grade with complete school uniform. Navy Crew Socks are to be worn on PE days for boys, ages K – 8. White Crew Socks are to be worn on PE days for girls, age K-8th. Navy Crew Socks are to be worn by the boys with the complete uniform and PE uniform. Any necessary exceptions for medical reasons must have the approval of the Administration, and be accompanied by a Doctor's note which will be placed in the child's Health Cumulative File. **No show or ankle socks are not allowed.**

UNDERCLOTHING

For both boys and girls, only white undershirts with no logos are permitted. Underclothing should never extend beyond the uniform

HAIRSTYLES

Boys' hair must not extend over the shirt collar and not cover the face. Boys with facial hair must shave. Both boy's and girl's hair must be worn in a conservative fashion and be clean and neat at all times. Girls' hair must be worn pulled back from the face, using a headband, beret, or hair tie. Boys: No Mohawks, designs, etc. **No modern, fad hairstyles.** .

Dyed, highlighted, or bleached hair is never allowed. Only blue/white/ or school plaid hair accessories are allowed. Hair accessories sold at the MHCS Tiendita.

JEWELRY

Boys and girls may wear a small cross, crucifix, or religious medal on a simple chain. No bracelets, hair-ties, Fitbits. Simple wristwatches are allowed. Apple watches and smart watches are never allowed. Girls are allowed to wear **ONLY stud** earrings. **No small hoop earrings**. Boys may not wear earrings. **No other jewelry or bracelets are allowed**. The school is not responsible for the loss, damage or theft of any jewelry.

MAKE-UP/NAILS

Make-up, colored nail polish, fake eyelashes, and long/fake nails **are not permitted at school**. There are times for competitions, drama productions and certain exhibitions that make-up becomes appropriate and necessary. The make-up must be removed before the student returns to class. Parents will be notified of the offense.

CONTACT LENSES AND SUNGLASSES

Colored contact lenses that change the eye color are not allowed at Mary Help of Christians School. Only clear contacts are permitted. Sunglasses are not to be worn indoors unless medically needed.

NO UNIFORM DAY

No Uniform Day is a special dress day for which a small fee is donated for special projects and it is OPTIONAL. A student is free to wear his/her uniform on these days if s/he does not wish to participate.

Students must wear clothes that are modest and conservative, such as jeans, shorts (not too short), dress, skirt to knee length and a choice of closed toe-shoes. Please refrain from wearing tight fitting clothing, and clothing with holes, tears etc. (NO skinny/torn jeans, yoga pants, tights, leggings, jeggings, clogs, sandals, flip flop, etc.)

SUPPLIES

SCHOOL SUPPLIES

A supply list is issued during check in days in June. Parents must purchase the supplies indicated, or deemed necessary.

A fee of $50.00 per student for copy paper and sanitary products which will be purchased by the school throughout the school year.

No unusual or extra school supplies are to be brought to school, particularly those that pose an attractive nuisance.

TEXTBOOKS

Textbooks are purchased by the school and rented to the students. Book rental fees are included in the annual student fee. Textbooks are to be covered at all times with easy-stretch book covers and workbooks are to be covered in clear contact paper. Books or school items that are damaged or lost by a student will be replaced at the expense of the student.

BACKPACKS, PENCIL CASES, AND FOLDERS,

Solid Black or Solid Navy Blue backpacks are allowed. All backpacks are to be labeled with the students first and last name. No other markings are to be on the backpacks. **No keychains**.

PROHIBITED ITEMS

- **Toys**: Toys and games are not to be brought to school unless authorized by Administration.
- **Electronic devices:** Electronic devices are not to be brought to school unless authorized by Administration.
- **Other:** School supplies other than what is on our MHCS school supply list are not allowed, unless authorized by Administration.

CELL PHONES

If a student must bring his/her cell phone to school, parents must sign and turn in the Acceptable Use Policy of Cell Phones signed by both the parents and students before the cell phone is brought to school. The school is not responsible for the loss or damage of cell phones. Cell phones used outside of the acceptable use policy will be confiscated and the student forfeits the privilege of coming to school with a cell phone. The student will be written up with points deducted from conduct. 1st offence: payment of a $50.00 fine at the finance office and the phone will be returned to the parent. 2nd offense: $100 fine and 1 day at home suspension; 3rd offense: $150 fine and 2 day suspension; 4th offense: $200 fine and student will be dismissed from Mary Help.

Cell phones **SHOULD NOT** be visible/used during drop-off, pick-up, and after school care.

ARRIVAL - DEPARTURE

ARRIVAL / DEPARTURE PROCEDURES

SCHOOL GATES

Del Mar Blvd: opens at 7:30 a.m. and closes at 4:30 p.m.

- East gate (chapel) and west gate (porch): close at 7:30 a.m. & open at 3:30 p.m.
  - Call Mrs. Peña at east gate when leaving campus during school time
- Springfield
  - Drop off: open by 7:15 a.m. & close at 7:45 a.m.
  - Dismissal: open at 2:40 p.m.

- Candlewood
    - Drop off: open at 7:15 a.m. & close at 7:45 a.m.
    - Dismissal: open at 2:15 p.m.

SCHOOL MASS/SPECIAL EVENT DAYS:

MASS, SCHOOL EVENTS AND PARKING PROTOCOLS:

- Gates will close promptly @ 8:50 am and no one will be allowed through the front offices.
- Gym doors will be closed @ 9:00 and no one will be admitted.
- Please dress respectfully - no work out attire and no heels will be permitted.
- No drinks allowed in the gym.
- NO PARKING along the back street between the bus barn and the loop.

Parents are asked to observe traffic regulations - **drive slowly** (5 mph) around school premises. This is extremely important.

Parents are to follow all indications and directives from the Police Officers and from the school office (citations and fees may be issued for non-compliance).

Please follow directives given by faculty and staff concerning pedestrian and traffic flow. All measures and directives are for the safety of our children. Please allow teachers to help students put their backpacks in the car to allow for a rapid dismissal.

EARLY DROP OFF

1st – 8th grade students may be dropped off as early as 7:15 a.m. at the Gym. Learning Center students must be dropped off at the Learning Center as early as 7:15 a.m. No student may remain outside unsupervised.

TRAFFIC AT ARRIVAL AND DEPARTURE

Drop Off:

- All cars enter the Springfield gate (except those with only PK3, PK4, K5 students with no siblings); Grades 1st to 8th are to be dropped off between the porch and gym entrance by the back loop, following the directions of those on duty.
- All cars must have children exit the vehicle when their car is part of the stopped traffic line between the Cross (at the porch) and the triangle (at the gym). This will keep the traffic flowing smoothly.
- Cars with PK3, PK4, K5 students only (with no siblings at MHCS) are to enter and exit the Candlewood gate and proceed according to the directions of those on duty to drop off children in designated areas.
- Cars with PK3 – K5 and older siblings enter Springfield, not Candlewood – drop off older siblings first at the gym, then turn right to the Learning Center (L.C.) and exit Candlewood.
- Yellow Cone Procedure: To keep traffic flow going, the last car after the cross (at the porch) will have a yellow cone placed on the hood of the car. Cars with the yellow cone on the hood will then proceed to the triangle (at the end of gym). ONLY cars with yellow cones will be allowed at the FIRST stop at the gym. All others will be asked to go around the loop again. THIS IS FOR THE SAFETY OF YOUR CHILD(REN) AND STAFF.

Pick-up:

- PK3, PK4 and K5 students **only**: **Dismissal arrival time: 2:15 p.m.,** student dismissal – 2:45p.m. Enter through Candlewood, and pick up at the Learning Center, and exit through Candlewood.
- Students who carpool (three or more students) or L.C. Students with Siblings in Grades 1st to 8th: Enter from Candlewood and proceed to pick up students from side exit of the Gym and Exit Springfield.
- Non carpool students in grades one to eight: Enter from Springfield, loop around the field, pick up along the loop from the gym, then exit Springfield.

EARLY PICK-UP

If an early pick-up is necessary, the school should be informed in advance. All children picked up before the scheduled dismissal must be signed out in the Student Affairs Office. If someone other than the parent or guardian is authorized to sign out a child, the school office must be notified in advance. No child will be picked up at the classroom door.

Special attention and time is needed for early pick-ups**. Early pick-ups will not be allowed after 2:00 p.m.** For the safety of all students, the attention of teachers may not be diverted from the class during dismissal procedures. PLEASE NOTE: Early Releases MUST be approved by administration via email to absences@mhcslaredo.org 2 days in advance. A $25 fee will be applied if no prior email notification was received for the requested early pick-up.

FINANCE POLICY

FEES & TUITION

Fees and Tuition payments may be made through the Facts Program unless parents choose to pay the full year tuition at once. All fees, including the registration/re-registration fees, are paid in cash, checks or credit card according to the fee schedule.

Registration Fees, Tuition and Other Charges Policy

All families are responsible for the full payment of tuition and any additional fees or charges assessed by Mary Help of Christians School. The **Principal/CEO** and Office Manager oversees all financial matters and concerns and operates under the direction of the **Finance Office of Mary Immaculate Province.** Exceptional cases or extenuating circumstances are referred to the current Principal/CEO for review.

Registration Fee Payment Deadlines 2026-2027

- **February 24, 2026** – Registration Fee Due
  The registration fee is required to guarantee a spot for your child(ren) and assists the Administration Team in planning for staffing, book orders, and class size.
- **March 6, 2026** – Student/Classroom Fees and Family Fees Due
  Full payment is due, or the first installment of the 3-month payment plan must be submitted.
- **April 6, 2026** – Second Installment Due
  For families participating in the payment plan.
- **May 6, 2026** – Third and Final Installment due
  All Student/Classroom Fees, Family Fees, and the Tuition Agreement must be completed before a student may attend school in August.

Registration Fees -2026-2027

(Non-refundable)

- Current student re-enrollment / new sibling:
- New student enrollment fee:

Student / Classroom Fees-2026-2027

(Non-refundable after the first day of school)

- Insurance, Books, ITBS/COGAT Testing, Diocesan Assessment
- Hygiene Fee
- Technology Fee
- Auxiliary Classes (Art, Music, P.E., Library)
- Lab Fee
- New Curriculum
- Supply List (Clorox wipes, Lysol, tissue, 2 reams copy paper, 1 ream cardstock)
- Grade Novels (1st–8th Grade)
- K3, K4, K5 Snacks
- Kindergarten Graduation
- First Holy Communion (2nd Grade)
- 8th Grade Graduation Fee

Family Fees – 2026–2027

(Per Family – Non-refundable after the first day of school)

- Fundraisers:
  Bingo, Casino Night, Car Raffle
- SPTA Dues
- Room Mother Dues
- Maintenance / Janitorial Services
- Security (2 Police Officers)

Registration Fees Payment Agreement

All **Registration Fees** for the 2026–2027 school year will be paid directly to the **Mary Help of Christians School Finance Office.**

Option 1 – Payment in Full

☐ Payment in full due **August 1, 2026**, made directly to the school finance office by **check, credit card, or money order.**

Option 2 – Installments

☐ Installment payments due **March 6, 2026**, **April 6, 2026**, and **May 6, 2026**, made directly to the school finance office by **check, credit card, or money order.**

Option 3 – Automatic Bank Payments (FACTS)

☐ Payment through **FACTS**, withdrawn on the **5th** or **20th** of each month

Option 4 – Automatic Credit Card Payment

☐ Automatic credit card payment using **MasterCard, AMEX, Discover, or Visa**. Payment to be deducted on the **1st of each month**.

Note: A 3–3.5% processing fee will be applied to credit card payments.

Tuition Rates- 2026-2027

Annual Tuition Rate	* Monthly (10 months)
1 Student = $ 5,834.95	**$ 583.50**
2 Students = $ 10,517.76	**$1,051.77**
3 Students = $15,095.55	**$1,509.55**
4 Students = $19,656.36	**$1, 965.63**

A **3% discount** will be applied to the family's total tuition if all fees and tuition are paid in full by **March 31, 2026**.

Tuition & Other Charges: Payment Directly to Mary Help of Christians School

Option 1 – Payment in Full

☐ Payment in full, **due August 1, 2026**, made directly to the school finance office by **check, money order, or credit card** (3–3.5% surcharge applies).

Option 2 – Semester Payment

☐ Semester payments, **due August 1, 2026 & January 1, 2027**, made directly to the school finance office by **check, money order, or credit card** (3–3.5% surcharge applies).

Tuition & Other Charges: Payment through FACTS

Option 3 – Automatic Bank Payments (New FACTS Enrollment)

☐ FACTS automatic bank payment, withdrawn on the **5th or 20th of each month for 10 months (August 2026 – May 2027 Tuition).**

Please submit a VOID CHECK with this form.

Tuition & Other Charges: Payment with Credit Card

Option 4 – Automatic Credit Card Payment

☐ Automatic credit card payment using **MasterCard, AMEX, Discover, or Visa,** deducted on the **1st of each month**.

A 3–3.5% surcharge applies depending on the card type.

Tuition & Other Charges: Payment in Person

Option 5 –Payment in Person

☐ Payments due on the **1st of each month**

FUNDRAISING

The actual cost for educating one child in a private school setting is much higher than the stated tuition. For this reason, we designed a fundraising and service hour program in order to make Catholic education possible:

September: Father/Daughter Dance
October: Casino Night/Rocky Mountain Apples
November: World's Finest Chocolates
December: Christmas Posada
January: Happy Kernels Popcorn
February: Valentine's Sale
March: Krispy Kreme
April: Bingo
May: Mother/Son Dance

NEW CAR RAFFLE PRICE/DISTRIBUTION PROCEDURE: Raffle tickets are now $10 each. Every family will receive 4 booklets. To make distribution more efficient, tickets must now be picked up at the SPTA General Meeting or at the Finance Office.

1. **TICKETS WILL NOT REPLACED IF LOST OR MISSPLACED.**
2. **TICKET STUB MUST BE PRESENTED IN ORDER TO CLAIM PRIZE.**

FINANCIAL POLICIES

The Principal/CEO will address all financial matters and concerns. The Principal/CEO and Administration works under the direction of the main finance office of Mary Immaculate Province. Exceptional cases or extenuating circumstances are referred to the current Principal/CEO. Tuition, fees and payments are taken care of by the finance department of Accounts Receivable. Payments will are taken care of by the finance department of Accounts Payable.

Delinquent Tuition

Unless prior arrangements have been made, a 10% Late Fee or a minimum $25.00 is applied monthly for all unpaid past due balances until paid. This is applicable to tuition, fees, and student activities, all and any invoices independently.

Each Semester, parents with financial debts to the school will be asked to keep their children home until a meeting can be arranged to remedy the situation. If financial obligations are not met, services to the family will be terminated. This includes: extra-curricular activities, recognition, promotion, and graduation ceremonies, including the issuing of cap and gown. Parents will not have access to students' grades and report cards will not be released until all financial responsibilities are met.

If an account becomes delinquent, re-admission forms will not be given for the new school year. The family may apply for re-admission only after the delinquent account has been settled and if space is available. This will happen only when the family has made no attempt to communicate and work at making some arrangement. Should the special financial arrangement be broken, MHCS will terminate all services to the family.

Non-Sufficient Funds Checks

Parents are responsible for a $50.00 fee for non-sufficient funds checks. When a family submits an NSF check, it will be required that future payments be made in cash, money order, cashier's check, or credit card.

All financial obligations must be cleared or addressed by May 1 of the current year for all grades.

Tuition Assistance

Only families who stay at MHCS at least one year can apply. Tuition assistance is available through funds received through grants. Applications can be obtained from the finance office. The family's payment schedule must be in good standing for a family to re-apply for tuition assistance. Students receiving tuition assistance must maintain passing grades and nothing lower than a 90% in conduct. Families on Tuition Assistance must have extra-curricular activities approved by the Tuition Assistance Committee and Administration.

Tuition Reimbursement

If a student is withdrawn on or after the 1st of the month, the entire monthly payment is due. Arrangements for tuition reimbursements only can be made with the Finance Office. Fees are not refundable.

PARENT INVOLVEMENT

"**Parents are the first and foremost educators of their children."** (The Catholic School, #9) Our purpose at Mary Help of Christians School is to serve as partners with parents whose teachings and formation are in harmony with Catholic doctrine and Salesian values.

Let us work together to make counter cultural choices to improve this age . . . "to integrate religious truth and values with life" (To Teach As Jesus Did, #105) and form in the students a sense of belonging, not only to the school but also to "their parishes, the neighborhoods, the local civic community, and the world, and begin to respond to the obligation of Christian service through joint action." (Ibid, #109)

ADVISORY BOARD

Members of the Advisory Board are chosen by the CEO and meet regularly with the CEO and Principal to discuss pertinent matters of the school. Though their expertise and counsel are highly valued, their voice is strictly advisory. Decisions remain in the hands of the Sisters' Council. The Advisory Board is governed by their proper By-Laws.

SALESIAN PARENT TEACHER ASSOCIATION (SPTA)

All school parents hold automatic membership in the MHCS SPTA, which is the primary supporting organization of the school. Dues are paid annually at the beginning of the scholastic year. Meetings are indicated on the school calendar. Attendance at these meetings demonstrates a parent's willingness to serve as partners with Mary Help of Christians School in the education of their child/ren. Spending time with the teachers and administration is a vital means of getting to know one another and working in harmony for the benefit of the child/ren.

One service hour is credited when one or both parents attend the SPTA meeting. The maximum number of hours that can be earned at SPTA night is one hour whether one or both parents attend.

SPTA OFFICERS

SPTA Officers run the Salesian Parent Teacher Association (SPTA). These members may be elected and/or appointed. The purpose of the Officers is to foster a partnership between the home and school, which shall aid the Sisters in providing programs and financial resources for the improvement of the educational programs of the school. SPTA meetings and/or family formation activities are scheduled monthly.

SPTA COMMITTEES

Parents are encouraged to join one of the many committees on the SPTA. Most active among these committees are the SPTA Officers and the Room Parents. Other committees meet on an as need basis.

PARENT WORKSHOPS

Workshops for parents will be provided periodically throughout the year.

ROOM PARENTS

This is a very active committee, spending a lot of time interacting on behalf of students, teachers and families. Any parent may join the Room Parents' Committee and volunteer for a specific homeroom classroom. Two parents from each homeroom will be chosen to serve as head Room Parents. These head Room Parents along with the other room parents are responsible for organizing class celebrations and volunteer help for the various activities and fundraisers throughout the year. Room Parents are a vital support to the teacher and to the SPTA Officers.

Another important duty of Room Parents is to communicate school information quickly and accurately to the other class parents through a well-organized social media network. For the purpose of this network, your phone number will be given to the Room Parents of your child's class. The Room Parents must keep this information confidential.

Reasonable, kind, friendly communication as faith-filled adults goes a long way in providing the best environment within which your child can enjoy his/her educational and formational experience.

CONTRIBUTED SERVICE HOUR PROGRAM

This policy statement is to outline the terms and conditions of the "Contributed Service Hour Program" for the current school year. This policy statement contains specific guidelines to help make the service hour program successful.

1. All parents/legal guardians are required to donate 36 hours of service to Mary Help of Christians School. Only parents/legal guardians listed on MHCS registration records can be credited with Service Hours. Any hours accumulated in excess of the minimum requirement will be appreciated although not credited to any other school year.
   Only authorized personnel designated by the Administration may approve service hours.
2. Service hours are as indicated on the Service Hour Log form.
3. Contributed Service Hours may not make up for missing Required Hours.
4. Parents/Legal Guardians must keep their "Service Hour Log" form updated. It is the responsibility of the parent/guardian to periodically turn in the Service Hour Log form to the Front Office.
5. Original Service Hour Log forms (with original authorized signatures) are to be used at all times. Forms are available at the Front Office. **It is the responsibility of the parent/guardian to have their form available at all activities for immediate signature by authorized personnel.**
6. Lost or misplaced forms are the responsibility of the parent/guardian. MHCS personnel are not responsible for assisting in recreating lost forms.
7. Service hour forms are due at the May SPTA Meeting.
8. Parents who do not complete the required Service Hours must either pay the service fee or make the equivalent donation.

You can also provide a service not mentioned on the list, with the approval of Administration. That service may go towards the completion of your hours.

PARENT/GUARDIAN/VISITOR PARKING

Parents, guardians, and visitors coming to MHCS, to the finance office, to the school office or to conduct any school related business are to enter through the front gate. Marked visitor parking spaces are available to the left in the front lot, and extended parking is located at the porch parking lot. The official MHCS car tag should be displayed any time vehicles enter the school grounds. Each family receives 2 car tags. Additional car tags are available at the Office of Student Affairs for $5.00 each.

FAMILY FUN ACTIVITIES

Several times during the School Year, MHCS invites our families for a fun night, picnics, sports games, etc. to foster a bond among our families.

NON-CUSTODIAL PARENTS

Mary Help of Christians School abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order to the contrary limiting or restricting visitation and/or pick up of the student, or if there is a current restraining order to be enforced, it is the responsibility of the custodial

parent to provide the school with an official copy of the court order signed by the judge and to alert the Principal immediately.

VOLUNTEERS

Parents are urged to volunteer services in their area of expertise for the benefit of the school. It is a sign of educational excellence and a proven educational fact that the school, which has a high rate of parental involvement, also has a high rate of student performance. It has been a tradition at Mary Help of Christians School that parents are involved, and we encourage the continuation of this tradition.
All volunteer parents, Room Parents, and Coaches at MHCS must bring into the Student Affairs Office a record of their criminal background check and Safe Environment Training.

TECHNOLOGY ACCEPTABLE USE POLICY

Acceptable use

Good digital citizenship is good citizenship. Good citizenship is expected everywhere, all the time, in person or online, whether in the hallway or using a digital device. The following rules of good citizenship should guide all of our actions, even in the use of technology and connectivity at MHCS. Good behavior is expected of all students and staff:

- Respect and Protect Yourself
- Respect and Protect Others
- Respect and Protect Property

The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Students must have a teacher's permission before using any computer for any reason and must be under supervision.

Consequences of Misuse

Students guilty of misusing technology will receive consequences according to the nature and severity of the misuse. Consequences will be similar to the consequences for violating other school rules and may include being given limited or no access to technology for a specified amount of time. The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

Warranties

The educational programs governed by the school make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, no deliveries, mid deliveries, or service interruption. Use of any information obtained via the Internet and related technologies are at the user's own risk. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Internet and related technologies that are not previously approved as part of the school budget.

Usage of Electronic Devices

Students have the privilege of using electronic devices at the discretion of the teacher. The usage of all devices remain at the discretion of MHCS and student usage privileges may be revoked if misused. All students must have a signed copy of the technology usage and monitoring policy on file.

Any damages resulting from student misuse will lead to parents being billed for the expense of fixing or replacing the technology.

Deledao Monitoring Policy

Mary Help of Christians School is committed to creating a safe and educational online environment for all students. To support this commitment, the school uses **Deledao**, a **CIPA-compliant** (Children's Internet Protection Act) web filtering, student wellness, and classroom management tool. This software helps safeguard students from inappropriate content and allows teachers to monitor online activities in real-time while on campus.

1. Web Filtering, Monitoring, and Classroom Management

- **Deledao** provides web filtering to block harmful or inappropriate content while students are connected to the school's network. It also monitors wellness indicators like cyberbullying or accessing harmful material, allowing the school to intervene when necessary for student safety.
- Deledao blocks the following categories for the protection of students:
    - **Abortion**
    - **Drugs**
    - **Games**
    - **Self-harm**
    - **Social networking**
    - **Adult content**
    - **Sexuality**
    - **Alcohol and tobacco**
    - **Intimate apparel and swimsuit**
    - **Sex education**
    - **Dating**
    - **Gambling**
    - **Proxy and VPN services**
    - **Violence**
- Deledao uses **real-time analysis** and **real-time video and image analysis** to continuously assess and block inappropriate content as it appears. However, **Deledao is not 100% accurate**, and parental monitoring is advised to ensure students remain safe outside of school hours.

2. Classroom Monitoring by Teachers

- Teachers use Deledao's **classroom management feature** to monitor and view students' screens in real-time while they are using their **school account profiles** during class.

This tool allows teachers to:

- **Be proactive** in preventing distractions by monitoring what students are viewing or working on during class time.
- **Assist students in real-time** by offering support or guidance based on what they are working on.

Control student activity by:

- **Blocking** or **allowing websites** as needed.
- **Closing tabs** that may be distracting or off-task.
- **Sending direct messages** to students through the platform for guidance or redirection.
- **Taking screenshots** of student screens to document behavior or issues.

- **Blocking access** to certain sites or apps when necessary to keep students on task.

Additionally, teachers may **create groups** for specific **classroom policies or rules** using Deledao's **site banks** feature. This allows teachers to customize access and restrictions for **different groups of students**, ensuring that each group is subject to the appropriate **policies or content restrictions** based on the activity or lesson plan.

3. Parental Involvement with Deledao

- Parents are encouraged to participate in their child's digital wellbeing by registering for a **parental Deledao account** through the school's technology department. This account allows parents to:
  - **Monitor their child's internet usage** outside of school hours, including weekends, holidays, and during the summer.
  - **Set screen time limits** and restrict access to certain websites or apps.
  - **Receive real-time alerts** for concerning online behavior that occurs after school hours.
  - **Add or block internet access** on their child's device as needed.

This service is offered at **no additional cost** to parents, as it has been covered by the school's prior payment.

4. Use of School Accounts for BYOD Chromebooks

- Students **must use their school-issued accounts** when using Chromebooks at school. **Personal accounts** are **not allowed** during school hours.
- **Logging into personal accounts** on Chromebooks while at school will result in:
  - A **warning** for the first offense.
  - A **write-up** for the second offense, documented in the student's school record.
  - Continued non-compliance will lead to further disciplinary actions as determined by the school administration.
- **Students with parental controls** enabled on their devices must ensure that their **school account is added as a separate profile**, rather than as a secondary account within their personal profile.

5. Monitoring Scope and Responsibility

- The school only monitors activities on **school accounts** and **while students are connected to the school's network**. We **do not track devices** or monitor screens outside of school, nor do we track students' personal accounts, devices, or networks used at home.
- **Parents are responsible** for monitoring their child's online activities when they are at home or not on the school network. **Deledao** is a tool we use at school, and **parental involvement** is essential to ensure students are being monitored outside school hours as well.

6. Device Requirements

- To maintain a uniform and secure system, **students are required to bring Chromebooks only**. No other device types are permitted, including but not limited to:

  ✓ Chromebooks
  X Apple MacBooks

X iPads
X Amazon tablets
X Android tablets
X Windows computers
X Linux computers

7. Consequences of Non-Compliance

- If a student is found circumventing the monitoring system or logging in with personal accounts during school, they will face disciplinary measures including:
  - Warnings
  - Write-ups
  - Suspension of network privileges or Chromebook use at school
  - Further disciplinary action based on the severity of the offense

8. Limitations of Deledao and Parental Responsibility

- While **Deledao** is a powerful tool that helps to monitor and filter internet activity in real-time, it is important to acknowledge that no system is **100% foolproof**. There may be instances where inappropriate content or activity slips through despite Deledao's best efforts.
- **In the event that Deledao fails** to block inappropriate content or activity, the school will take immediate steps to address the situation and adjust settings as necessary. However, it is also the responsibility of the **students** and **parents** to adhere to the school's acceptable use policies and to report any concerns or issues they encounter while using the school's devices or network.
- **Parental oversight is critical.** We encourage parents to use their **parental Deledao accounts** to monitor their child's activities outside of school hours, including after-school time, weekends, holidays, and summer breaks. Parents can:
  - Set additional filters or block websites.
  - Monitor internet activity in real-time.
  - Receive alerts and manage screen time.
- This dual monitoring—by the school during school hours and parents outside of school—provides a **layered approach** to ensure the safest possible internet experience for students.

9. Student Responsibility and Reporting

- Students are expected to **use technology responsibly** and to follow the guidelines set forth in this policy. If a student encounters any inappropriate content, it is their responsibility to **report it immediately** to their teacher or the school administration.
- Failure to report inappropriate content or attempting to **bypass the web filtering system** may result in disciplinary action as outlined in the **Consequences of Non-Compliance** section.

10. Parental Deledao Account Sign-Up Process

Parents who wish to monitor their child's internet activity outside of school hours can sign up for a **Parental Deledao Account**. This service is provided at no extra cost. To get started, follow these steps:

1. **Contact the Technology Department**:
   - Parents should send an email or call the school's **Technology Department** at support@mhcslaredo.org, requesting access to the Parental Deledao account.

2. **Submit Required Information**:
    - You will need to provide your **name**, your **child's name**, and your **child's school-issued email account**.
3. **Receive Login Information**:
    - After your request is processed, you will receive an email with instructions to log into the **Deledao Parent Portal**. This will include your unique **login credentials** and a guide to setting up your account.
4. **Configure Monitoring Settings**:
    - Once logged in, you can configure your parental controls by:
        - Setting **screen time limits**.
        - Blocking or allowing specific websites or categories.
        - Setting up **real-time alerts** for any concerning activity.
5. **Ongoing Support**:
    - If you need assistance with setup or troubleshooting, the Technology Department is available for support.

11. Parental Control Features and Setting Limits

With a **Parental Deledao Account**, parents can take an active role in managing and monitoring their child's internet usage outside of school hours. The features available to parents include:

1. **Screen Time Limits**:
    - Parents can set **daily or weekly limits** on how much time their child can spend online. This helps manage overall screen time, ensuring students balance school work, leisure, and rest.
2. **Website and App Blocking**:
    - Parents can block specific websites, categories of websites (e.g., social media, gaming), or apps that they deem inappropriate or distracting for their child outside of school hours.
3. **Custom Schedules**:
    - Parents can establish **custom schedules** to control when the internet is accessible on their child's device. For example, internet access can be blocked during certain hours like bedtime or family time.
4. **Real-Time Alerts**:
    - Parents receive alerts when their child attempts to access blocked or inappropriate content. These alerts are sent in **real-time**, allowing parents to respond immediately if necessary.
5. **Activity Reports**:
    - Deledao offers detailed activity reports that show which websites or apps were accessed and when. This allows parents to monitor their child's browsing habits and adjust limits accordingly.

12. How Alerts Work in the Parental Deledao Account

The **Parental Deledao Account** is equipped with a **real-time alert system** that notifies parents when potentially harmful or inappropriate activities occur on their child's device outside of school hours. Here's how it works:

1. **Real-Time Alerts**:
    - Parents receive **immediate notifications** when their child attempts to access websites or content that are blocked or flagged as inappropriate by the system. These alerts are sent in **real-time** to ensure quick parental intervention.
2. **Types of Alerts**: Alerts can be triggered by a range of activities, such as:
    - **Attempting to access blocked categories**, including adult content, violence, self-harm, and other inappropriate material.
    - **Excessive screen time** if a child is online beyond set limits.
    - **Suspicious behavior or activity**, such as trying to bypass filters using VPNs or proxies.
3. **Notification Method**:
    - Alerts can be sent via **email**, **SMS**, or through the **Deledao Parent Portal**, depending on the parent's preferred method of communication. Parents can configure these preferences in their account settings.
4. **Customizable Alerts**:
    - Parents have the ability to customize the types of alerts they wish to receive. For instance, you can choose to be notified only about certain categories of content (e.g., violence or social media) or when screen time limits are reached.
5. **Response to Alerts**:
    - Once an alert is triggered, parents can log into their **Parental Deledao account** to take immediate action. This may include:
        - **Blocking additional sites** or categories.
        - **Adjusting screen time limits**.
        - **Discussing the behavior** with their child to ensure they understand the rules and expectations.
6. **Wellness Alerts**:
    - The system can also notify parents of any concerning wellness issues, such as attempts to access content related to **self-harm**, **cyberbullying**, or **mental health** triggers. This allows parents to address potential emotional or behavioral concerns proactively.

THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF PERSONAL ELECTRONIC DEVICES.

ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT ACKNOWLEDGEMENT OF MHCS POLICIES AND PROCEDURES

Parents and students are asked to read carefully and be fully aware of the contents of this handbook.

They are also asked to sign the following, final page acknowledging that they have read and agree to be governed by the policies stated therein. Should a family choose not to sign the handbook, they will be asked to withdraw their child/children from Mary Help of Christians School.

2026-2027 PARENT/STUDENT HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT
&
AGREEMENT ACKNOWLEDGEMENT

(Please return the signed agreement to your oldest child's homeroom teacher by August 21, 2026)

We have read and understood this handbook and agree to adhere to its policies and provisions. We also understand that the Principal retains the right to amend this Handbook at any time and to modify it as deemed necessary in order to comply with philosophical, curriculum and safety standards. The contents of this Parent/Student handbook are considered binding.

We understand and acknowledge that the weekly reminders posted online are the school's chief means through which the handbook amendments and other important communications are given to parents.

Student(s):	**Grade**	**Teacher**	**Date**
_____ Signature	_____	_____	_____
_____ Signature	_____	_____	_____
_____ Signature	_____	_____	_____
_____ Signature	_____	_____	_____

Parent(s) Guardian(s):

Signature	**Print Name**	**Date**
Signature	**Print Name**	**Date**