



ST. MONICA CATHOLIC SCHOOL

UNITED IN FAITH, HOPE, AND LOVE...
SIEMPRE ADELANTE-ALWAYS FORWARD
LEARN BELIEVE SERVE ACHIEVE

PARENT/STUDENT HANDBOOK **2023-2024**

St. Monica Catholic School

4140 Walnut Hill Road, Dallas, TX 75229

Phone: 214-351-5688

[St. Monica Catholic School - Dallas, TX \(stmonicaschool.org\)](http://stmonicaschool.org)

Dear Parents and Students,

Welcome to the 2023-24 school year! I am thankful that you have chosen St. Monica Catholic School. By choosing our school, you have shown your commitment to providing a Catholic education for your child (ren). In addition, you believe in the values and philosophy of the Catholic Church and faith.

The Parent/Student Handbook reflects the policies of St. Monica Catholic School for the 2023-24 school year. Please read this handbook carefully and sign the attached agreement. By signing, you are agreeing to abide by the policies and procedures of St. Monica Catholic School and agree to show support to our school, students, and staff members.

The faculty and staff of our school look forward to working with you as partners, to promote academic excellence, spiritual development, and understanding of the responsibilities of living each day with our Catholic faith as the forefront of our actions.

As part of the Dallas Diocese and Catholic Schools Office, it is our goal that we prepare our students for college and heaven and practice daily, with our Bishop, to always #BeGolden. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Putting HIS Children First,

Stephanie Garza
Principal
#SMSstrong

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Whoever teaches must become 'all things to all men' (1Cor. 9:22), to win everyone to Christ...Above all, teachers must not imagine that a single kind of soul has been entrusted to them, and that consequently it is lawful to teach and form equally all the faithful in true piety with one and the same method! Let them realize that some are in Christ as newborn babes, others as adolescents, and still other as adults in full command of their powers...Those who are called to the ministry of preaching must suit their words to the maturity and understanding of their hearers, as they hand on the teaching of the mysteries of faith and the rules of moral conduct."

Catechism of the Catholic Church
p. 12, section 24

TABLE OF CONTENTS

SECTION 1: About Our School, p. 7

- Mission Statement / Vision / Values / Philosophy
- History of School
- Accreditation agencies
- Introduction
- Right to Amend

SECTION 2: Academic Policies, p. 8

- Academic Information
- Academic Dishonesty / Stealing Policy
- Academic Probation
- Advancement
- Curriculum
- Grading Scale
- Homework
- Re-assessment policy
- Parental access to student records
- Progress Reports / Report Cards
- Promotion / Retention / Conditional Placement
- Student record / Cumulative record
- Summer Reading & Math Program
- Testing
- Tutoring

Section 3: Admission and Registration, p. 16

- Age Requirement
- Enrollment Agreement
- Enrollment/Re-Enrollment
- FACTS® Tuition Management Service Overview
- Registration / Enrollment
- Re-registration / Re-enrollment
- Admissions
- Waitlist
- Conditional Admittance
- Title IX Non-discrimination policy

Section 4: Attendance and Absence, p. 21

- Attendance / Tardy
- Early Release Procedures
- Picking Up During the Day

- Before / After school Supervision
- Inclement weather
- Make-up work
- Pickup during school day
- School hours

Section 5: Athletics / Extra Curricular, p. 23

- Athletics
- DPL
- Sports Fees
- Student Responsibilities and Expectations
- Tryout Process
- Coaching and Volunteers
- Coaching Guidelines
- Gym Guidance
- Medical Emergencies

Section 6: DISCIPLINE, p. 28

- Conduct
- Bullying / Cyberbullying
- Corporal Punishment
- Disciplinary Procedures and Consequences
- Drugs, Alcohol, Tobacco, Weapons
- Gum, Consumption of Food/Drink
- Expulsion procedure
- Grievance Policy Parents
- Harassment
- Lockers
- Off Campus Conduct: Sports/Extracurricular/Field Trips
- Suspension

Section 7: EMERGENCY CRISIS PROCEDURES, p. 36

- Crisis Plan
- Emergency Drills

Section 8: Sacramental Information, p. 36

- Mass Days
- Mass Uniform
- Sacramental Program
- First Communion Attire
- Confirmation Attire

Section 9: Field Trips, p. 37

- Field trips / School Sponsored Activities
- Permission Slip

Section 10: Financial Policies, p. 38

- Tuition / Fees
- Tuition Assistance
- Withdrawal Policy

Section 11: Health, p. 39

- AUTHORIZATION OF CONSENT TO TREAT MINOR
- Allergy Policy
- Asthma Medication
- Food Allergy Policy
- Medication
- Medical Emergencies
- Medical Services
- Guidelines for Student Illness
- Immunization Records

Section 12: Library, p. 42

- Library Information
- Library Hours

Section 13: Lunch, p. 43

- Lunch Periods
- Lunch / Snacks
- Lunch Service

Section 14: Miscellaneous, p. 43

- Child Abuse Law: Mandated Reporters
- Social Events: parties, gifts
- Reports to and cooperation with law enforcement
- Asbestos Notification
- COVID-19
- Carpool / Traffic Pattern
- Parking
- School Property
- Soliciting / Selling
- Textbooks
- Use of School Logo

Section 15: Parents, p. 46

- Home-School Communication
- Parent Conferences
- Office Records
- School Management Software (FACTS SIS)
- Custody and Family Law Issues
- Parental Cooperation and Behavior
- Parents Role in Education
- Parents as Partners
- Reimbursement for School Costs and Attorney's Fees
- Safe Environment
- Visitors
- Volunteering Expectations
- Parent Teacher Organization / PTO

Section 16: PK3, PK4, and DK Information, p. 52

- Age requirements
- Preschool Bathroom "Potty" Skills
- Attendance
- School Supplies
- Birthday
- Discipline
- Illness/Allergy Awareness / Medical Emergency / Medication
- Arrival Procedures
- Dismissal Procedures
- Early Release
- Safe Environment
- Communication
- Inclement Weather
- Progress Reports / Conferences
- Technology & Acceptable Use

Section 17: Technology, p. 56

- Acceptable Use Policy
- Cell Phone Policy
- Children's Online Privacy Protection Act (COPPA) Waiver
- Social Networking Sites
- Telecommunications Use Agreement

Section 18: Uniform Policy, p. 60

- Uniforms and Dress Code
- Dress Code for Special Events
- Spirit Uniform
- Free Dress Day
- Field Day / Role into Summer
- Special Events
- Personal Appearance
- Out of Uniform Guidelines
- Lost and Found

Section 19: Last Section (Signature Pages), p. 64

- Signature Page Acknowledgement and Agreement Parent
- Release and Indemnification
- Parent Consent Release form

SECTION 1: ABOUT OUR SCHOOL

MISSION STATEMENT OF ST. MONICA CATHOLIC SCHOOL

To develop a life-long passion for learning through the teachings of the Catholic Church, fostering in each child their fullest spiritual, intellectual, physical, and social growth.

PHILOSOPHY

The philosophy of St. Monica Catholic School is based upon a call to attend to the spiritual, emotional, intellectual, social, and physical needs of our students. We seek to provide an educational program that challenges and nurtures each child's distinctive abilities. We believe that the success of each child is enhanced by the collaboration of parents, faculty, and staff working in a positive and trusting framework.

HISTORY

St. Monica Catholic School first opened its doors in 1955. As a Diocesan Catholic Elementary School, its purpose is to aid the parents of St. Monica Catholic Church in providing a sound doctrinal and educational environment for their children. It is to those who have built St. Monica Catholic Parish that we owe a debt of gratitude for all that we have as a school. It is to provide for the future of the Church that we continue the work of those who have gone before us.

ACCREDITATION

St. Monica Catholic School is accredited by the Texas Catholic Conference Education Department (TCCED) and Texas Catholic Conference Accreditation Commission (TCCAC), which are the governing bodies designated by the Texas Education Agency (TEA) for Catholic Schools in Texas. St. Monica Catholic School is a member of the National Catholic Education Association (NCEA).

INTRODUCTION

Our community substantially determines whether our school is successful, you are vitally important to St. Monica Catholic School. To ensure that we can live our vocation in faith, a positive spirit of hope should pervade our school. Staff, students, and parents alike should be appreciated, respected, and should feel "at home".

To enable us to work together, all community members are responsible for implementing the St. Monica Catholic School mission, knowing the material in the parent/student handbook, and presenting it to our community.

***Right to Amend**

St. Monica Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail or paper (sent home) communication. *

SECTION 2: ACADEMIC POLICIES

Academic Information

As a Catholic School, St. Monica desires to develop a knowledge and understanding of the faith and a personal relationship with God as evidenced by attitude and practice.

The Diocese of Dallas Catholic Schools Office, in compliance with the standards of the Texas Catholic Conference Education Department, provides the curriculum standards. The subjects taught in St. Monica Catholic School are religion, ELAR (reading/literature, English, spelling, library skills, phonics, handwriting and oral communication), mathematics, science, social studies, art, music, physical education, and Spanish.

Students in the second grade prepare for the Sacraments of Reconciliation and First Holy Eucharist. Students in the eighth grade prepare for the Sacrament of Confirmation. Part of this preparation includes service hour projects as well as a retreat.

Additional activities that **may be included, but not limited to**, in the academic day are: Prayer Partners; Field Day; NJHS (7th and 8th graders); PSIA, Religion Bee, Academic Fair; Spelling Bee.

Academic Dishonesty /Stealing Policy

Cheating and/or stealing activities include, but are not limited to:

- Copying work from another student or giving another student(s) answers
- Allowing another student to copy work.
- Using “cheat notes.”
- Looking at books, notebooks, papers, etc. to retrieve answers to tests and/or quizzes.
- Writing information anywhere on one’s personal being hands, arms, shoes, clothing, etc.
- Forging a parent, guardian, grandparent, etc... signature on papers.
- Plagiarism.
- Taking items / in possession of items that do not specifically belong to the student from the school, school personnel, and/or fellow students.

Students caught cheating or stealing will be subject to the following consequences and sent to the office:

First Offense:

- A grade of “0” on the work in question;
- A grade of -10 on the conduct **(parent notified)**
- An automatic detention **issued by administration**. The student may lose extracurricular participation privileges.

Second Offense:

- A grade of “0” on the work in question;
- A grade of -20 on the conduct. **(parent notified)**

- One-day in-school suspension **issued by administration**, including a \$75 charge to parents (to offset the cost of hiring a substitute to supervise the student).
- The student will lose extracurricular participation privileges.

Third Offense:

- Possible expulsion/**or other disciplinary action (principal's discretion)**.

Academic Probation Policies

Academic probation is determined for each grading quarter. Students will be placed on Academic Probation at the end of any grading quarter in which their grades fall **at or below** the following:

- **N (Needs Improvement) in Grade K for any one of the following: Reading, Math, Language Arts**
- **D (70-75) for 1st – 2nd grades for any one of the following: Reading Math, Language Arts**
- **D (70-75) for 3rd – 8th grades for any one of the following: Reading, Math, Language Arts, Science, Social Studies, or Religion.**

All students in grades 5–8: Team and individual sports include but are not limited to: cross country, football, volleyball, basketball, softball, baseball, track, swimming, tennis, soccer, and cheerleading.

In order to try-out for or remain eligible for a team or extra- curricular activity, a student must:

- Maintain an overall 76% (C) average in all subjects, no more than one D (70-75)
- Maintain a 76% (C) or (S) average in conduct.
- An F (69 or below) in any subject will result in probation

Violation of any of these criteria will result in a student being placed on a two (2) week probation at progress report and/or at report card time. Students on probation will be given written documentation on paper and in email form.

Absence from school: A student is not eligible to participate in extracurricular activities on the day of an absence. Extenuating circumstances may be considered to permit a waiver of this policy.

Probation (Academic or Conduct)

Progress Reports will be emailed to parents via FACTS SIS, and Report Cards will be available for parental review on FACTS SIS. Hard copies will be sent home with students who do not have internet access in their homes. Students not meeting academic and conduct requirements as stated above at Progress Report and Report Card dates will be placed on a 2-week probation.

To encourage students to comply with academic and conduct standards, eligibility for students who participate in St. Monica sports or extra-curricular activities placed on probation may regain eligibility at the two-week grade check. It is the administrative team's responsibility to notify the teachers, parents, students, and sponsors of extracurricular activities. During the athletic

probation period, it will be the responsibility of the athletic director and/or principal to communicate with affected students, parents, and their coaches.

Teachers have the responsibility to input grades into FACTS SIS in a timely manner and need to provide the probationary student the opportunity to succeed in improving their grades. Parents have the responsibility of utilizing FACTS SIS frequently to check their student's grades, and students have the responsibility to seek help and work to improve their grades.

Meeting eligibility requirements at the two-week checkpoints will lift probation. Students off probation will be given written documentation on paper and/or email form.

Students not meeting academic and/or conduct requirements as stated above at the progress or report card dates will be placed on probation. Ineligibility will begin on the date of distribution of the progress report or the report card. Students may practice but not play during the initial probationary period. Probationary students may regain eligibility at the two-week check if all grade(s) meet the minimum requirements. If the grades do not meet the minimum requirements, the student will continue on probation with the stipulation that the student may not practice or participate in the sport (or event) until the next progress report or report card. If the affected grade(s) still do not meet the requirements, the student will be removed from that activity / sport.

Students on probation during team tryouts: It is the athletic director's responsibility to notify coaches of any students on probation at the time of tryouts. The athletic director and coaches will jointly determine whether to include the probationary students in the count when determining teams. In the event it is determined that a team split is necessary, then the probationary students will be added to each roster only after the full teams have been determined without them. The athletic director and administration team will decide where best to place the probationary students.

Advancement Policy

Advancement to the next grade is based upon mastery of the current grade curriculum.

Curriculum

Teachers are responsible for being thoroughly acquainted with the Diocese of Dallas Curriculum Guide and for the long range and short-range planning necessary to ensure that the curriculum objectives are met.

St. Monica Catholic School follows the guidelines set forth by the Diocesan Policy Handbook for Schools which can be found at www.cso-dallas.org.

Grading Scale

Kinder	1 st – 8 th
Meets Grade-Level Standards = 3	A = 94 - 100
Making Adequate Progress Toward Grade-level Standards = 2	B = 85 – 93
Not Making Adequate Progress Toward Grade-level Standards = 1	C = 76 – 84
Not Assessed at This Time = N/A	D = 70 – 75
	F = 69 – below

Eighth Grade Activities

The eighth-grade students take comprehensive exams prior to the completion of their academic year. Eighth grade activities are considered extracurricular and follow the eligibility policies.

Extra Credit

Teacher discretion

General Conduct Grades - The general conduct grade is issued by the homeroom teacher and reflects the student's behavior in all classes, with all teachers. The following conduct grades will be used:

Kindergarten—2nd Grade S (Satisfactory)
 N (Needs Improvement)
 U (Unsatisfactory)

3rd-8th Grade same numeric scale as academic grades

Honor Roll

Honor roll is awarded to students in grades 3 – 8. Those students who have an “A” (94—100) average in every subject area, including conduct, shall be recognized on the A Honor Roll. Students who maintain a minimum of a “B” (85) average in all classes, with at least one “A,” including conduct, shall be recognized on the A/A-B Honor Roll and recognized at the quarterly awards assemblies. Those students who remain on the honor roll all four quarters will earn an academic award at the end of the school year. This includes all four quarter grades and end of the year averages.

Student Recognition

SMS students will also be recognized for outstanding achievements in other areas. This may include conduct, clubs, virtues, and participation in school events.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to

prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Students have between 15 minutes and two hours of homework each night, depending upon the grade level of the student. Please visit with the teacher if your child is doing too much or too little homework. Homework assignments are posted on FACTS SIS; however, it is the child's responsibility to write down his/her homework in their assignment notebook each day. Due to unforeseen developments in each classroom throughout the day, homework assignments written in assignment notebooks may differ from that listed on FACTS SIS. Verify with the teacher when in doubt.

Missing Work / Homework – any missing work will be entered as an M in the teacher's grade book (3rd – 8th grade).

(GRADES: 3-5) – Work is due on the assigned due date. Students will receive reminders to complete the work and 10 points off per late day.

(GRADES: 6-8) – Homework is due on the assigned due date. Homework turned in a day later after it is due will receive a 15-pt. deduction. Any homework assignment turned in after that will receive a zero.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility to make up.

Homework Policy Due to Illness

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

RE-ASSESSMENT POLICY

If a student makes 75 (D) or below on test, it is his/her responsibility to get with the teacher to arrange time for retake. Corrections are worth 1/2 credit, no deductions are given if problem is still not correct after corrections. All corrections must be made to earn credit toward the score. The test is regraded after corrections are made, students can make no higher than a 76 after corrections.

Projects (including major essays), quizzes, and final exams are not eligible for re-assessment. Finals are considered as cumulative tests of the concepts taught throughout the school year. Teachers may opt to work with the individual/small group of students in the classroom to make corrections to the test and grade accordingly.

Reteaching and retakes are required if the CLASS average on the summative assessment is 75(D) or below. Before a rest retake, the teacher will reteach the concepts and skills necessary for successful completion of the summative test. Teachers should strive to use a different approach when reteaching.

Parental access to student records

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers, and it is not the school's responsibility to enforce court orders. (See #4 in Appendix 1 titled: "Reimbursement for School Costs and Attorney's Fees" for additional information regarding school involvement in family custody disputes. / Parent Section of this Handbook)

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes;
- d) Appropriate parties in connection with tuition assistance to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;
- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his

or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

Progress Reports / Report Cards

Report cards are generated/issued at the end of each quarter during the academic year. Parents are required to attend a parent teacher conference to receive the first quarter report card. The subsequent report cards will be available on FACTS SIS or will be sent home in the child's take-home folder. Report cards will not be made available via FACTS SIS or issued to any individual with outstanding tuition, fines, or fees until the fees have been paid or a plan has been arranged to meet outstanding payment.

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be given midway between each nine-week grading period.

Promotion / Retention / Conditional Placement

Promotion Policy

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Retention Policy

Students must maintain an average of 70% and may not have a failing grade in more than one core subject (language arts, literature, math, social studies, science, and religion) to be promoted to the next grade. If/when a student is identified as being unsuccessful in his/her core subjects according to established indicators, a child study team will be formed to assist the family and the school in making the best possible decisions for the child. The decision to retain rests with the school principal.

Conditional Placement

A student may be conditionally placed in the next grade if they have not mastered the entire required curriculum. A student with an "F" (below 70) average in any core subject will be required to attend summer school or an approved tutorial program selected by the principal. Summer school must be completed, and a completion certificate presented to the school office prior to the first day of school.

Advancement to the next grade in St. Monica Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Student record / Cumulative record

No information from student records, including health records, may be released without the consent of the parent/guardian. (Exception: subpoenas). A release form needs to be signed and kept on file at the school office.

Legal guardians or parents with full or part-time custody have the right to the full and complete disclosure of all information held by the school concerning their child. Current email addresses for all parties should be in the school database so that all parties may have access to information through FACTS SIS. If part-time custodial parents do not have internet access, a request must be made for additional copies of all information available/sent to the primary custodial parent. If a parent desires additional copies mailed, they are to provide self-addressed, legal-size, stamped envelopes.

St. Monica Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through US Mail. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a five school-day request to the School Office.

Summer Reading & Math Programs

Parents are encouraged to support the summer programs to ensure academic success.

Testing

- The Iowa Assessments/Cogat are given in Grades 1 through 8.
- MAP Testing (Measure of Academic Progress) administered three times a year (fall, winter, spring); used to monitor student progress in language arts and math.
- 6th - 8th grade students **will possibly** be involved in quarter / Mid-term exams.
- 6th -8th grade students will take Final Exams in all core subjects to assess the cumulative knowledge of subject matter taught during the academic year.

STUDENTS WITH LEARNING DIFFERENCES: The June Cooper SMART (St. Monica Academic Resource and Training) Center supports students who learn differently and ensures all students reach their full potential. The following programs are supported in SMART center: dyslexia therapy, executive functioning training, organizational skills training, academic support in all subject areas, reading intervention, small group / oral administration / extended time accommodations; Spanish opt-out program (for students with a dyslexia diagnosis).

Teachers receive Individualized Accommodation Plans (IAP) for students who are diagnosed with learning differences. The teachers must follow the directives set forth in the student IAP, including

small group instruction and testing in the SMART center. Resource teachers will support classroom teachers in their efforts to accommodate their students.

GIFTED AND TALENTED PROGRAM (GT): Identified students in grades 3-5 participate in a GT program during school hours. Missed classwork is not required to be made up; however, it is the student's responsibility to be prepared for assessments.

Tutoring

Tutoring / remediation during the regular school year is an extension of regular instruction; no compensation should be accepted if a teacher is tutoring the students, he/she presently teaches.

Teachers may tutor students they are not presently teaching and may charge a fee for this service. A list of potential tutors will be given to parents who inquire. Teachers will follow guidelines regarding the tutoring process. All expenses for tutoring are the responsibility of the tutor.

Due to safe environment considerations, teachers will not use their own classrooms for after-school tutoring. A common area, such as the library or designated areas of the SMART Center, should be used for this purpose.

Teachers will stay with the students they are tutoring until the students are picked up by the parent, even if the parent is late.

Section 3: ADMISSION AND REGISTRATION (ENROLLEMENT)

All admissions information is on the website; this includes information on tuition assistance – [Admissions - St. Monica Catholic School - Dallas, TX \(stmonicaschool.org\)](http://stmonicaschool.org)

Age Requirement

According to Diocesan policy, a child must be six years old by September 1st to enter first grade. All other grade level entries require documentation of legitimate grade placement from an accredited school. When necessary, the date of birth will be used in placement.

Enrollment Agreement

I/We am/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable tuition assistance awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

Enrollment/Re-Enrollment

- The \$125.00 Application Fee for new students must be submitted online with the application. The Enrollment Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the registration fee by the date designated.
- All Application and registration fees are NON-REFUNDABLE.

FACTS® Tuition Management Service Overview

- Tuition is paid annually, semi-annually, or over 11 months via FACTS – payment plan is set up in the FACTS program.
- **These fees do NOT COVER** After School services or Athletic services (basketball, volleyball, soccer, etc.) or other after school activities.

REGISTRATION/ENROLLMENT

Registration/Enrollment for all returning students will begin in January each year. **Registration fee is charged per child and is non-refundable.** All re-registration is online.

- A. **REGISTRATION/ENROLLMENT FEES**—No registration is considered complete unless and until all applicable fees are paid in full. **Registration fees are not refundable.**
- B. **LATE REGISTRATION/ENROLLMENT**—Registration of new students will continue to be accepted throughout the year. All admission conditions apply to every applicant and will be considered in order of the date of receipt. These students may be admitted if space permits. Otherwise, they will be placed on the waiting list if they so desire.

RE-REGISTRATION/RE-ENROLLMENT

Families who desire to re-register their children must be in “good standing” and shall comply with the following requirements:

- A. “Good Standing” for parish tuition families requires the following:
 - a. Tuition payments must be current, including any late fees.
 - b. Outstanding balances/fees due to other organizations must be reconciled (athletics, cafeteria, etc.).
- B. “Good Standing” for non-parish tuition families requires the following:
 - a. Tuition payments must be current, including any late fees.
 - b. Outstanding balances/fees due to other organizations must be reconciled (athletics, cafeteria, etc.).
- C. Any special conditions must be documented and presented to the church office prior to registration. If a currently enrolled student has not been re-registered, his/her space will be offered to the first person on the waiting list. In the event there is no waiting list, the space will be made available to the first family that fulfills the admission requirements.
- D. Students must have displayed successful academic growth and appropriate behavior to be considered for re-admittance to St. Monica School. Retention, summer school, tutorial programs, or specific behavior modification procedures may be stipulated, and re-registration will be contingent upon this agreement.

ADMISSIONS/ENROLLMENT

Admission to St. Monica School shall be determined at the end of the admissions/enrollment period by the Admissions Committee. Standing members may include the following: pastor, principal, school secretary, business manager, and faculty member.

PRIORITY OF ADMISSION—St. Monica School admits students of any race, color, gender, religion, or national origin, according to the following order of priority:

- A. A PARISH TUITION FAMILY in “good standing” with a sibling presently in the school.

- B. FAMILIES WITH A SIBLING presently in the school.
- C. A PARISH TITHING FAMILY in “good standing” who is a new applicant to the school and has completed the registration process, with the longest tithing parishioner in “good standing” given priority.
- D. CATHOLIC SCHOOL TRANSFER STUDENTS whose families are in “good standing” at their previous school/parish and have completed the registration process and are deemed eligible.
- E. A NON-PARISH TUITION FAMILY that is current with respect to all financial commitments at their home parish and/or previous school.
 - 1. Has a parent or sibling that graduated from St. Monica Catholic School.
 - 2. New applicant to school who has completed the registration process. In the event that two or more families fall under this category, a random drawing will be held to determine priority of admission.
- F. NON-CATHOLIC TUITION FAMILY that is current with respect to all financial commitments at their home church and/or previous school.

CRITERIA CONSIDERED FOR ADMISSION

Only properly registered applicants will be considered for admission after evaluation of the following:

- A. Student Performance—every effort shall be made to admit students that have a reasonable chance to perform as a successful student at St. Monica Catholic School.
 - 1. Academic; conduct.
 - 2. St. Monica pre-assessment results.
 - 3. Developmental, behavioral and/or psychological information provided by a certified counselor and/or other professionals, including communication from previous schools.
- B. Parental cooperation and support in student’s education, which includes but may not be limited to adherence to Parent/Student Handbook and all financial responsibilities to the school and parish.

Notification of acceptance/denial to St. Monica School will be sent by email and/or email. The family must be enrolled in the FACTS tuition management system so that tuition payments will begin in June.

Waiting List

Once classroom capacity is attained, a waiting list will be established with applicants entered in order of acceptance. If space becomes available for additional students, it will first be offered to those eligible applicants on the waiting list who are at the appropriate grade level.

Conditional Admittance

Circumstances that could result in a student being conditionally accepted to St. Monica School include but are not limited to: poor academic performance; inappropriate conduct/behavior; lack of fulfillment of Family Service Policy (includes general service hours and cafeteria/recess duty); excessive tardiness and/or absences; failure to meet financial requirements in a timely manner.

Students/families who have been conditionally accepted must meet all school requirements by the end of the first quarter of the new school year to remain enrolled in St. Monica School.

Title IX Non-discrimination Policy

St. Monica Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Important Admissions Disclaimer: All tuition assistance decisions are determined by the FACTS Grant and Aid determination of need.

Children entering Pre-K 3 must be three (3) years of age on Sept 1st.

Children entering Pre-K 4 must be four (4) years of age by Sept. 1st.

Children entering Kindergarten must be five (5) years of age by Sept. 1st.

At the time of registration, all new students (1st – 8th grade) seeking admission to St. Monica Catholic School are evaluated on the basis of a battery of Reading, Language and Math proficiencies, current standardized test scores, and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
 - +Use of weekly envelopes or automatic deposit
- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal and First Holy Communion Certificates (Catholic only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results, any other documents from previous schools that will help to determine the child's educational needs (speech / learning documents, SPED documents, or any other individualized plan for the student). It is the parents' responsibility to provide all documents concerning their child's educational background and needs. These will be reviewed to determine whether the program at St. Monica Catholic School will meet the educational needs of the students.

Non-Catholic students whose parents accept the philosophy of St. Monica Catholic School will be accepted on a space available basis.

Section 4: ATTENDANCE AND ABSENCE

Attendance /Tardiness

Regular attendance is essential to the academic success of a student. For all PK3 – 8th grade students, absences must be reported by email to attendance@stmonicaschool.org by 8:45am. Per Diocesan policy, a student must be in attendance 90% (162 days) of the school year to be promoted. The principal will evaluate individual extenuating circumstances.

Per the Diocesan handbook, pg. 83: “A student is tardy if he/she arrives after the time scheduled by the school for the beginning of the morning or afternoon session. If he/she arrives after 10am, he/she is marked absent half a day. A record of tardiness shall be maintained. In each case, a written excuse from the parent shall be required to monitor and regulate incidents of student tardiness.”

Parents are to email or call the school office by 10:00 AM to report absences and request work. Work may be sent home with another student or picked up at the school office **by 3pm**.

Students who leave before their designated dismissal time are marked tardy. Students who leave campus before 1pm are marked absent half a day.

Upon the return of the child to school, a note is to be sent to the office with the exact date of absence. If a child is absent more than five consecutive days, a doctor's release will be required. It is the responsibility of the student to make up missed schoolwork and/or tests as soon as possible following his/her return to school. One day per each day absent is the makeup time.

Early Release Procedures

All early release notes should be emailed to attendance@stmonicaschool.org and the student's homeroom teacher. K-8 students must be picked up before 2:30pm, in McManus Hall. PK3, PK4, and DK students must be picked up before 2pm, in McManus Hall.

Pickup during school day

Please send an email to attendance@stmonicaschool.org to inform the office of the date and time a student will need to leave early. Parents are required to sign a student out and wait for them at the office. **Students will be called out of class when the parent arrives at school, this is to avoid unnecessary loss of academic time.**

Before and After School Supervision

Students are to be in designated, adult-supervised areas at all times. The school will provide a teacher for supervision from 7:00 to 7:30 AM. All students must leave campus by **4PM** unless they are in tutoring or attending school-sanctioned, supervised activities. **Students not picked up by 4 PM will be taken to the after-school care. Continuous delay in timely pick-up could result in additional fees.**

No students are to be left unsupervised while a sibling participates in extra-curricular activities on campus. Students are never allowed on campus unless supervised by an adult. Any adult on

campus providing supervision to students must have completed the Safe Environment Program **and remain current**. ID badges must be worn at all times,

Before school designated areas:

- Preschool (PK3): Must be walked into the Family Center
- Grades PK4 & DK: Must be walked into Mrs. Krause's Room (Through McManus Hall)
- K-8: Students wait in the cafeteria until released.

After school designated areas:

- K-8; last names A-L, use the Midway Entrance – form two lines in lines closest to the school
- K-8; last names M-Z, use the Midway Entrance – form two lines in line closest to the field.
- Siblings will dismiss at the specified time – going with the oldest sibling.
- PK3, PK4, and DK will dismiss from the East side of the Family Center

Parents/guardians **must contact the school office** if their child/children are to be picked up by someone other than the parent/guardians.

Inclement Weather

In case of inclement weather, information on school delays or closing will be broadcast on local news channels, the school website, FACTS SIS, and parent alert.

Make up work

Due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility to make up.

If assignments are requested early due to planned absence / vacation, students are responsible for turning in their work the day returned to campus. If assignments is not turned in the day of return, the assignment will be marked missing and late penalties would apply.

Due to Illness

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

School Hours

School begins at 7:45 AM. A student is tardy when he/she is not in their class at 7:50 AM. It is important that each child develops the habit of being on time. A student who is tardy must present an office "tardy slip" to the teacher before being admitted to class.

Excessive tardiness (10 or more per school year) will result in conditional admittance for the following school year. Students with one or more tardy are not eligible for Perfect Attendance awards at the end of the school year.

At St. Monica Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on occasions.

The school drop off begins at 7:00am for students. Students arriving at that time will go to their designated areas until they are dismissed to their classrooms at 7:45 AM. Morning Prayer and announcements are at 7:50am. Please check the school calendar and weekly newsletter for early dismissal dates.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students not picked up by the end of carpool (**4 PM**) will be sent immediately to the **after school program**.

School Office Hours

The school office is open on all school days, **Monday – Friday, 7:45 AM – 4 PM.**

Half day office hours: 7:45am – 12:30pm

Section 5: ATHLETICS / EXTRA CURRICULAR

Athletics

An athletic handbook for coaches outlines the responsibilities and expectations of each coach.

The sports offered at St. Monica are presented in cooperation with the Dallas Parochial League for grades 5 through 8 during the school year.

Due to copyright, use of the name “St. Monica” or “St. Monica Bearcats” is permitted by only those teams participating in Dallas Parochial League sports/activities. Student athletes must be an enrolled student in the Diocesan Catholic Schools to participate on St. Monica Catholic School teams.

Use of the St. Monica name or logo on uniforms or any other clothing or merchandise must receive approval from school administration.

All students participating in contact sports (including cheerleaders) are to have a physical examination before being allowed to join the team.

For the safety of all concerned, diocesan policy requires that volunteer coaches submit to a criminal background check, attend our parish Safe Environment workshop, and abide by the safe

environment policies. ID badges are to be worn by volunteers. **It is the responsibility of all volunteer coaches to maintain current status of all safe environment policies. Failure to do so may result in removal of coaching assignments.**

DPL

St. Monica Catholic School participates in the Dallas Parochial League (DPL), which is the athletic organization serving the Catholic schools in the Diocese of Dallas. The DPL sets policy and acts as an overall coordinator for the various sporting competitions it offers. The Athletic Director (AD) will structure and manage the athletic program at St. Monica in accordance with the philosophy and policies of the DPL, which may be found at:

http://www.dallasparochialleague.com/pdfs/DPL_Handbook.pdf

Sports Fee

A fee is charged per child per sport for each extra-curricular activity. Fees and medical/physical information must be given to the Athletic Director before a child is a registered member of the team.

- No refunds will be given once league fees have been paid to the DPL.

Payments

All athletic fees will be due on the designated date. If payment is not received by those designated dates, the student will not participate.

Fall Sports: September

Winter Sports: January

Spring Sports: March

Sports Activities and Parental Support

1. Parents are encouraged to be present at all practices and games.
2. Parents are not to distract the participants or coaches during practice or games.
3. Parents are responsible for and are to continually supervise all other children attending practice or game with them.
4. Parents are not to leave non-participant children unsupervised at practices or games.
5. The coach/AD has the right to remove a parent from a game or practice for inappropriate behavior and/or interference in the practice or game.
6. Grievance process: coach, athletic director, principal, diocesan office

Student Responsibilities and Expectations

- All student athletes must meet or exceed the academic and conduct standards.

- All student athletes will be required to submit a Parent Release form as well as sports physical dated after June 1 of said year. All physicals are good for one year from date administered. No student athlete will play unless sports physical is current.
- **All families must sign and agree to the Athletic section on the Parent Consent Release form before beginning the sports season.**
- All student athletes will be responsible for their respective uniform. Uniforms will be returned to AD at the end of season. If the uniform is lost or damaged, student athlete will be charged \$100.00 for replacement cost.
- Any student that is absent from school or leaves during the day due to illness will NOT be permitted to participate in any practices or games that day.
- If a student athlete prematurely leaves a team because of scheduling conflicts due to select/club or lack of interest, then the student shall forfeit the opportunity to play that DPL sport in the following season.
- St. Monica encourages students to “play out the season since you made the commitment” as to set the example for the younger students.
- We expect all student athletes to abide by the mission set forth by St. Monica Catholic School in regard to proper sportsmanship-like conduct at both home events as well as away games.

Our student athletes will demonstrate a very high regard for ALL property including uniforms, sports equipment and will not litter or vandalize said property or facilities.

Probation Policies

All students in grades 5–8: Team and individual sports include but are not limited to: cross country, football, volleyball, basketball, softball, baseball, track, swimming, tennis, soccer, and cheerleading.

In order to try-out for or remain eligible for a team or extra- curricular activity, a student must:

- Maintain an overall 76% (C) average in all subjects, no more than one D (70-75)
- Maintain a 76% (C) or (S) average in conduct.
- An F (69 or below) in any subject will result in probation

Violation of any of these criteria will result in a student being placed on a two (2) week probation at progress report and/or at report card time. Students on probation will be given written documentation on paper and in email form.

Evaluation Process

The evaluation process pertains primarily to all 6th, 7th and 8th grade students. Upon signing up, students are given the option to try out for a Division I team. These evaluations are optional. If a student wishes to not participate in the evaluation, he/she will be placed on the Division II, or Division III team. Students who are evaluated and are not selected for a Division I team will be placed on the Division II or III team. Students who miss the tryout date due to schedule conflicts or out-of-town travel will be placed on a team based on the recommendation of the AD. Provisions will be made for those students who miss the tryout due to documented illness or injury. Under these circumstances, the affected student(s) will be evaluated at one or two practice sessions and subsequently placed on a team, based on the recommendation of the coaches and the AD.

All tryouts will be run and conducted by outside experienced coaches selected by the AD. The AD, with recommendations from the outside tryout coaches, will determine the allocation of teams based on available skill level and number of participants for the season.

It should be noted that all evaluations are closed to parents and other non-participants. Additionally, when participating in an evaluation, students are asked to refrain from wearing any school or club team apparel. Depending upon the number of students who sign up to participate in a sport, the AD will determine whether to hold a tryout. If there are not a sufficient number of players to fill two team rosters, all players who signed up will be placed on a single Division I or II team based on their athletic ability. There is no limit to the number of Division I, Division II or Division III teams that a school may present to the league. All divisions are designed to focus on developmental skill and knowledge of the sport. However, Division I places more emphasis on competition.

Coaching and Volunteers

- Any parent wishing to volunteer for a coaching position is encouraged to do so. If there is more than one applicant for a coaching position, the AD's will make the final decision on who will coach the team. No coaches are guaranteed yearly positions. It will be the responsibility of the AD to make the final decisions regarding all coaching selections.
- When coaches are selected, each head coach, as well as assistants, will be required to complete a criminal background check, screening test, Safety Environment Training Course and sign the St. Monica Guidelines. They will also be asked to attend any training or certification programs as recommended by the AD or the DPL. (Play Like a Champion)
- Coaches will be subject to immediate removal for violation of any of the St. Monica Coaches' Guidelines or DPL rules governing coaches or at the sole discretion of the AD for behavior unbecoming of a coach or inconsistent with student athlete development.

- Assistant coaches may be selected by the approved head coach, with final approval from the AD. Assistant coaches will be subject to the same qualification criteria, behavior standards, removal procedures and criminal background check requirements. All coaches for St. Monica Catholic School must be at least 18 years of age.

Coaching Guidelines

St. Monica coaches must abide by DPL Coaching training requirements, guidelines and policies, found at http://www.dallasparochialleague.com/pdfs/DPL_Handbook.pdf

Coaching Philosophy - Coaches who are selected to represent St. Monica Catholic School must reflect the school's mission and vision and adhere to all policies.

Coaching Techniques

- Promotes an atmosphere of positive reinforcement and supportive spirit among teammates.
- Prepares a written practice outline, including warm-ups, drills, etc., prior to each practice.
- Makes all necessary arrangements for game day such as notifying players of game time and place, securing scorekeepers and other support.
- Meets with team members after each game, win or lose, for wrap-up.
- Knows and appreciates each athlete as an individual and recognizes each individual's contribution to the team effort
- Uses positive and supportive language; engages in constructive criticism only.
- Promotes an athlete's self-esteem and self-discipline

Gym Guidelines

All coaches are responsible for making sure that the gym is picked up after their practice.

- The coach or a supervising adult should always be the last to leave.
- Do not leave children unattended in the school.
- Do not allow students / children to run around the school.

If you are the last practice or group of the day, please make sure to turn off all lights and that all doors are closed before you leave.

- No one is allowed in the PE office without permission.
- All Gym and Field use must be approved by AD's prior to use.
- Parents who drop off kids should walk their athletes IN to the gym to ensure their coach is in the gym
- Coaches should arrive at least 15 minutes prior to their practice time
- Siblings of players are not allowed at practices; coaches are there to monitor their team, not anyone else.
- Athletes that arrive early without a parent should be told to sit in the stands until their coach arrives

- Any parents/athletes that disregard these rules should be referred to the athletic director or safe environment director
- Please make sure that all players are wearing the proper footwear. No black- soled shoes.

Failure to follow any of these rules may result in loss of gym privileges.

Medical Emergencies

The Emergency Medical Procedure covering all DPL activities in which St. Monica Catholic School students participate is the step-by-step process described below. This process will go into effect in the event of an illness or injury involving a student athlete while on the campus of St. Pius X Catholic Community.

It should always be understood that the health and safety of the athlete is the preeminent concern in the event of a medical emergency. Every effort should be made to contact the legal guardian of the athlete as soon as possible to direct the medical care of the individual. If the legal guardian is unavailable, it is the responsibility of the AD, if present, or coach of the affected athlete to make reasonable decisions regarding treatment.

In the event of a medical emergency, the procedure is as follows:

- Assess the situation and apply simple first aid.
- Contact the athlete's Emergency Contact and 911.
- Contact the AD, who will inform St. Monica School Administration.
- **An incident report should be filled out by AD / Coach**

Section 6: DISCIPLINE

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All families are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The administration reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students may be returned to the parent(s)/guardian(s) on the last day of the school year.**

Bullying and Cyberbullying

St. Monica Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **(seriously or in jest or online)** face detention, suspension, and/or expulsion.

Bullying/Cyberbullying includes, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft, of valued possessions, name calling, rumor spreading, ostracism.

Corporal Punishment

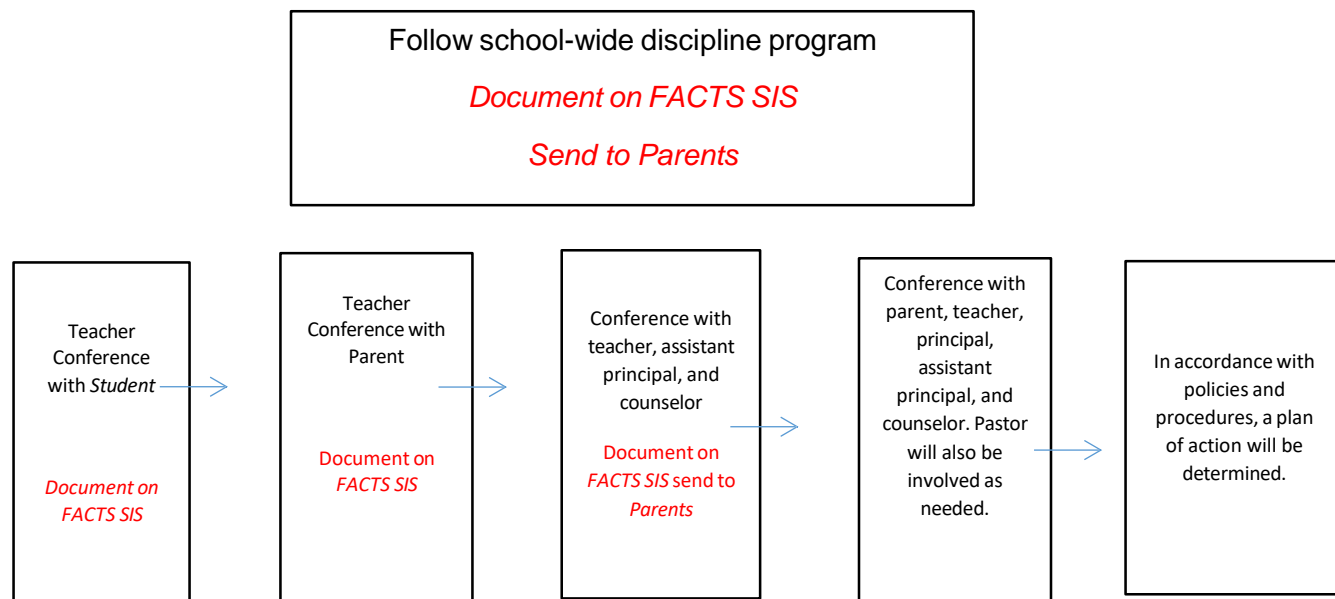
Corporal punishment including, but not limited to: spanking, shaking, slapping, pinching, hair pulling, shall not be permitted in the Catholic schools of the Diocese of Dallas.

Disciplinary Procedures and Consequences

Discipline

Students are expected to conduct themselves in a courteous, responsible, Christian manner, respecting their teachers, other adults, other students, and all property. The teacher is in charge of classroom discipline, and each class will have a published discipline plan. Students should know what behavior is expected and what the consequences are for a violation of that behavior. **All faculty and staff will follow the school-wide discipline policy.**

Saint Monica Catholic School Discipline Flow Chart



Saint Monica Catholic School Discipline Plan

- **PK – 2nd**

Use individual student calendar as behavior log to record behavior along with FACTS documentation.

- **3rd – 8th**

Demerit system will be followed when recording behavior in FACTS SIS. The parents will be notified each time their child receives a demerit.

The demerit system will start over each quarter.

Behavioral Infractions

Teachers will track demerits on FACTS SIS and each demerit point will be deducted from the conduct grade. Demerits will be given for behavior infractions. For example, but not limited to, disrespectful behavior, pushing, fighting, etc....

Non- Behavioral Infractions (3rd – 8th grade students only)

Students will be documented through FACTS SIS for non-behavioral infractions. For example, not wearing a tie to mass, not having a sweater, not having a textbook or supplies etc...

Students will be given warnings and no points (demerits) will be given for first four weeks of school (1st progress report); unless deemed otherwise by the teachers. After the first progress report, demerits will be given for non-behavioral infractions incurred.

Missing Work / Homework – any missing work will be entered as an M in the teacher's grade book (3rd – 8th grade).

(GRADES: 3-5) – Work is due on the assigned due date. Students will receive reminders to complete the work and 10 points off per late day.

(GRADES: 6-8) – Homework is due on the assigned due date. Homework turned in a day later after it is due will receive a 15-pt. deduction. Any homework assignment turned in after that will receive a zero.

Consequences of Demerits:

- **8 demerits** = 1-day lunch/recess detention... parent email notification
- **12 demerits** = 1-week lunch/recess detention ... visit with principal and parent email notification
- **16 demerits** = parent conference (teacher initiated)
- **20 demerits**= ISS (student will be sent to office, noting 16th demerit, \$150 charge to parent)
- **24 demerits**= Saturday detention 8-12pm \$100.00 charge to parents
- **28 demerits** = Saturday School 8-3pm \$200.00 charge to parents
- **36 demerits** = out of school suspension
- **36 demerits** = Expulsion

Each demerit given for a behavioral infraction will be reflected on the conduct grade. **This will be in effect for 3rd – 8th grades.**

6th-8th grade parents will be notified of specific demerit infractions in the Back-to-School Information/Newsletter.

During in-school and off-campus suspensions, students are expected to complete all assigned class and homework.

Discipline is to be constructive. Compensation will be made by students for property that is destroyed.

Suspensions are given at the discretion of the principal. A student who is suspended, either in-school or off-campus will not participate in any extra-curricular activities during a specified probationary period.

Serious legal or moral violations may necessitate the immediate removal of a student without prior notification. Vandalism of campus property and/or tampering with the fire alarm system are included in these violations. Substantiated serious threats and/or acts of violence can or may result in expulsion.

Field trips, though curriculum based, are a privilege, not a right. Poor conduct may disqualify a student from participating in field trips. The principal will determine the eligibility of the field trip privilege.

Disciplinary Referral

Serious or repeated violations of the discipline code will result in a referral to the principal. The principal will notify **via phone call / email** of the disciplinary action taken to the parents or guardians through their student. These notices are to be signed by the parent/guardian and returned to the school the next school day. Repeated violation of school policy may lead to denial of registration for the following school term, expulsion, or the student being placed on probation the following academic year. A student who begins a new school year on probation must meet all school requirements, academic and conduct, by the end of the first quarter of the school year. Students not meeting the requirements will no longer be attending St. Monica Catholic School.

All disciplinary actions are at the discretion of the principal.

Detention

A detention may be assigned by any staff member. Detention is held at the teacher's discretion. Failure to meet the time requirement may result in an additional detention.

Drugs, Alcohol, Tobacco, Weapons

St. Monica Catholic School does not allow the possession, use, transmitting, or being under the influence of any controlled substances by any student while on school premises or at any school sponsored activity. Violation of this policy may result in suspension, expulsion.

Controlled Substances are defined as:

1. Any drug listed in the current Federal Controlled Substances Act
2. Alcohol or any alcoholic beverage
3. Any chemical substance for inhalation
4. Any other intoxicants or mood-altering or behavior-altering drugs
5. Drug paraphernalia

Drugs authorized by a licensed physician through a prescription specifically for that student and properly administered through the clinic are not in violation of this policy.

Tobacco products and their use by a student are not permitted on campus or at any activity in which the school is represented away from the property.

Weapons of any kind are not allowed at school or any school-related activities. Depending upon the circumstances and at the discretion of the school principal, violations may be reported to the police and may result in suspension or expulsion from St. Monica School.

Gum / Consumption of Food/Drink

Gum chewing is not permitted on the school premises at any time, including before and after school. Consumption of food or drink is restricted to the cafeteria and/or designated snack area in the classroom. Students in violation of this policy will receive the appropriate disciplinary action.

Expulsion Procedure

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school and will be reviewed only as set forth in section 5177.5.

1 Procedure for Expulsion Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- When practical, the pastor of a parochial elementary school and the chief administrator of a diocesan school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In diocesan schools, the chief administrator should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.
- The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan schools, the chief administrator should be consulted.

2 General Grounds for Expulsion Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;
- c) Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- d) Habitual or persistent violation of school regulations;

- e) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- g) Use or possession of firearms or other potentially harmful objects or weapons;
- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- i) Theft, extortion, arson;
- j) Habitual truancy;
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing;
- m) Serious bullying and/or harassment;
- n) Conduct which may damage the reputation of the school or parish;
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- p) Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community or may negatively impact the school's reputation in the community.

3 Grounds for Expulsion Related to Alcohol and Drug Abuse The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

- a) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.
- b) When the school's chief administrator, in

consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the chief administrator or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

4. Procedure for Appeal and Review of Expulsion Parish school expulsions may only be appealed to the Pastor, whose decision on the matter shall be final and unappealable. The Pastor may define the appeals process as he wishes, and he does not have an affirmative responsibility to meet with the family or student in said process. Diocesan school and private school expulsions are governed by the school's respective policies and procedures. In general, the chief administrator's decision shall be final and binding without right of further appeal.

5. Tuition and Fees Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

Grievance Policy Parents

Parent Concerns or Complaints: The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final. In diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.

Harassment

St. Monica Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Lockers/Cubby

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Off Campus Conduct: Sports / Extracurricular / Field Trips

The administration of St. Monica Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Suspension

Students who are given an in-school suspension will be required to report to school and work with a substitute teacher paid for (\$150.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension **and/or any night activities**. Students must complete all class work and tests from the days of suspension.

Section 7: EMERGENCY CRISIS PROCEDURES

Crisis Plan

St. Monica Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to St. Monica Catholic Church.

Emergency Drills

Fire Drills, Tornado, and Lock Down Drills are conducted throughout the year.

Children will not be sent home during a tornado warning. They may, however, be released to parents. Students are to be signed out at the office. A child will not be released to an adult unless the adult is listed on the child's emergency list.

When the child needs to be released to someone not listed on the emergency list, advanced parent notification is required, and TX driver's license/ID will need to be given and matched.

Section 8: SACRAMENTAL INFORMATION

MASS DAYS (PK and Kinder will attend Mass when it's appropriate)

TCCED requires that students receive 30 minutes of Religion daily. In addition to this instruction, classes attend 8:00 AM Mass weekly. All students attend Mass on Holy Days of Obligation and other special celebration days. All students will attend a weekly Mass.

Mass Uniform

On Mass days, a dress uniform is required. Students will be required to wear a dress uniform to all Masses and any special event/occasion as announced by the school administration. Only approved sweaters and fleece jackets may be worn in classrooms or church.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Monica Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grades 1 & 2. Preparations for the sacrament of Confirmation forms the core of instruction in Grades 7 & 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist and the sacrament of Confirmation in the 8th grade. These are Parish based sacraments.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only offered to students baptized in the Roman Catholic tradition. The sacrament of Confirmation requires the students to be baptized and to have received the sacraments of Reconciliation and Eucharist prior to Confirmation.

FIRST COMMUNION ATTIRE

Boys: Dark suit or sport coat with dress shirt and a tie
Dress shoes

Girls: White dress – (no “Spaghetti” strap)
Veils are optional.
No PURSE, NO GLOVES
Dress shoes

CONFIRMATION AND GRADUATION ATTIRE

The Sacrament of Confirmation is made available to the students in eighth grade. Attire for the Confirmation Mass is:

Boys:

- Dress shirt and tie, Suit, or Sports coat (Confirmation only) Dress shirt and tie
- Slacks / Suit pants
- Dress shoes / Dress socks
- Belt

Girls:

- Dresses** must be no shorter than 3 inches above the knee. No strapless, spaghetti-strap, or halter/crisscross dresses. If a dress is sleeveless, the straps must be four inches thick (minimum). Dresses should not include cut-outs, mesh cut-outs, see-through cut-outs, or mid-drifts. Shoes must be appropriate for walking /standing for long periods of time. ** Shawls and/or a white robe will be provided for students, not in compliance.

Section 9: FIELD TRIPS / SCHOOL SPONSORED ACTIVITIES

Field trips and school sponsored activities are subject to the policies of this handbook. Volunteers must be in good standing with our safe environment program. Volunteers chaperoning are not permitted to bring other siblings or children with them.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- The Administration reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- **Cell phones** are **not allowed** on field trips (school personnel will have cell phone in case of an emergency).
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- All chaperones must be 25 years of age or older.

[Permission Slip Use Form](#)

Section 10: FINANCIAL POLICIES

Tuition and Fees

All fees must remain current for your child to remain a student in “good standing” at St. Monica. Fees included are: cafeteria, library, book damage, athletic, afterschool care, and/or any other fees associated with attendance at St. Monica Catholic School.

Tuition Assistance

Tuition assistance is available to St. Monica School students using the FACTS Grant and Aid online application. Based on information the parent provides, it will be determined which funding source

may be used. In addition, registration and all fees must be completed by **specified deadline, given each year**. Available funding sources are the diocesan fund and school assistance.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawing from the school.
- The school will not forward records for students who withdraw with an outstanding balance.

Section 11: HEALTH

AUTHORIZATION OF CONSENT TO TREAT MINOR

I/We, the Parents/Guardians listed below, are the ___parent(s) / ___guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location. I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s). In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, Revised July 1, 2021 Appendix 1 treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES

Allergy Policy

St. Monica Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma. This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

At the beginning of each school year, or when a child joins St. Monica Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

Food Allergy Policy

St. Monica School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, St. Monica School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

In order to minimize the incidence of life threatening allergic reactions, St. Monica Catholic School will provide training and education for all St. Monica school staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy. Parents must provide information to the nurse on campus.

The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.

Policy and procedure will be reviewed at the beginning of every school year.

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the

severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Protocols for field trips will include timely notification of the nurse.

Medications including an EpiPen® and a copy of the student's Emergency Action Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

Medication

Parents should notify the school nurse if their child suffers from any chronic medical condition and what actions, if any, should be taken on the part of the school in regards to the stated medical condition. The school should also be informed if a child contracts a contagious disease.

Medications must be in the original bottle with the student's name on it, and written parent permission forms must be submitted. **All medications must be taken to the school clinic, not kept in the student's possession.** These medications include eye drops, cough drops and any over the counter medications*.

*Stock medications are not kept in the school. Exceptions will be made if a child needs to carry medication for life-threatening attacks. An authorization to carry rescue medication must be on file in the Nurse's office. When these exceptions occur, all teachers of the student, as well as the office personnel, are to be made aware of the necessity by the parent before the first day of school each school year. All medications must be taken in the presence of the designated school personnel.

All medications dispensed by the school must have a yearly Physician/Parental Request Form on file. All medication left in the school at the end of the academic year will be destroyed.

Medical Emergencies

In case of illness or injury, first aid measures will be followed. Several staff members are first aid certified. If necessary, the school office will contact the parent/guardian or designated contact person for further medical attention.

Medical Services

The school has yearly hearing and vision screening for students in grades K—3, 5, and 7. Scoliosis screening is conducted for students in grades —8. Acanthosis Nigricans screening is conducted for students in state-mandated grades. Notification is sent home from the office to inform parents when there is a risk of a communicable disease spreading in the school.

Guidelines for Student Illness

Students are expected to remain at home when they exhibit the following physical conditions:

- Any communicable disease, until treatment or remission, such as chicken pox, pink eye, strep throat, head lice, or ringworm. (This list is not exhaustive, but these are the more common diseases that require medical treatment.)
- **A temperature of 100 degrees or more. (The temperature is to be normal for 48 hours before the student returns to school.)**
- General conditions such as discharging nose and eyes, cough, sore throat, nausea or vomiting, earache, or headache. The student should remain home when there is a possibility of infecting others with the illness.
- In the event of pediculosis (head lice infestation), students will be admitted to class only when the hair is absolutely "nit free".

Immunization Records

All students enrolled must have a current shot record on file. Students that are non-compliant on any required shots will not be allowed to attend school or school events until proper proof including documents and signed verification from the physician is accepted, approved, and on file with the school nurse / personnel. All shot records must meet state standards.

Section 12: LIBRARY

Library (Media Center)

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be

observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for by the student before any other materials may be checked out.
- Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Hours

The library is open during the regular school day. Librarian will post hours / schedule.

Section 13: LUNCH

Lunch Periods

Parents are invited to eat lunch with their child, following the proper procedure of signing in at the office and obtaining a visitor's badge. Outside meals are permissible for parents' child(ren) only. No Sodas allowed.

Lunch Schedule:	*PK/DK will eat lunch in the classroom
• Kinder	10:40 – 11:00
• 1 st grade	11:15 – 11:35
• 2 nd grade	11:50 – 12:10
• 3 rd grade	11:35 – 11:55
• 4 th grade	11:00 – 11:20
• 5 th grade	11:25 – 11:45
• 6 th – 8 th grades	12:15 – 12:35

Lunches / Snacks

A hot balanced meal is served during the lunch periods in the cafeteria. Students who wish may purchase lunch.

Any student who is allergic to a food product should present a note from their doctor, annually, to exempt them from being served the proscribed item or to substitute another item. Students are not allowed to "trade" food with classmates or eat food off another student's lunch tray.

Microwave ovens are not allowed to be used for any grade level.

Students may choose to bring their lunch each day. **No sodas allowed.** A healthy well-balanced meal is encouraged. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Lunch Program

Guess Who's Coming To Dinner? is offering lunch service at St. Monica Catholic School. Their service is to provide fresh hot, wholesome, nutritious meals. They use an online service that will allow you to monitor your children's lunchtime purchases, track what your children have been

eating, make deposits directly into the meal account, and have email reminders sent when the account balance is low.

To set up an account for your child / children, go to:

[Lunch Program K- 8 - St. Monica Catholic School - Dallas, TX \(stmonicaschool.org\)](http://stmonicaschool.org) or call 214-340-0061

Section 14: MISCELLANEOUS

Child Abuse Law: Mandated reporters

St. Monica Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Social Events: Parties

Classroom parties for various holidays are at the discretion of the principal. PTO representative will coordinate with the principal. Parents are permitted for individual birthdays or celebrations to bring treats to their child's lunch for distribution during the child's lunch period. There must be enough treats to provide for all students in the class. Invitations to personal parties in individual homes may not be handed out at school unless everyone is receiving one.

School sponsored activities are only open to students enrolled in the school. Parents are required to pick students up promptly after all activities.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Reports to and cooperation with law enforcement

- a) Reports to Law Enforcement Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular conduct with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.
- b) Cooperation with Law Enforcement and Child Abuse Investigations Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests. From time to time, law enforcement officers also seek to interview students while at school in

connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible. If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.

ASBESTOS-RELATED ACTIVITY/NOTIFICATION

St. Monica Catholic School, in compliance with the Asbestos Hazard Emergency Response Act (A.H.E.R.A.), 40 CFR PART 763, maintains an asbestos management plan for our location. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available for review during normal business hours at the principal's office.

Please schedule a time to review that plan at your convenience.

COVID-19

In addition to this handbook, all school parents & students will comply with directives / orders given by the Dallas Diocese / Catholic School Office pertaining to COVID-19, including, but not limited to, health & safety procedures, school policies & safety procedures, virtual / eLearning plan, and county / state health orders. Signature on all documents pertaining to COVID-19 must be submitted by all school parents & students.

Carpool/Traffic Pattern

The following regulations are made for your child's safety and for an organized pattern of traffic before and after school. The main objective of the traffic pattern is to maintain a consistent flow of traffic in one direction.

- Place your family number card on the dashboard for teachers to read.
- All students will be picked up at the designated areas
- Drivers need to stay in their cars.
- Pull up all the way in the drop-off/pick-up area so as many cars as directed by staff.
- Continue moving in the carpool line if your child/ children are not yet present to be picked up.
- Do not pass a stopped vehicle.

- Children must enter and leave cars on the right side of the car only.
- **Cell phone usage is prohibited (school zone / school parking lot included)**
- Please do not park in the gym area during drop off and pick up times
- Cars must enter off Midway into the driveway between the church and proceed between the school and the Family Center, then proceed in two lanes to the drop-off and pick-up zone.
- Carpools will drop off and pick up in the designated area for the oldest child in the carpool.
- It is the responsibility of the parent to contact carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.
- The office staff and homeroom teachers should be advised in writing if a child is to go home in a different carpool or by a different means on a given day.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks should have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Soliciting/ Selling

Soliciting or selling of goods (i.e. candy, cookies, etc. for varied groups or organizations) not sponsored by the school is not permitted on school property during school hours. The school will not accept responsibility for the theft or the damage of said goods.

Textbooks

Textbooks are the property of St. Monica Catholic School. All books are required to be covered at all times. If a book is lost or unusually damaged or depreciated, the book is to be paid for by the student. This policy also applies to any other multi-media equipment that may be issued to students for their use during the school year.

School Logo

Use of the St. Monica name or logo on uniforms or any other clothing or merchandise must receive approval from school administration.

Section 15: PARENTS

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, St. Monica School. Official school-wide emergency communications are sent using FACTS SIS, website, or Parent Alert Text Messaging.

Parent/Teacher Conferences

Conferences are an important means of communication between parent and teacher. Conferences other than the ones on the calendar are by appointment. Calendared conferences will be held twice a year: beginning of the year (October or November); mid-year (January or February). If you wish to schedule an appointment with your child's teacher, you may call the school office or email the teacher directly to set up a time for the meeting. Please do not attempt to conference with your child's teacher in the school hallway, cafeteria, car-pool line, or school office before or after classes. Teachers are not at liberty to conference with a parent/guardian when they are responsible for the supervision of other children, especially during homeroom or morning/afternoon supervision, lunchtime, or at recess.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

SCHOOL MANAGEMENT SOFTWARE PROGRAM (FACTS SIS)

St. Monica School utilizes the FACTS SIS program to manage school data, including grades, progress/report cards, homework assignments, and other school information. Parents may access FACTS SIS at www.FACTS_MGT.com, type in the district code (SMSD-TX) and their password, then view their child's/children's academic/conduct information. Homework assignments will be available on FACTS SIS; however, students will still be required to write their homework assignments in their specified assignment notebook. Email access to teachers is also available through FACTS SIS. Parents/guardians must keep the school informed of current email addresses. Families who do not have internet access available to them, either at home or through their workplace, may use the computers in the St. Monica Media Center to access their child's information.

Custody and Family Law Issues

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may

assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is Revised July 1, 2021 Appendix 1 necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

Parental Cooperation and Behavior

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and

avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

Parents Role in Education

We, at St. Monica Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Monica Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Monica Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at St. Monica Catholic School, we ask parents:

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
 - Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a written note when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school
- To attend Mass and teach the Catholic faith by word and example
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems

Reimbursement for School Costs and Attorney's Fees

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

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community

at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

Safe Environment

The Catholic community of St. Monica has implemented the diocesan Safe Environment Program in order to:

- Provide a safe and secure environment for the children, youth, senior citizens, and developmentally disabled people of the parish.
- Reduce the possibility of false accusations against clergy, employees, or volunteers.
- Assist the diocese in evaluating a person's suitability to work with children, youth, senior citizens, or developmentally disabled people.
- Satisfy the concerns of parents and staff members with a screening process.
- Provide a system to respond to the victims and their families, as well as the accused, and
- Reduce the risk exposure of the parish and the Catholic Diocese of Dallas.
- The three components of the Safe Environment Program include Screening, Training, and Supervision.

Visitors

In compliance with the Safe Environment Program, all persons entering the school building must enter through the front doors, sign in at the school office, and get a visitor's badge/wear their ID safety clearance. In keeping with Dallas Diocesan policy, all school students will receive annual instruction and training appropriate to their grade level on touching safety.

Volunteering Expectations

In order to volunteer at St. Monica, everyone must attend the Safe Environment Program sponsored by the parish and required by the diocese. Identification badges are issued after completion of the program and must be worn at all times when on campus.

Safe Environment: [Safe Environment - St. Monica Catholic Church - Dallas, TX \(stmonicachurch.org\)](https://stmonicachurch.org)

Parent Teacher Organization (PTO)

St. Monica School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are the goals of this organization. By-Laws for the PTO are available on the school website.

All PTO events, fundraisers, and activities must be approved by the principal. The principal and PTO board will work together on calendar events. All items needing to be purchased must have prior approval by the PTO board, president, and principal. It is not permitted to use the St. Monica Catholic School name and / or logo without principal approval.

Section 16: PK3, PK4, and DK INFORMATION

Age Requirements - See Section 3: Admission and Registration.

Children are expected to be fully toilet trained to attend preschool.

Pre-K Bathroom “Potty” Skills

It is expected that all children are fully potty trained by the time they start preschool. We do not allow pull ups at school, children must wear underwear. This means that not only can a child tell an adult that they need to go, but that they can go to the restroom, pull their pants down, get onto the potty, wipe, get off the potty and pull their pants back up by themselves. We also ask that students can wash their hands as well. All our classroom bathrooms have sinks and stools for our little ones. As you prepare for the school year, please be sure to practice these skills with your child. We understand that occasionally they may need some assistance, but children should be pretty much there on their own.

When a student does have an accident, we will do our best within Safe Environment guidelines to clean them up. You may be asked to come and take your child home for the day if they need a bath or further cleaning. Please note that should a child have continuous accidents at school, they may be asked to stay at home for a week or two to practice their potty skills in an environment equipped to handle accidents.

Attendance - See Section 4: Attendance and Absence

Regular attendance in all our classes is expected. If you know your child is going to be absent, please email attendance@stmonicaschool.org and your child’s teacher. If they have been out more than 2 days, they will need a doctor’s note upon returning to school. If a student misses 19

days or more he/she may not meet all the developmental objectives to be promoted to the next grade level. Please note that missing more than 10% of classes may impact their grade-level advancement. Tardies will begin at 8:00 am. After 3 tardies per semester are recorded they will turn into 1 unexcused absence.

School Supplies

Lunchboxes: Please purchase and label a lunch box for your child. Preschool brings their lunch to school daily.

Backpacks: Preschool students will need a backpack in August. These backpacks must be large enough to hold fleece, folders, and lunch boxes but not adult-size. On Meet the Teacher, you will receive a backpack tag with your child's name and class. Please put this on the backpack as soon as possible.

Water Bottles: Please send a small reusable water bottle labeled with your child's name. Make sure the water bottle is airtight and does not leak. These will be kept in the room for your child to use throughout the day.

Change of Clothes – Accidents do happen! Please send your child an extra set of clothes in a gallon zip lock labeled with their name. Be sure to include a top, pants, underwear, and socks. We will keep these all year for your child. It does not need to be uniform.

Beach Towel (3K, 4K, DK) – All our students have a rest time. Most of them often, as we keep them very busy and going all morning long. We ask that each parent send in a beach towel labeled with their child's name. Due to storage constraints, we cannot accommodate extra items or particularly bulky blankets or nap mats.

Birthday

Please contact your child's teacher regarding birthday treats in the classroom. We do ask that you refer to the parent directory for mailing addresses for birthday party invitations. Please do not pass out birthday invitations at school.

Discipline

Preschool is a developmental learning environment. Children learn through making mistakes and being redirected. However, if a child displays tendencies toward physically hurting peers and does not respond to redirection, we may ask that the child stay home for a few days to practice non-aggressive socializing in an environment that is safe for all involved. There will be a parent conference upon return so that we are all on the same page with discipline and expectations. Behaviors included in this category include biting, excessive hitting, slapping, punching, or kicking. Also, throwing furniture or objects toward another person in an aggressive or angry manner.

Uniforms - See Section 17 – Uniform Policy

You may purchase St. Monica school uniforms at Risse Brothers School Uniforms (15048 Beltway Drive, Addison, TX 75001). The PreK uniforms look like the “big” school but differ slightly. All pants and shorts must be an elastic waist. For girls, we ask that modesty shorts and leggings fit loosely. Most girls like to wear jumpers and boys wear navy polo with khaki pants or shorts. All shoes must be Velcro and solid black for boys and white for girls. Please label everything!

Illness/Allergy Awareness/Medical Emergency/Medications - See Section 11 - Health

Children should be kept home when they have a cold, sinus infection, sore throat, earache, nausea, vomiting, diarrhea, red or discharging eyes, temperature of 100 degrees or above, skin rash, head lice, or suspected communicable disease. The child must remain symptom free without medication for 24 hours prior to returning to school. Please note that Nurse Pat must be notified of any serious illness or contagious diseases (prodriguez@stmonicaschool.org).

It is to your child’s benefit that you keep the office up to date on telephone numbers, emergency contacts, and other pertinent information. If no emergency contact can be reached, the school will seek emergency care at the closest medical facility with the parent/legal guardian being responsible for any expenses incurred.

Medications

If your child needs prescription or OTC medications during the school day, please email our school nurse Pat Rodriguez (prodriguez@stmonicaschool.org). She will send you the required paperwork for all medications. OTC items include sunblock, bug spray, anti-itch medications, ChapStick, lotions, etc.

Arrival Procedures - See Section 14: Miscellaneous**Early Arrival**

Early arrival is from 7 am – 7:30 am. Parents with early arrival students must walk their PK3 student into Ms. Foster's (Family Center) classroom. Early arriving 4K or DK students must be walked into Mrs. Kraus' classroom (McManus).

Regular Arrival

Regular arrival runs from 7:30 am to 7:55 am. PK3 drop-off is at the Family Center on Midway Road. Please remain in your car, staff will be there to unload and guide your child to their classroom. PK4 and DK student drop-off is on Walnut Hill. Please be sure to use the interior lane next to the sidewalk. Staff members or NJHS students will guide the PK4 and DK students to their classrooms. Please see www.stmonicaschool.org/parents for additional information.

You may walk your child to the classroom on the first day only. After that first day, it is important that your child walk down the hall to the classroom by themselves (teachers and aides will be guiding them). This builds independence and assists with separation.

Dismissal Procedures

Dismissal begins at 2:45. PK3, PK4, and DK are picked up at the Family Center (Midway Road Entrance). You will receive a carpool sign with your last name on it at Meet the Teacher. Please display your carpool sign on your visor. If possible, please place car seats on the passenger side of the car. We will load your child into the car, but you will need to pull forward to buckle them in.

If your child is going to the Preschool After School Program, they will be walked to the appropriate classrooms by a staff member. You may pick-up your child from After School Care in McManus.

Early Release: Please give us as much advance notice as possible. If you need to pick your child up early, email attendance@stmonicaschool.org and your child's homeroom teacher. PK3, PK4, and DK students must be picked up before 2 pm in McManus. Students will only be released to their parent/legal guardian as listed on the emergency card.

Safe Environment - See Section 15: Parents

Before any parent can volunteer or enter a classroom at St. Monica, they must complete the diocesan Safe Environment screening and training process. This includes class parties, gatherings, and special programs in the classroom and around the school. Details about the safe environment process can be found on the school website under the Safe Environment tab.

Communication - See Section 15: Parents

Communication between parents and teachers is vital to the success of your child's school experiences. Please do not ask a teacher for their cell phone number as we encourage all contact to be through email or the school phone system. Should you have a question, concern, or observation regarding a student and/or our school, please leave a message on the teacher's voice mail or e-mail. The teacher will follow-up with you within 24 hours. Please do not leave messages of a confidential nature. If there is an emergency during school hours, please call the front office.

Inclement Weather - See section 4: Attendance and Absence**Progress Reports/Conferences** - See Section 2: Academic Policies

Progress reports will be delivered after each semester (January and May). There is one parent conference per semester. Your child's teacher will communicate notifications of time and signups within two weeks of conference time. Notice of grade-level placement recommendations for the next year will be given to families in January.

Technology and Acceptable Use Policy - See Section 16: Technology

Students from PK through grade 5 have access to technology in their classrooms. Before using the technology, students and parents must read and sign a St. Monica School Acceptable Use Policy. This policy delineates expected student care and the use of technology. As the teacher instructs, preschool technology is expected to be used for academic purposes. Consequently, using any technology feature, such as the camera, when not under the direction of the teacher is strictly prohibited.

Section 17: TECHNOLOGY

Computer / Internet Use Policy

The computers in the school are used under the direction of a staff member of the school. When using the Internet and/or electronic mail, the terms set in the St. Monica Catholic School parent permission letter and 2.0 web letter are to be followed. Violations of computer/internet usage policies will be dealt with on an individual basis and may include suspension or expulsion at the discretion of the principal.

Cell Phone Policy

Students have no need for cell phones, smart watches, or any other electronic device while at school. In case of an emergency, the student may be allowed to use a phone.

IF students have cell phones, smart watches, or any other electronic devices while on the school campus, the student must check that phone, smart watch, or any other electronic device in with the Homeroom teacher during school hours – the device must be turned in, upon arrival. If a student is found with such a device, it will be confiscated and returned to the parents: (1st offense): after a \$25.00 fine has been paid to the school (2nd offense) after the student and parent have signed a commitment stating that the device will no longer be brought to the school campus, St. Monica and (2) after a \$25.00 fine has been paid to the school.

Cameras and camera phones can result in the invasion of privacy as well as create unlawful situations for underage students. Improper use of a camera or a camera phone, including the posting of pictures or videos taken at St. Monica School on internet websites or via any electronic means, will lead to more serious consequences including, but not limited to, suspension. SMS reserves the right to search confiscated cell phones and other electronic devices. All final decisions concerning cell phones and other electronic devices rest with the principal.

Students are not allowed to use their cell phones during carpool and are also not allowed to have earbuds in while waiting for carpool. The student needs to wait until he/she is in their car to use cellphone and earbuds.

In the event of an urgent situation, students may use the office phone with the permission of the supervising teacher and the office.

Children's Online Privacy Protection Act (COPPA) Waiver

Dear Parents, Our school uses certain web-based tools and other applications that assist your child in learning. In order for your child under age 13 to use those tools and applications, federal law requires that you provide your consent. A list of the applications and web-based services our school uses, or may choose to use, has been enclosed with this parental consent form. In order for your child to use these programs and services, your child must provide certain personally identifying information. Generally, this information is limited to first and last name, a user name, and email address. Privacy policies for the programs can be found on the websites of the developers of these applications. If you have questions about a particular policy or would like further information about these privacy policies, please review the applicable website or contact your child's teacher. Under the federal Children's Online Privacy Protection Act, the operators of these educational applications and services must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and an email address, to the operators of applications identified on the enclosed list. If you consent to your child providing personal identifying information to use the applications and web services, check the OPT-IN box below. By checking the OPT-IN box, you expressly authorize _____ Catholic School to provide your child's first name, last name, username, and email address to the operators of one or more of the applications identified on the enclosed list. You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list. If you do not want our school to provide this information, select the OPT-OUT box below. Note that checking the OPT-OUT box will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list. While our school will generally make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student's consistent inability to participate in the assigned curriculum may impair the student's academic progress at our school and require that you and we explore other options.

Social Networking Sites

Blogs: Engagement in online blogs such as, but not limited to, Twitter®, Instagram®, Snapchat®, Facebook®, etc... **may result in disciplinary actions** if the content of the student's and/or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Sexting: Students involved in possession or transmission of inappropriate photos, and or text, on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Telecommunications Use Agreement

Telecommunications Use Agreement ***Adapted from NCEA's from the Chalkboard to the Chatroom.***

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint Monica Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above may be subject to discipline including detention, suspension, and/or expulsion.

Section 18: UNIFORMS

Uniforms and Dress Code

The St. Monica standard school uniform is available from Risse Brothers. Every part of the uniform, including color and style, must match that from Risse Brothers, or it will not be accepted.

All attire worn to school must be clean, tidy, and properly fitted, especially on Mass Day.

Boys

Pants / Shorts

PK-8th Khaki walking shorts

PK-8th Khaki slacks (required for 6th-8th)

Shirts

Required: PK-8th Oxford shirt (white or light blue, with logo)

Optional: White undershirt (May be worn under uniform shirts)

Optional: PK-8th Dri-fit polo shirt (navy or light blue with logo)

Tie Tie and long slacks must be worn during high school visits, Mass & Fall picture day

Belt Required: 1st-8th Plain or braided in black or brown

PK – Kinder not required to wear a belt

Socks PK-8th White with or without logo. No “low cut” socks.

Shoes

- PK Black athletic shoes (Velcro closure)
- K-8th Black, white, or black & white low-rise athletic shoe

Performance Fleece

- Optional: PK-8th Navy fleece (Must be purchased at Risse Brothers)

Sweater (Cardigan Navy w/logo or V-Neck Navy w/logo)

- Optional: PK-8th (Must be purchased at Risse Brothers)

Girls:

Pants / Shorts

- Optional: Khaki walking shorts

Jumper / Skirt / Skort

- Required: PK-4th* Jumper
- Optional: PK-4th Skort
- Required: 5th-8th* Skirt Bottom of the hem must be 4" from the top of the knee.

Shirts

- Required: PK-2nd Peter Pan shirt or Oxford shirt
- Required: 3rd-8th Oxford shirt
- Optional: White undershirt (May be worn under uniform shirts)
- Optional: PK-8th Dri-fit polo shirt/ 5th-8th Navy fitted blouse

Belts Required: 1st-8th Plain or braided in black or brown.

Socks PK-8th White with or without logo.

- No "low cut" socks.
- Plain navy tights may be worn with jumpers or skirts.
- Navy leggings for extreme cold weather days with white socks

Shoes PK White Keds (Velcro closure)

- K-8th Keds saddle style tennis shoe (black/white);
- Classic Saddle Shoe (black/white); or black, white or black & white low rise athletic shoe

Performance Fleece

- Optional: PK-8th Navy fleece (Must be purchased at Risse Brothers)

Sweater (Cardigan Navy w/logo or V-Neck Navy w/logo)

- Optional: PK-8th (Must be purchased at Risse Brothers)

Dress Code for Special Events

Dress Uniform Students will be required to wear a dress uniform to all Masses and any special events/occasions as announced by the school administration. Only approved sweaters and fleece jackets may be worn in classrooms or church.

BOYS

- PK-8th: Oxford shirt (white or light blue w/logo)
- PK-5th: Khaki shorts (w/belt except for PK & K)

- PK-8th: Khaki pants (required for 6th-8th) (w/belt except for PK & K)
- Tie (8th grade only)

GIRLS

- PK-4th: Jumper
- PK-2nd: Peter Pan shirt white
- PK-8th: Oxford shirt (white or light blue w/logo) (required for 3rd-8th)
- 5th-8th: Skirt
- 5th-8th: Navy fitted blouse (optional)

Spirit Uniform

St. Monica Spirit Day Students will be allowed to wear jeans, school slacks, school skirts/skorts, or school shorts with a St. Monica t-shirt (no jerseys) of their choosing. Students may also wear hoodies but it must be a St. Monica hoodie. Students may wear any closed-toe and closed-heel shoe that they choose with white socks with or without logos.

Free Dress Day

Free Dress Day During the school year, St. Monica typically has only two Free Dress Days (one for Autumn Fest and one for Gala). On Free Dress days, students may dress in accordance with the guidelines listed under Special Events.

The Principal has the discretion and will announce when a Free Dress Day will occur. Students must follow the rules for this dress day.

The school prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene, or that depict or advertise tobacco products, alcoholic beverages, drugs, or other prohibited substances, or “gangs.”

All tops (T-shirts, blouses, shirts, dresses) **must have sleeves** and be buttoned appropriately.

T-shirts/blouses/shirts must be long enough that they can be tucked into the pants/shorts (no tummy shirts). All non-uniform shorts, skirts, and dresses must be the same length as the uniform shorts and skirts. Pants and shorts must be worn at the natural waistline and be hemmed or cuffed. No sweatpants/leggings on free dress days.

If a day is designated a “dress up” day, students may not wear jeans, sweatpants, or shorts. Dress slacks or school pants are required for boys. Dress slacks, school pants, school jumper, or appropriate length skirts or dresses are required for girls.

School shoes and socks must be worn unless otherwise stated.

Any student out of dress code on any given day will be in violation of the school dress code and appropriate disciplinary action will be taken.

Field Day/Roll into Summer

Students can wear athletic or school shorts with their “Field Day” or “Roll into Summer” t-shirts. Shorts must have an inseam of no less than 5 inches. Students may wear any closed-toe and closed-heel shoe with white socks with or without logos.

Special Events

All students are required to dress with Christian modesty in mind at all school functions, including spring pictures, socials, and dances. The school has the discretion to discipline any student who does not abide by this dress code.

Personal Appearance

Watches, **with the exception of Smart Watches**, are permitted but must not distract from learning. The school will not assume responsibility for lost or stolen objects. **Hats, jackets, hoodies, flannel pants, sweatpants or turtlenecks are not to be worn in the building.** Students are required to keep shoes on their feet at all times. Students are not to write, mark, draw, or color on their personal being or clothing.

Boys

Jewelry: All jewelry must be simple. One ring per hand, small chain necklace worn inside clothing, no earrings.

Make-up/Nail Polish: None

Hair: Should be neat, clean, and well-groomed. Must not be dyed in any way. Boy’s hair should be cut to be off the collar and ears, and out of the eyes. Hair should not be styled in a manner that can be considered distracting. (Mohawk style, letters, or designs shaved in hair, etc.)

Girls

Jewelry: All jewelry must be simple. One ring per hand, a small chain necklace worn inside clothing, one stud earring per ear or ear lobe, and one bracelet.

Make-up / Nail polish: No Make-up. No sculptured or French Tip nails. No nail polish 8th grade only – clear nail polish, or French nails.

Hair: Should be pulled back or styled so that it is out of the face and eyes. Must not be dyed in any way. Hair should not be styled in a manner that can be considered distracting. Hair extensions, and ornaments (feathers, beads, etc.) are not allowed. Hair bows should not be a distraction to others during class.

It is the parents’ responsibility to ensure that their children adhere to the dress code and personal appearance policies. **The school reserves the right to decide whether a student’s grooming is in accord with school policy.** Those in violation of uniform and personal appearance code may not be admitted to class.

Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day or will serve detention. Students will receive a demerit for being out of uniform, which will reflect in their conduct grade.

Out of Uniform Guidelines

The following is not allowed:

- If jeggings or leggings are worn, they must be accompanied by a top or dress that is at least mid-thigh.
- Mesh shirts and/or mesh cutouts in clothing
- Bare midriffs
- Miniskirts
- Low-riding jeans/pants or jeans/pants with frays or holes
- Athletic or sweatpants
- Athletic shorts (Field Day is the only exception)
- Oversized or undersized clothing
- Tank tops, halter tops, or low-cut tops
- Sport jerseys
- T-shirts with inappropriate logos or advertising (this includes, but is not limited to, t-shirts advertising alcoholic beverages)
- Any type of outfit that could be construed as a costume
- No clothing in disrepair
- If a strapless or spaghetti-strap dress is worn, a sweater must be worn over it. Shoulders must be covered.
- A one-shoulder dress is the same as a strapless dress.
- Shirts must cover the stomach when arms are raised above the head
- Skirts and dresses may be no shorter than three inches above the middle of the knee

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE ADMINISTRATION.

Lost and Found

Any items found in the school building or on the school grounds will be placed in the Lost and Found basket/area. Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity. Students who lose a library book, textbook, or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Section 19: LAST SECTION / SIGNATURE PAGES

Signature Page Acknowledgement and Agreement Parent

For hard copy handbooks: By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print): _____

School Name (print): _____

Parent Name (print): _____

Parent Signature: _____

School year: _____ Date: _____

For online acknowledgement: By submitting this form to the school, I represent that I have read the foregoing Handbook and understand and agree to the contents thereof. I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school.

***Parents and students must both sign.**

SIGNED FORM DUE TO the Homeroom Teacher by September 15, 2023.

Release and Indemnification

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

Parent Consent Release form

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

STUDENT NAME ("STUDENT"):	
--	--

<u>Athletics:</u> Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.		
Parent(s) initials:	Yes:	No:

Extra-curricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

Parent(s) initials:	Yes:	No:
---------------------	------	-----

Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials:	Yes:	No:
---------------------	------	-----

Video/Image Release: Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

Parent(s) initials:	Yes:	No:
Student: <i>If age 18 or over, initial appropriate box to the right:</i>	Yes:	No: