



## **St. Monica Catholic School**

**Family Handbook\***

**Grades K-8**

**2021-2022**

**(Preschool handbook separate)**

**\*COVID-19 protocols for the 2021-22 school year may  
supersede these policies**

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Dear St. Monica Families,

St. Monica Catholic school is an education ministry of St. Monica Parish, a faith-filled, vibrant, and truly spiritual parish community. St. Monica Catholic School has enjoyed a robust Catholic educational environment since 1956. Our faculty and staff are committed to providing religious and academic opportunities that meet the needs of all children who cross our doorstep. Your child will come to know and appreciate his or her unique gifts and learn to use these to be future Catholic leaders, committed to integrity, honesty, and hard work.

We are thrilled that you have chosen St. Monica Catholic School for your child's education.

Serving Christ's children,

Angeline Trudell, President SMS

**This handbook contains information needed by both students and parents during the school year. The information in the Handbook reflects the procedures, requirements, and Diocesan and St. Monica Catholic School policies that are currently in effect. The school reserves the right to institute changes that alter any of the information in this Handbook. Major updates will be communicated to families.**

## **MISSION STATEMENT**

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

## **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.

## **OBJECTIVES**

Through an environment created to educate the Catholic person, St. Monica Parish Catholic School seeks to achieve the following objectives:

1. To promote faith formation and service to others through Gospel values.
2. To provide a positive school climate that acknowledges individual talents and gifts of the school community
3. To build a sense of community among the faculty and staff, which recognizes their acceptance of God's call to minister and teach as Jesus did.
4. To foster the development of student self-discipline and responsibility.
5. To maintain a high level of curricular excellence to prepare each student to cope effectively with the requirements of secondary schools and future challenges.
6. To provide a curriculum that utilizes varied instructional strategies that promote creativity and the desire to learn.
7. To foster interest in fine arts and world cultures.
8. To advance the technological skills of students, faculty, and staff to seek and manage information
9. To provide a physical education program that encourages a healthy lifestyle and contributes to the self-confidence and physical wellbeing of the child.
10. To provide extra-curricular activities that offer opportunities for leadership, sportsmanship, cooperation, and school spirit

## **GOVERNANCE**

**Pastor:** The chief administrator of the parish within the Diocese is the Pastor who is canonically responsible for the total operation of all organizations within his parish. The Pastor is both spiritually and fiscally responsible for the school.

**Catholic Schools Office of the Dallas Diocese:** The Catholic Schools Office (CSO) of the Dallas Diocese provides spiritual and professional guidance to the school by setting policies for all Catholic schools in the Diocese. The Superintendent of Catholic Schools is appointed by and responsible to the Bishop and represents him in the administration and supervision of Catholic schools in the Diocese.

**President:** The President has as its primary purpose to provide leadership of the school to achieve the fullest attainment of the mission statement of St. Monica Catholic School. The President is the Chief Executive Officer of St. Monica Catholic School and, as such, has the general charge and control of its Catholic identity, personnel, and budget; of its educational and development programs; of its business affairs; and its facilities. The President works most closely with the Principal, the Council, and in varying degrees, with other groups within the school community to provide leadership about the purposes, values, and goals of St. Monica Catholic School. The President bears ultimate responsibility for the operation of the school that is accomplished through specific persons as agents of the President. The President is the Chief Administrator of the school community.

**Principal:** The Principal of St. Monica Catholic School oversees the day-to-day operation of the school. The principal is directly responsible for overseeing curriculum development, faculty formation, and all student programs. The principal is directly responsible for implementing the educational goals and policy of the Diocese of Dallas and the State of Texas. The principal is assisted by an Assistant Principals. The principal directly reports to the President.

**Advisory Council (SAC):** The School Advisory Council (SAC) serves with the Pastor, President, and Principal for the betterment of the school community. SAC provides support, communicates with the school community, monitors, and advises on the strategic direction of the school, and provides supportive data analysis and assessment at the direction of the Pastor, President, and Principal. Their work focuses on five areas – Academics, Catholic Identity, Community Vitality, Finances, and Facilities.

## **PARENTAL COOPERATION**

Parental cooperation and respectful conduct are required for continued enrollment. Parents are expected to cooperate in good faith with the implementation and enforcement of all St. Monica policies and procedures as stated in the handbook.

Parental cooperation and respectful conduct are expected on all platforms including social media.

Parental behavior or failure to cooperate/ communicate respectfully shall be grounds for the removal of any student from the school. Additionally, parents are expected to speak and act in a Christian, positive manner. Disrespectful behavior, vulgar language, or verbal abuse may cause a situation where a family may be required to withdraw their child(ren) from the school, or a family may not be invited to return the following year.

## **PARENT VOLUNTEER LEADERSHIP**

**Parent Teacher Organization (PTO):** The Parent Teacher Organization (PTO) acts as a Liaison between home and school in implementing various parts of our school program. The purpose of PTO is to promote the spiritual, educational, and physical welfare of the children at St. Monica Catholic School. It is an aim of the organization to foster a close relationship between home, church, school, and community. The PTO has one major fundraiser each year: Autumnfest.

**Dads' Club:** The Saint Monica Dads' Club works to provide physical and financial support to the children of Saint Monica School. Its service activities include a Spaghetti Dinner, work parties for various activities in and around the parish, and the Dads' Club Gala/Auction. The Spaghetti Dinner and Gala are the fundraisers for the organization. The Dads' Club provides a significant dollar amount for the operating budget of the school.

## **RELIGIOUS FORMATION**

Religious formation and education are provided daily. This includes religious instruction, prayers at the beginning and end of each day, at snack and lunchtimes, and integrated value formation throughout the curriculum.

Second grade Catholic students receive the Sacrament of Reconciliation in the first semester and First Eucharist in the spring. In the second grade, students and parents will participate in the parish sacrament program, involving both church and school. This is a two-year preparation program, beginning in the first grade. Eighth grade students prepare for the Sacrament of Confirmation. Confirmation takes place in the spring of the eighth-grade year. Parent sacramental classes will be required, as will hours of student service to the broader community.

### **Worship Celebrations**

Special Worship Celebrations, or Para-liturgies, will be provided for children and their families throughout the year. Our worship times may be held in the church or the cafeteria or classrooms. They are often led by our pastor; however, the principal, teacher, and parish staff may also lead the worship. This is a time when children can

praise and give thanks to God in a manner that they understand through song, Bible readings, storytelling, role-playing, and prayer. Students in grades K-8 attend Mass weekly and on special feast days. Preschool students will begin Mass attendance after formal preparation.

## **ADMISSION AND ENROLLMENT**

New students to St. Monica and siblings of existing families will apply to St. Monica by February 1st.

Admission/Denial of Admission to St. Monica School shall be determined by the President and Principal / Director of Preschool after consideration of the following:

- St. Monica School Placement Test information regarding academic, developmental, and/or behavioral assessment.
- Academic and social-emotional development from previous schools as evidenced by records and/or communication
- Psychological information from previous schools as evidenced by records and/or communication

After academic eligibility is confirmed, admission of new students to St. Monica School is determined by the following factors in order of priority:

- Sibling of current St. Monica student
- St. Monica Parish member
- Baptized Catholics, non-parishioner
- Non-Catholics
- Date of application completion

New students will be notified by email regarding admission. Applicants placed on the waiting list will be admitted based on availability and the criteria listed above. Our waiting list is for the current school year only. Families must reapply the following year and meet the above criteria. Application fees are non-refundable.

### **Re-Enrollment**

- Fees must be paid for each child returning to St. Monica
- All tuition/incidental expenses and parishioner support must be current
- No outstanding balances in any account may be carried over
- All students and families agree to abide by the school policies and regulations
- Re-enrollment is contingent on the successful academic completion of the school year

## **Tuition**

The financial commitment to St. Monica Catholic School represents an investment in your student's education and development of their faith. During enrollment, all families select a payment plan and are expected to remain current in their payment of tuition and fees during the year.

Yearly tuition and re-enrollment rates are located on the SMS website. New rates are published each year before re-enrollment in January

Tuition status is as follows:

### **1. Supportive Parishioner Rate** - the following criteria must be met:

- At least one parent must be a practicing Catholic and registered with St. Monica Catholic Parish.
- St. Monica Catholic School is a ministry of St. Monica Catholic Parish and families are expected to attend mass regularly at St. Monica Catholic Parish. Because the parish provides support for the operating budget for the school and campus, parents must support the parish with contributions regularly (\$23 a week or \$1,196 per calendar year). Contribution requirements are based on calendar year church contributions, and families should use their parishioner envelopes or donate online to ensure that records are correct. Only Sunday Church contributions are considered –Annual Fund, Renovation Fund, Special Collections, Dads' Club, PTO, etc. donations are not included.
- Families who are eligible for the Supportive Parishioner Rate and who have more than one child enrolled in grades PK-8 are eligible for the Multiple Child discount.

### **2. Non-parishioner rate:** Families that do not qualify for the supportive parishioner rate are charged a full tuition rate for all students.

## **Tuition Assistance Policy**

St. Monica School awards tuition assistance to families/students in grades K-8 who meet the following criteria:

- Families must complete the financial aid forms through FACTS "Grant & Aid".
- Applications are due on March 1<sup>st</sup> of each school year and decisions are made no later than May 15<sup>th</sup> of each school year.
- The final decisions regarding the awarding of the tuition assistance lie with the Tuition Assistance Committee at St. Monica School.
- Families are notified in writing of the decision regarding their tuition assistance award or their denial of tuition assistance.

- St. Monica will not grant a tuition assistance award of more than 25% for any student.

### **Tuition Payment Policies**

Terms of payment for tuition and fees. Tuition for students enrolling after the first day of school will be prorated over the number of months they will be in attendance.

- Monthly - 11 payments, June through May (no January payment because re-enrollment fees are due in January), annual FACTS enrollment fee charged for Monthly payment plans.
- Semester - Due June and December, payments on the 1st, 5th, 16th, or 20th of the month, no FACTS annual enrollment fee
  - Annual – Full payment made by June 1, no annual FACTS enrollment fee
- Payment methods
  - Automatic payments from checking/savings account
  - Automatic charge to a credit card – subject to 2.85% credit card fee
  - All payments will be made through the FACTS Tuition Management plan.
  - Tuition insurance – FACTS offers the “Peace of Mind” benefit that is payable upon the death of either the Responsible Party (plan owner) or their legal spouse. Information is provided during annual enrollment.

### **Terms of payment for miscellaneous charges**

Miscellaneous charges for After School Programs, Pines field trip, etc. are billed through FACTS’ Incidental Billing program.

Families receive email notification of these charges and due dates. All families will set up automated payment plans for Incidental Bills during online enrollment.

### **Tuition rates**

Tuition rates are approved annually by the School Board and published in January for the following school year. Rates are placed on the website and communicated to all families before re-enrollment.

### **Payment Date Adjustments, Past Due Accounts, and Returned Payments**

It is the parent’s responsibility to advise the Director of Finance or the School President there are any problems with maintaining on-time tuition payments. Families with emergency financial hardship (loss of employment, medical issues, etc.) must propose a payment plan on the “Parent Delinquent Payment Plan Agreement Form”. The school administration will work with individual families to make arrangements for alternative payment plans.

Families can adjust payment dates within the same month by logging into their FACTS account.

Requests to postpone individual payments to future months will be reviewed by the Director of Finance and, if approved, changed in FACTS.

FACTS charges a \$30 Returned Payment Fee for the first returned payment. If a family's FACTS payment plan becomes "Inactive" due to closed accounts, stopped payments, etc., and the account status is not corrected within 14 days, St. Monica reserves the right to suspend the student(s).

Delinquent charges must be brought current with 14 days or approved alternative arrangements must have been made for the student to:

- Attend the first day of school
- Participate in extracurricular activities (sports, clubs, etc.)

**Fees:**

- Application Fee - new applicants only, nonrefundable, processed with Online Application
- Enrollment Fee - non-refundable, processed as Online Enrollment is submitted

**Refund of Tuition and Fees. Families who withdraw their student(s) during the school year will be refunded advance tuition payments and receive credit on FACTS accounts according to the following:**

- Withdrawal notification must be made in writing to the school office 30 days in advance of the withdrawal date
- Application and Enrollment fees are non-refundable
- Tuition will be prorated over the number of months the student was in attendance (including partial months), for 10 months (August through May)
- Refund of tuition for months when the student was in attendance is only possible with the approval of the President and the Business Office

## **ATTENDANCE AND ABSENCES**

### **Attendance**

Regular and prompt attendance is an important component to the success of your child's school learning experience. Absences must be reported by 8:45 am that day. Please email your child's homeroom teacher and [absences@stmonicaschool.org](mailto:absences@stmonicaschool.org).

### **Returning to School after absence**

A child must be fever-free for 24 hours without fever-reducing medication before returning to school. A student who is absent from school will not be permitted to participate in extracurricular activities including sports the day of the absence.

A student may not receive credit for a class or the school year if he/she is in attendance less than 90% of the number of school days in a semester. If a student misses 18 days or more in the school year, he/she will not be promoted to the next grade; however, the principal may promote a student due to extenuating circumstances.

## **ARRIVAL AND DISMISSAL**

When students arrive on time and are picked up on time, children are learning lifelong skills.

Students arrive between 7:15 am and 7:45 am.

Students will **not** enter the classroom during Prayer and Pledge and are recorded tardy if they are not in class in time for Prayer and Pledge (7:50 am)

Teachers take attendance immediately after Prayer and Pledge.

**Tardies are recorded for students who enter the classroom after 7:50 am** and who have not had an excused medical/dental appointment.

Tardiness counts against a Perfect Attendance record. Every third tardy converts into one absence. An email will be sent to parents of students who have reached a total of 2 tardies per quarter.

Late arrivals are designated as students arriving late due to a medical/dental appointment when proof of the visit has been presented in the office.

Students who arrive after 11 AM or leave before 12:30 PM will be counted as absent for half a day. All notes are to be sent to [absences@stmonicaschool.org](mailto:absences@stmonicaschool.org) and the homeroom teacher.

Students who arrive after 11 AM or leave before 12:30 PM will be counted as absent for half a day. All notes are to be sent to [absences@stmonicaschool.org](mailto:absences@stmonicaschool.org) and the homeroom teacher.

### **Release of Students During School Hours**

Parents will email their student's homeroom/advisory teacher and [earlydismissalnotes@stmonicaschool.org](mailto:earlydismissalnotes@stmonicaschool.org) with the date, reason, and who will be picking up for the dismissal. The front desk will only release students to whoever is authorized by written notice or listed as a designated person in FACTS. A sign out sheet is kept at the desk for all to sign out their children. Students who leave school early will be picked up before 2:45 pm in McManus Hall.

### **Visitors**

All visitors are required to sign in at McManus Hall and receive a visitor's badge. Parents and visitors are not permitted to go directly to the classroom at any time once school has begun and before dismissal. Visitors may not enter any classroom without permission from the administration during school hours. Everyone entering St. Monica School is expected to sign in at the front desk as part of our security regulations.

### **Forgotten Items/Delivery/Messages**

Families bringing lunches, homework, books, etc. are to deliver them to the front desk in McManus Hall labeled with the child's name, grade level, and homeroom teacher. The office staff will see that lunch, homework, books, etc. are delivered. **Items brought to school after 10:00 am may not be delivered to the students.**

## **HEALTH RECORDS AND PROCEDURES**

### **Student Illness**

Students with a temperature of 100 degrees or more; with vomiting; or with diarrhea may not stay at school and must be picked up promptly. Students may not return to school until they have been **fever-free and symptom-free for 24 hours. Communicable diseases** must be reported to the school nurse as soon as possible. Return to school will be set per regulations for the illness or disease and/or a doctor's clearance letter.

### **Medications at School**

Prescription medication that is necessary for a child to remain in school will be given by authorized school staff during school hours. These medications must be prescribed by a licensed physician or dentist and dispensed by a registered pharmacist. Also, a signed permission form from the parent/legal guardian will need to accompany the medication.

Each student's medication must be in a properly labeled container with the following information:

- Student's name
- Physician/Dentist's name
- Date
- Name of medication
- Dosage
- Directions for administration
- Duration medication is to be given
- Please give the written medication permission form and properly labeled medication to the school nurse in the clinic.
- Over the Counter Medication will be administered on a limited basis. Contact the school nurse to request the appropriate form.
- Students may not carry unauthorized medications on campus. Cough drops, ear drops, eye drops, nose sprays or drops, and dietary supplements are considered medications and are not administered at school without a prescription. They should never be carried on campus by the student. Inhalers, Diabetic Care Supplies, EpiPens, and AuviQ injectors must be approved by the school nurse to be carried on campus.

Students under the age of twelve who must carry their medication require additional approval from the physician, parent, and school nurse. If a student carries an approved medication, it is highly recommended that a spare supply of the medication be provided for the clinic.

### **Emergency First Aid**

Should the situation present itself, minor first aid will be provided at school for your child by the school nurse. In the unlikely event that major first aid is needed, the school will contact, in the following order, these persons to seek additional emergency care: student's parents or legal guardian, the secondary person listed on the student's emergency procedure card, the child's responsible physician. Families are responsible for providing current information to the school regarding home and/or work telephone numbers, cell phone numbers, physician and emergency persons' names and telephone numbers. If none of these can be reached, the parent agrees to give the school administration authority to seek emergency care at the medical facility the school chooses with the parent/legal guardian being liable and responsible for any expense incurred on behalf of their child.

### **Parent Notification in Case of Emergency**

When an emergency occurs with an individual student, faculty member, or visitor, the school will attempt to contact the closest relative or emergency contact and will call for emergency assistance. It is of critical importance that the School Office has current phone numbers for home, work, pagers, and cell phones for relevant family members or other emergency contacts. If both parents are out of town, the School Office must be notified about their location and contact information.

## **Fire and Disaster Drills**

We value the safety of our children and staff. During the school year, safety rules will be reviewed regularly. Fire and Disaster drills will be held regularly to develop safety practices that will help children move quickly and orderly to assigned areas should an emergency occur.

If communication is needed to the wider parent community regarding an emergency in the geographic area or school, the administration will communicate via parent alert and/or post information on the school website.

## **CHILD ADVOCACY**

By the law of the State of Texas and the policy of the Diocese of Dallas, faculty and staff members of St. Monica Catholic School are required to report any suspected cases of child abuse or neglect. Diocesan Safe Environment Program policy states, from the Texas Family Code:

“If a professional has cause to believe that a child has been or may be abused or neglected, the professional shall make a report not later than the 48<sup>th</sup> hour after the professional first suspects that the child has been or may be abused or neglected.”

State law requires that allegations of child abuse be reported immediately to the Texas Department of Human Services or Child Protective Services. For reporting abuse, neglect, or exploitation of children, call 1-800-252- 5400 or go to <https://www.txabusehotline.org>.

## **CLASSROOM CELEBRATIONS**

Special events are marked throughout the year by classroom celebrations (e.g., holy days, certain saints’ days, and seasonal holidays.) These are special sharing times that foster a spirit of Christian celebration. Families will be asked to assist in planning and implementing these festive events coordinated by the PTO and the classroom teacher. Parties will be held at the end of the school day for no longer than 45 minutes in the individual classrooms. Snacks, drinks, party favors, and appropriate holiday crafts are provided by the homeroom parents. Please do not bring additional food or treats to the classroom unless requested by the room parent. **Siblings may not attend class parties due to space and occupancy considerations.**

### **Birthdays**

Birthdays are important celebrations in the life of our school and the students. Students are welcome to bring in a birthday snack to share with classmates. The snack should be simple and nutritious - something that your child will enjoy. This is to be coordinated in advance with your child’s teacher. Be sure to ask the teacher about any students who may have food allergies. Celebrations occur either at snack time or lunch. A birthday celebration in school is not to be a “birthday party.” No special decorations or party favors will be permitted in school

for birthday celebrations. Presents must be exchanged outside of school. You may use the school directory for mailing party invitations to school friends.

## **COMMUNICATION**

Good communication between home and school is necessary. Communication occurs via email, phone, online conferencing, social media, or FACTS (RenWeb) notifications.

### **Chain of communication**

Three-way communication among the student, teacher, and parent(s) is the key to a student's success. To that end, all concerns pertaining to your child's religious, academic, and social development must first be discussed with your child's teacher. If a satisfactory conclusion cannot be met, families may schedule an appointment with the administration who will then determine if an administrative conference with the teacher and other staff members is appropriate.

The classroom teacher may reach out to the parents for any of the following reasons:

- Good news, an improvement on academics or behavior
- Good news, a classroom success
- A change or pattern in the quality of work or lack of achievement
- Tests/projects that earned below 70%
- When a cumulative average in a particular subject falls below 70%
- When an assignment has earned a "zero"
- Any other specific concern that may prove a hindrance to a child's achievement.

### **Family Portal**

FACTS Family Portal is a private and secure website set up for our school to allow you to see complete information specific to your child. You can view your child's grades, attendance, and homework, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary.

Parents should regularly check the Family Portal and review all graded and returned papers to keep themselves informed of their child's progress. Graded papers are returned throughout the week. If a parent does not have Internet capability to access Family Portal, the Network Administrator must be notified.

### **Electronic Correspondence**

St. Monica Catholic School cannot guarantee the security of the information submitted in your electronic correspondence. The parent or guardian acknowledges that information transmitted electronically (i.e., electronic mail or email) to and from electronic mail addresses provided by St. Monica Catholic School is not encrypted or transmitted over a secure connection. St. Monica Catholic School and its administrators, teachers, employees, or any authorized agent, do not guarantee, make any warranty, express or implied, concerning the privacy of

information contained in such electronic communications during or after transmission. The parent(s)/guardian(s) acknowledges that such information could be intercepted by third parties during transmission, and agrees that St. Monica Catholic School, its administrators, teachers, employees, and agents are not subject to liability for any such interception of information.

### **Social Media**

It is expected that all parents, volunteers, and students using social media platforms refrain from:

- Defaming the character of any individual within our community
- Defaming St. Monica Catholic Parish and School or the Diocese of Dallas
- Causing embarrassment to the St. Monica Catholic School, any associated organizations, or members of the community
- Harassing any member of the St. Monica Catholic Parish and School community
- Divulging any personal information about children in the community that would jeopardize their safety or well-being in any way
- Social media sites are not the appropriate forum for discussion of school concerns or school business. Any concerns related to the school should be addressed directly with the school.

### **Name, Logo, And Database**

The name, logo, and database of “St. Monica Catholic School” have developed a certain meaning and goodwill. The school needs to ensure that its name, logo, and database are not used without proper authorization. Any person, organization, or business wishing to use the school’s name, logo, and/or database must obtain written authorization from the school President. The St. Monica Catholic School name, logo, and database may not be used in any private business endeavors or social media platforms.

### **Conferences**

Parent-Teacher Conferences will be offered two times during the school year. It is important that parents take advantage of this opportunity to meet with their child’s teacher. Additional conferences may be scheduled at mutually convenient times if the family or teacher feels there is a need. The conferences will be a time to share important information regarding the student’s progress and to establish goals and objectives for the future.

### **Parent/Guardian Grievance Policy Procedure**

The St. Monica Catholic School Grievance Policy has two parts: an informal process and a formal process. Because charitable communication solves most problems, the formal process may not be initiated unless and until informal attempts to solve the problem have been exhausted.

**1) Informal Process.**

- a) Meet with Faculty or Staff Member.
  - i) If a student or parent has a grievance with a faculty or staff member at St. Monica School, the parent must first make a reasonable attempt to discuss the matter directly, charitably, and in person with such faculty or staff member.
- b) Meet with Principal.
  - i) If the matter is not resolved to the parent's satisfaction at such a meeting, they must then contact the principal and request a meeting. The contact may be by email, and should briefly identify the nature of the problem, the faculty or staff member involved, and the parent's earlier attempts to resolve the problem. The principal will attempt to set up an in-person meeting with the parent as soon as practicable. If all parties agree, the faculty or staff member may be present at the meeting, but if any party (including the faculty or staff member) objects or does not believe that it would be productive, the faculty or staff member involved shall not be present at the meeting.
- c) Conclusion of Informal Process.
  - i) If the problem is not solved to the parent's satisfaction at such meeting, the informal process will be deemed to have concluded unless the parties specifically agree to further informal attempts to resolve the matter. For the sake of clarity, any agreement to continue the informal process should be expressed in writing and should contain a deadline for the conclusion of the informal process. If the parties specifically agree to further informal attempts but fail to set a deadline, the informal process will be deemed to have concluded one week after the initial meeting with the principal.

**2) Formal Process.**

- a) Contact Grievance Committee Chairperson.
  - i) To initiate a formal grievance review, the parent must contact the Chairperson of the Grievance Committee identified on the St. Monica School website in writing within five (5) school days after the informal process is concluded. The Pastor and the Principal shall be copied on the formal grievance, which shall contain the following information:
    - a. "This is a formal grievance pursuant to the St. Monica School Board Grievance Policy. The informal grievance process has been attempted and has not been successful, and this formal grievance has been initiated within five (5) school days following the end of the informal process."
    - b. A brief statement of the nature of the grievance,

including all relevant dates and staff or faculty members involved.

- c. The parent's desired resolution.
- d. A brief description of the attempts made to resolve the problem during the informal process, including the dates of and participants at any meetings, and a brief statement as to why the parent believes the informal process was not successful.
- e. The parent's contact information and preferred method(s) of contact.

(2) Confirmation to Parent.

- ii) The Chairperson of the Grievance Committee shall immediately acknowledge receipt of the formal grievance and confirm to the parent that a formal grievance has been initiated.
- b) Meeting between the Pastor and the Grievance Committee Chairperson.
- i) The Chairperson shall then meet with the Pastor as soon as practicable to determine whether the Pastor desires the Grievance Committee to hear the formal grievance, or whether the Pastor desires to hear the formal grievance directly without input from the Grievance Committee. If the Pastor desires the involvement of the Grievance Committee, they shall discuss and agree upon the steps to be taken to hear the grievance, including a timetable for completing the review of the formal grievance.
- c) Communication with Parent and Formal Review.
- i) As soon as practicable after the meeting between the Pastor and the Grievance Committee Chairperson, the parent shall be informed in writing of the steps that will be taken to hear the grievance and the anticipated timeframe for a final decision.
- d) The Grievance Committee Has No Authority to Decide the Grievance.
- i) If the Pastor desires input from the Grievance Committee, the role of the Grievance Committee will be purely advisory, and such committee shall have no authority to rule on or decide the grievance. The findings and decisions of the Grievance Committee shall be disclosed only to the Pastor, who is free to accept or reject them as he deems appropriate.
- e) The Decision of the Pastor is Final.
- i) The Pastor is free to accept or reject any findings, conclusions, or decisions of the Grievance Committee. The Pastor shall inform the parent of his final decision as to the formal grievance as soon as practicable.

**1) Confidentiality.**

- i) Confidentiality is of paramount importance to the grievance process, both formal and informal, and all participants must take all reasonable steps necessary to ensure that the fact of a grievance, the substance of any communications during the informal and/or formal grievance processes, and the results of any grievance are not disclosed to or discussed with persons other than those directly involved in the grievance process.

**ACADEMIC PROGRAM**

**Diocesan Curriculum**

The development of a child is multifaceted. The intellectual, emotional, physical, and spiritual areas all require care and nurturing for the formation of a healthy child of God. We at St. Monica Catholic School recognize this process by utilizing developmentally appropriate teaching practices designed to address the age group served. We utilize the Diocese of Dallas Curriculum Guides, which contain and extend the Essential Elements of the Texas Education Agency. Basic to the curriculum is the study of Religion, English Language Arts, Reading/Literature, Mathematics, Science, Social Studies, Fine Arts, Physical Education, Spanish, and sensory-motor skills. In addition, the school offers a variety of elective classes and honors classes in Math and English Language Arts to middle school students.

**Accreditation**

St. Monica Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED) Accreditation Commission, the body designated by the Texas Education Agency as the governing body for Catholic Schools in the state of Texas.

**Academic Evaluation and Assessment of Students**

The evaluation of a student is a daily, on-going process. The student is evaluated not only on the acquisition of academic knowledge, but also on spiritual, social, and physical development. There are many tools used to assess students. Assessment is accomplished through observation of day-to-day interaction with peers, personal responsibility, participation in group learning situations, regular class performance, demonstration of knowledge through projects, and classroom activities such as oral presentations, labs, tests, and quizzes.

The Diocesan grading scale will be followed as listed below:

Grades 1-8 uses the correlated grading scale below for report cards and progress reports, depending upon the grade level and subject area.

Excellent	94-100	A
Good	85-93	B
Satisfactory	76-84	C
Needs Improvement	70-75	D
Unsatisfactory	69-below	F

**Kindergarten will use the scale of:**

Meets Grade-Level Standards	3
Making Adequate Progress Toward Grade-Level Standards	2
Not Making Adequate Progress Toward Grade-Level Standards	1
Not Assessed at This Time	N/A

**IOWA Assessments**

St. Monica Catholic School administers standardized assessments to all students 1st through 8th grades to measure annual student growth.

Students take the Iowa Achievement Test once a year. It is a standardized assessment, the administration of which serves a variety of important educational purposes:

- Identify strengths and weaknesses in student performance
- Make relative comparisons of student performance from one content area to another
- Inform instruction – make judgments about past and future instructional strategies.
- Monitor growth – describe a change in student performance over time.
- Make comparisons – compare student performance with that of local, state, and national groups.
- Evaluate programs – provide information that can be used to evaluate the effectiveness of curricular changes
- Predict future performance – use current information to predict future student performance.

The Iowa Assessments are large-scale achievement tests that assess students’ skills in Reading, Language, Mathematics, Social Studies, and Science. The tests assess both foundation skills and higher-order thinking skills.

**CogAT (Cognitive Abilities Test)**

Students take CogAT once a year, at the time of IOWA Assessments. CogAT is a standardized test as well, and as such, it provides a comparison in student performance locally and nationally. The administration of CogAT serves a variety of other educational purposes:

- Guide efforts to adapt instruction to the needs and abilities of students

- Provide a measure of cognitive development that usefully complements other measures of cognitive and academic development such as achievement test scores and grades
- Identify students whose predicted levels of achievement are markedly discrepant from their observed levels of achievement
- Help identify the strengths and weaknesses of an individual's general cognitive skills, so that the strengths can be utilized to facilitate learning, and weaknesses can be addressed efficiently and effectively
- Help identify students for academically gifted programs
- Help identify students whose levels and patterns of cognitive abilities indicate that they may be at risk of encountering difficulties in learning, so that appropriate early intervention can be implemented

## **Grade Categories**

### **Grades 1-3**

Daily Work (Classwork, Quizzes): 70%

Summative Assessments (Tests/Projects) 30%

Homework will not be graded as it should serve the purpose of reinforcement and practice. An event of a missing homework may be recorded in the "Behavior" tab, under "Missing Homework" in RenWeb. The notification will be emailed to the parents. After three missing homework assignments a phone or in-person conference should be initiated with the parents.

### **Grades 4-5**

Daily Work (Classwork, Quizzes,): 60%

Summative Assessments (Tests/Projects) 40%

Homework will not be graded as it should serve the purpose of reinforcement and practice. An event of a missing homework may be recorded in the "Behavior" tab, under "Missing Homework" in RenWeb. The notification will be emailed to the parents. After three missing homework assignments a phone or in-person conference should be initiated with the parents.

### **Grades 6-8**

Daily Work (Classwork) 35%

Quizzes 20%

Summative Assessments (Tests/Projects): 35%

Homework:10%

## **Homework**

Learning responsibility and developing organizational skills should be a by-product of homework. To be effective, homework assignments should not place an undue burden on students and families. Parents will inform the teacher if their child is experiencing difficulties with completing homework within a reasonable time.

Homework has an essential place in the educational program. Homework should be assigned for the following purposes:

- a) Reinforcement concepts and skills that have been presented in class.
- b) Develop the student's creativity and discipline through enrichment projects or research
- c) Provide opportunity for the student to work independently and to accept responsibility for completing a task.

Homework and grading guidelines have been designed to offer gradually increasing expectations for students, ultimately resulting in the skills needed for higher education, particularly Catholic high schools.

The designated minutes indicate the total number of minutes, including all subject areas.

Kindergarten: 15-20 minutes

Grades 1-2: 20-30 minutes

Grades 3-4: 30-45 minutes

Grades 5- 6: 45-60 minutes

Grades 7- 8: 60-90 minutes

### **Notes:**

*Kindergarten*—twice a week assignment (Tuesday and Thursday) lasting 15 to 20 minutes that require parent involvement, such as book reading, review of letters or numbers, etc.

*Grades 1-5*—Homework may be assigned Monday through Thursday. Homework may also involve projects that are assigned over several days or several weeks. Parents can help their children by setting organizational goals for successful completion. Some of these projects may necessitate weekend homework.

*Grades 6 -7- 8*—Homework may be assigned Monday through Friday.

### **Late / missing homework assignments - Grades k-5**

Homework is assigned, discussed, and corrected but not graded in grade levels K-5.

The lack of practice, resulting from missing homework assignments, will naturally be reflected in the quality of the student's classwork, quizzes, and tests. Without the consistent and timely completion of homework assignments student success cannot be guaranteed.

While grading homework in the lower school may not be an accurate assessment of a student's knowledge, the timely completion of homework provides opportunities for independent practice and overview of the skills covered in the classroom. We are striving to instill virtues in our students that will prepare them well for the middle school years, high school and beyond. Being responsible for one's own work is a virtue that our students should live by.

An event of a missing homework may be recorded in the "Behavior" tab, under "Missing Homework" in RenWeb. The notification will be emailed to the parents. After three missing homework assignments a phone or in-person conference should be initiated with the parents.

#### **Late / missing homework assignments - middle school (6-8)**

Homework is due on the assigned due date. Homework turned in a day later after it is due will receive a 15% deduction. Any homework assignment turned in after that will receive a zero.

#### **Homework policy and tests due to illness**

In cases of student illness, a parent may request homework assignments via email to the teacher. Students will be allowed one day to make up work for each day of absence. For example, a student who was absent for two days will be given two school days to complete the missed work.

If a student is absent due to illness and misses a test, the student will make up the test upon returning to school. A student who was absent for more than one day due to an illness and a test is scheduled for the class on the day when the student returns, a maximum of 3 extra school days may be granted to prepare for the test.

Should an absence for any reason other than illness seem imperative, parents are requested to consult with the Teacher and the Assistant Principal with a written reason for the absence. Such situations might include family emergencies.

#### **Homework policy and tests due to travels during school days**

In case of non-emergency family travel and vacations during school days, the teacher is **not** required to provide work or pre-teach the material before the student's scheduled, non-emergency and non-illness related absence. Students will make up tests and submit assignments on the day of their return. No grace period will be given.

Families are strongly encouraged to plan vacation for extended weekends, provided by the school calendar to avoid interruption in the student's learning process.

### **Re-Assessment - Summative Tests**

Test retakes are allowed if the class average on the test is 75 or below.

After a test retake the teacher will record the higher of the two grades, up to a maximum grade of 85 on the second test.

Before a test retake the teacher will reteach the concepts and skills necessary for the successful completion of the summative test. Teachers should strive to use a different approach when re-teaching.

#### Criteria for retaking a summative test:

1. The class average on the test must be 75 or below.
2. The student has no missing assignments.
3. Reteaching occurred within one week of the date of the first test.
4. The second test date is within one week of the date of the first test.

A student may opt out from retaking the test, in which case, the first test grade will be recorded.

Projects (including major essays), quizzes, final exams, and oral presentations are not eligible for re-assessment.

### **Report Cards**

Report cards are sent home quarterly for students in grades K-8. **Progress reports** are sent home mid-quarter for students in grades 1-8.

Kindergarten students receive a standard-based developmental report card for the first, second, third, and fourth quarters.

Both students and parents will receive an email notification from the Assistant Principal if the student is placed on probation or has become ineligible to participate. The school athletic director and other school activity sponsors will be notified by the Assistant Principal.

### **Academic Eligibility**

Eligibility is evaluated at the end of each quarter. Progress reports are an alert to students and parents to make sure all grades are above 76% before report cards are issued.

Eligibility is determined as follows:

1. Grades are assessed at Report Card time for all students. If the standards are not met, the student will be removed from participation in all Athletic and/or Extracurricular Activities for two weeks.
2. After two weeks, students with a 76% or higher in all subjects can return to all activities. Students who have not met the requirement will be reassessed two weeks later at the request of the parents.

Both students and parents will receive an email notification from the Assistant Principal if the student is placed on probation or has become ineligible to participate. The school athletic director and other school activity sponsors will be notified by the Assistant Principal.

### **Academic Recognition**

Although student interests and gifts vary widely, St. Monica Catholic School seeks to motivate each child to be a successful student. The school tries to challenge each student to make personal improvements according to their ability. Therefore, President and Principal honor roll certificates will be issued each grading period for Grades 3-8. These certificates will be issued after report cards.

The following criteria will apply:

- President's Honor Roll: All A's on the entire report card (including electives) and no conduct grade below A.
- Principal's Honor Roll: A's and no more than 2 B's on the entire report card (including electives) and no conduct grade below A.

### **Honors Classes**

Honors (advanced) classes are offered to students in grades 6-8 who meet the below criteria.

Placement in math honors is determined using the data generated by the following items:

- Current Math teacher inventory
- Iowa Achievement testing "Math Total" score
- Iowa Cognitive Abilities Assessment "Quantitative Reasoning" section
- End of year Math benchmark
- Math grade average

Placement in Language Arts Honors is determined using the data generated by the following items:

- Current ELA teacher inventory
- Iowa Achievement testing "ELA Total" score

- Iowa Cognitive Abilities Assessment “Verbal Reasoning” section
- ELA and Literature grade average

A student’s placement in Honors classes is evaluated annually. All students are evaluated for eligibility to place into honors classes at the end of the school year.

## **Academic Probation, Promotion, Conditional Promotion, Retention**

### **Probation Guidelines**

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

- 1 (Not making adequate progress toward grade level) in Grade K in any one of the following: Reading, Math, Language Arts.
- D (75%) for grades 1-2 in any one of the following: Reading, Math, Language Arts.
- D (75%) for grades 3-8 in any one of the following: Reading, Language Arts, Math, Science, Social Studies, or Religion.

Also, note the section on Academic Eligibility for Athletics and Extracurricular Activities.

### **Promotion guidelines**

Promotion to the next grade is dependent upon a final cumulative passing grade of 70% or higher in each subject area. Should the cumulative average in certain subjects not meet this standard, Retention, Academic Probation, or Conditional Promotion status may apply. See details in the following section.

Students must be in attendance 90% of the school year, no more than 18 days’ absence out of 180 mandated school days to be promoted to the next grade level. Extenuating medical/family circumstances will be taken into consideration.

### **Conditional Promotion Guidelines**

Conditional Promotion to the next grade level is based upon the final cumulative averages on the report card at the end of the school year. A parent conference will be held by the administration and teachers(s).

- Grades 1- 3- Receives a D or F as a final cumulative average in any one of the following: Reading/Literature, Math, or English/Language Arts.

- Grades 4-7—Receives a D or F as a final cumulative average in any one of the following: Reading/Literature, Math, English/Language Arts, Science, Social Studies, or Religion.
- Has met the qualifications for Academic Probation in three of the four quarters in Grades 1-8.
- Has met the qualifications for Academic Probation in two of the four quarters for Kindergarten.

The student will be required to successfully complete the following criteria before the start of school to be promoted to the next grade level. Written documentation must be submitted. Should the criteria not be met successfully prior to the start of school, the student will not be able to re-enroll at St. Monica School in the next grade. The student **MUST** repeat the grade for which they were placed on academic probation. The final decision on academic probation will be made by the principal.

- Summer school coursework from an accredited public or private school.
- 20 hours of tutoring by a degreed and/or certified teacher pre-approved by the principal.
- Any accredited program or summer work pre-approved by the principal.

A student may not be conditionally promoted more than once during their stay at St. Monica Catholic School without approval by the principal. A complete educational evaluation may be required.

### **Retention Guidelines**

#### Kindergarten:

A kindergarten student who meets the following criteria at the end of the school year must repeat the grade level next school year. A parent conference will be held by the administration and teacher.

- Receives a 1 (Not making adequate progress toward grade level) in the same subject area (Language Development and/or Number Development) for two of the first three quarters. **OR**
- Social-emotional Development has not progressed satisfactorily for the appropriate age. **OR**
- Has been absent more than 10% of the required school days.

#### Grades 1 – 7

A student who meets any of the following criteria on his/her report card will not be promoted to the next grade. They must repeat the same grade level the following school year. A parent conference will be held by the administration and teacher(s.) Retention is for one year only.

- Grades 1 or 2—Has a final cumulative average of F (69% or below) in two or more of the following subjects: Reading, Language Arts, or Math.
- Grades 3-7—Has a final cumulative average of F or 69% or below in two of the following: Reading/Literature, English/Language Arts, and/or Math.
- Social-emotional development for the grade level has not progressed sufficiently.

### Grade 8

Any student in Grade 8 who meets the retention criteria for Grades 3-7 will not be allowed to re-enroll in Grade 8 at St. Monica School the following year. An 8<sup>th</sup> grade student who does not meet the criteria to graduate, will not re-enroll in St. Monica. Such students will not be allowed to participate in any graduation activities including the graduation ceremony.

## **JUNE COOPER SMART CENTER**

St. Monica Catholic School celebrates each child's unique gifts and is dedicated to creating a learning environment where all children have the opportunity to reach their highest learning potential. It is our goal to cultivate life-long learners who will be the future leaders in our community and church.

To accomplish this task, we have centralized professional specialists used to create unique programs for our students. A consolidated location is creating a synergy providing the greatest benefit to students with all their unique learning styles, personal strengths, and abilities.

### **St. Monica Academically Gifted Enrichment (SAGE)**

St. Monica Catholic School offers various types of Gifted and Talented services for students demonstrating a need in grades 1-2 and 3-5. As defined by the Texas Education Code, a gifted and/or talented student is "a child who performs or shows the potential for performing at remarkably high levels of accomplishment when compared with others of the same age, experience, or environment." Students are nominated for screening by classroom teachers and are identified as needing services based on a preponderance of quantitative and qualitative data, including, but not limited to: **CogAT scores, ITBS scores, Homeroom teacher inventory/observations, Specials teacher inventory/observations, Fountas & Pinnell reading level benchmarks, and Classroom work samples.**

### **Academic Language Therapy Program:**

This program is designed to help students reach the desired level of reading fluency and comprehension. The Take Flight program, developed by the Luke Waites Center of the Texas Scottish Rite Hospital for Children, addresses all the major components of effective reading: phonemic

awareness, phonics, fluency, vocabulary, and comprehension. It is an all-inclusive curriculum focusing on the basic mechanics of reading as well as reading comprehension.

### **Differentiation/Accommodation Services**

Students requiring additional assistance with accommodations outside of the classroom have the opportunity to utilize the SMART CENTER classroom for testing as well as additional help with classwork/homework.

### **Student Resource Services**

Students may utilize the SMART CENTER before school, during lunch, or after school to work on research, group, or individual projects, or to study.

## **FIELD TRIPS**

Field trips are planned by teachers with the help of the room parents throughout the school year as educational experiences that enhance the curriculum. Parents are requested to sign a permission slip so their child may participate. This permission slip allows the child to leave the school premises and provides information on the activity. Parents may be requested to assist as chaperones. All parents must be cleared by the St. Monica Safe Environment program to accompany the class. Parents are not allowed to ride on the bus unless requested by the teacher. Siblings are not allowed on field trips. Commercial bus services will be used for all field trips. Parents may not drive their children on a field trip. Students must go by commercial bus BOTH ways on a field trip.

Individual parents who drive children to special events must show proof of liability insurance and have a special background check in addition to what is done for Safe Environment. Please check with the St. Monica Parish Safe Environment Director to complete this process. Parents will sign a release for his/her child to ride with a designated adult if the child is not riding in the school provided transportation.

### **Textbooks/Digital Devices**

Textbooks/Chromebooks and iPads are the property of St. Monica School. If a textbook and/or a Chromebook or iPad is lost the student and/or parent is responsible for the replacement cost of the book or digital device. A fine will be assessed for damaged books or digital devices. Payment must be made payable to St. Monica Catholic School.

Please refer to the [St. Monica Digital Learning Guide and Acceptable Use Policy](#).

## DRESS CODE AND PERSONAL APPEARANCE

St. Monica Catholic School has a school uniform that helps identify our students as important members of our Catholic parish school. School uniforms are to be worn by all students in grades Kindergarten through eighth grade, except when designated by the President/Principal. Uniforms are to be worn with Christian modesty in mind.

### Uniform Requirements

ITEM	BOYS	GIRLS
<b>Pants/Shorts</b>	Khaki walking shorts or khaki slacks	Khaki walking shorts ( <i>Girls may not wear slacks</i> )
<b>Jumper*</b> PK-4 <sup>th</sup> <b>Skirt*</b> 5 <sup>th</sup> -8 <sup>th</sup> <i>*Girls must wear navy modesty shorts under their uniform.</i>		<b>PK-4<sup>th</sup>*</b> Jumper <b>5<sup>th</sup>-8<sup>th</sup>*</b> Skirt <i>Bottom of the hem must be 4" from the top of the knee.</i>
<b>Shirts</b>	<b>PK-8<sup>th</sup></b> Dri-fit polo shirt ( <i>navy or light blue with logo</i> ) <b>K-8<sup>th</sup></b> Oxford shirt ( <i>white or light blue, with or without logo</i> )	<b>PK-2<sup>nd</sup></b> Peter Pan collar shirt ( <i>white</i> ) <b>PK-8<sup>th</sup></b> Dri-fit polo shirt ( <i>navy or light blue with logo</i> ) <b>K-8<sup>th</sup></b> Oxford shirt ( <i>white or light blue, with or without logo</i> )
<b>Tie*</b> <i>*8<sup>th</sup> grade only</i>	Tie and long slacks must be worn during high school visits, Mass and Fall picture day,	
<b>Belts*</b> -Must be worn if pants/shorts have belt loops <i>*No belt required for PK or K</i>	<b>1<sup>st</sup>-8<sup>th</sup></b> Plain or braided in black, brown, navy.	<b>1<sup>st</sup>-8<sup>th</sup></b> Plain or braided in black, brown, navy.
<b>Socks</b>	<b>PK-8<sup>th</sup></b> White with or without logo. Socks should cover the ankle bone. No "low cut" socks.	<b>PK-8<sup>th</sup></b> White with or without logo. Socks should cover the ankle bone. No "low cut" socks. Plain navy tights may be worn with jumpers or skirts. Navy leggings for extreme cold weather days with white socks.
<b>Shoes</b>	<b>PK</b> Black athletic shoes ( <i>Velcro closure</i> ) <b>K-8<sup>th</sup></b> Black or navy low rise athletic shoe ( <i>Must be mostly black or navy</i> ) <b>6<sup>th</sup>-8<sup>th</sup></b> Optional – Sperry's ( <i>brown or navy</i> ) Shoes worn only to PE can be any color athletic, non-marking soled shoes.	<b>PK</b> White Keds ( <i>Velcro closure</i> ) <b>K-8<sup>th</sup></b> Keds or Footgear by Willits saddle style tennis shoe ( <i>navy/white or black/white</i> ), Willits Classic Saddle Shoe ( <i>navy/white or black/white</i> ), White or navy low rise athletic shoe ( <i>Must be mostly white or navy</i> ) <b>6<sup>th</sup>-8<sup>th</sup></b> Optional – Sperry's ( <i>brown or navy</i> ) Shoes worn only to PE can be any color athletic, non-marking soled shoes.
<b>Fleece</b>	<b>PK-8<sup>th</sup></b> Navy fleece ( <i>Must be purchased at SMS Spirit Store</i> )	<b>PK-8<sup>th</sup></b> Navy fleece ( <i>Must be purchased at SMS Spirit Store</i> )
<b>Sweater*</b> <i>*Middle School Only</i>	Crewneck sweater ( <i>navy</i> )	V-neck sweater ( <i>navy</i> )

<b>PE/Gym Days</b>	Athletic Shoes required. Gym shorts are not required.	Athletic Shoes required. Gym shorts are not required.
<b>Optional Item</b>	St. Monica hoodie <i>(Must be purchased at SMS Spirit Store)</i>	St. Monica hoodie <i>(Must be purchased at SMS Spirit Store)</i>

### General Appearance and Grooming

<b>ITEM</b>	<b>BOYS</b>	<b>GIRLS</b>
<b>Jewelry</b>	All jewelry must be simple. One ring per hand, small chain necklace worn inside clothing, no earrings.	All jewelry must be simple. One ring per hand, small chain necklace worn inside clothing, one stud earring per ear or ear lobe and one bracelet.
<b>Make-up Nail polish</b>	None	No Make-up No sculptured or French Tip nails. No nail polish <b>8<sup>th</sup> grade only</b> – clear nail polish, or French nails.
<b>Hair</b>	Should be neat, clean, and well groomed. Must not be dyed in anyway, or it will need to be returned to its natural color as soon as possible. Boy's hair should be cut to be off the collar and ears, and out the eyes. Hair should not be styled in a manner that can be considered distracting. <i>(Mohawk style, letters, or designs shaved in hair, etc.)</i>	Should be pulled back or styled so that it is out of the face and eyes. Must not be dyed in anyway, or it will need to be returned to its natural color as soon as possible <i>(no highlights)</i> . Hair should not be styled in a manner that can be considered distracting. Hair extensions, ornaments <i>(feathers, beads, etc.)</i> are not allowed. Hair bows should not be a distraction to others during class.

### Dress Code for Special Events

#### St. Monica Spirit Day & AR Spirit Day

Students will be allowed to wear jeans, school slacks, Capris(girls), school skirt or school shorts with a St. Monica T-shirt (no jerseys) of their choosing. Students may wear any closed toe and closed heel shoe that they chose with white socks with or without logos.

#### Free Dress Day

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

#### Field Day/Roll into Summer

Students will be allowed to 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 that they chose 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 that does not abide by this dress code.

**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 stomach when arms are raised above the head
- Skirts and dresses may be no shorter than three inches above the middle of the knee.

**Confirmation and Graduation**

**Boys -**

Suitor 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.

## **STANDARDS OF CONDUCT**

### **Student Behavior Expectations and Guidelines**

At St. Monica we foster positive relationships across the community. A positive school climate is essential to teach respect, responsibility, and accountability to our students. The implementation of Virtue-Based Restorative Discipline (VBRD) practices <https://www.restorationmatters.org/about-restorative-practices> introduced across grade levels helps to establish a positive school climate where students live a virtuous life.

VBRD seeks to discover and address the root cause of the behavior. Understanding why students make mistakes and focusing on solutions are essential parts of VBRD. VBRD, with its Theological, Cardinal, and Colossian's virtues provides solutions that are rooted in our Catholic faith.

The principles of VBRD connect to Carol Dweck's philosophy of Growth Mindset. Mistakes should be looked at as opportunities for learning. Understanding the cause of misbehavior is essential to starting the restorative process. Instead of focusing on punishment, we focus on repairing and restoring relationships as the ultimate goal is to live a virtuous life. As part of our behavior management approach, students will have consequences when misbehavior is observed, as deemed appropriate by teachers/school leadership.

VBRD encourages responsibility and accountability through personal reflection and through collaborative processes. It integrates faith as a foundation for understanding the role of virtue in preventing harm.

VBRD cultivates virtue and provides a rich foundation for fostering faith both at home and in school. It aims to decrease antisocial behavior and increase faith practices. Virtues are holy habits that imitate God. Implementing VBRD at St. Monica, we follow four guiding principles:

1. We dedicate ourselves to living virtue.
2. We support each other in living virtue.
3. We commit to constructive thoughts, words, and deeds.
4. When faced with challenges or conflict, we find solutions that cultivate virtue for ourselves and one another.

### Focus Circles

- Discuss the virtue of the month
- Enhances relationships
- Improves communication skills
- Facilitates a caring and positive school climate
- Leads to fewer disruptions during instructional time
- Improves problem-solving skills

### VBRD Restorative Practices

The goal of restorative practices is to help redirect harmful behavior and hold all parties responsible for making things as right as possible when they go wrong.

Restorative practices ask key questions:

1. What happened?
2. What were you thinking at the time?
3. What have you thought since then?
4. Who has been affected by your actions and how?
5. How can you make things right?

We recognize that we need clear expectations for all stakeholders in our community: students, staff, and parents.

Classroom and school policies are designed to offer increasing self-discipline and responsibility.

To that end, citizenship and work habit guidelines are provided below:

#### **Citizenship & Conduct Expectations**

- Be polite and kind to adults and students, in speech, action, and manner.
- Display respect and prayerful participation during worship.
- Respect property.
- Properly greet adults.
- Use manners, for example, "Please" and "Thank You".
- Offer assistance to others in need, such as helping others to carry heavy loads and opening doors for others.
- Work conscientiously.
- Be prepared for class with all necessary materials.
- Come to school dressed as outlined by uniform policy
- Complete all assignments on time.
- Actively participate in the learning process and is attentive in class.

- Responsibly use technology as outlined in the St. Monica Catholic School

## **DISCIPLINE**

### **Disciplinary guidelines:**

#### Low-level misconduct

(Examples are not limited to the following)

- Disrupting the learning of others
- Failing to follow classroom rules and procedures
- Failure to maintain appropriate behavior in Church
- Horseplay/roughhousing

#### High-level misconducts

(Examples are not limited to the following)

- Continued or repeated low-level misconduct
- Throwing objects
- Arguing with faculty, staff, and/or other adults
- Using or in possession of profane language, signs, or symbols
- Stealing
- Academic dishonesty
- Leaving school property without permission/skipping class
- Intimidating, harassing, or demeaning behavior toward others
- Vandalizing school, parish, personal property, or the property of others.
- Possessing, using, or being under the influence of tobacco, alcohol, or any controlled substance on the school premises or any parish or school function.
- Possessing, transmitting, or using a weapon of any kind or other dangerous items while on school property or at any parish or school function.
- Physical violence directed at another student, teacher, staff member, visitor, or volunteer. (This includes intentional pushing, kicking, or hitting that resulted in an injury of the affected person)

### **Response to misconduct**

If the situation is interpersonal, the student will be given a *Stop & Think* sheet to reflect on his/her action and the virtues that were violated by the misconduct. The student will take the *Stop and Think* sheet home, reflect on his/her actions, answer the short essay questions, (K-2 grades will be able to draw a picture instead of writing), have the sheet signed by his/her parents then return the sheet to the teacher who issued the form to the student. The student will discuss the behavior/harm with the counselor, house advisory teacher, an administrator, or the teachers who issued the form to the student.

[Stop and Think K-2](#)

[Stop and Think 3-5](#)

[Stop and Think 6-8](#)

Incidents require a differentiated response based on the following:

- Severity of the harm
- Student's age and grade level
- Frequency of misconduct
- Impact of misconduct on the learning environment
- Impact of misconduct on another student affected by the harm
- Student's attitude and circumstances

If a student repeatedly does not meet the behavior expectations outlined above, the student and parents will meet with an administrator. The purpose of the meeting is to establish a behavioral expectation that is reflective of our restorative efforts. Failure to adhere to the Behavioral Contract Guidelines, the student may be subject to the following, but not limited to detention, in-school suspension, out-of-school suspension, or expulsion.

Teachers and administrators will use their best judgment to determine the appropriate level of response to misconduct. The goal is to empower and embrace our students with virtue-based restorative practices that will result in behavior changes and transform our students into responsible citizens, accountable for their actions.

### **Cell Phone and Wearable Technology Policy**

Students are prohibited from using cell phones and other personal electronic devices **while on campus** unless otherwise instructed by a teacher for use as academic tools. Once on school grounds, students must store their cell phones/electronic devices "turned off" in their **backpack or locker** and make sure it is not visible to the teacher or other students. (This includes in the hallways, during class changes, and in common areas such as the courtyard, cafeteria, etc....) It is the students' responsibility to keep their devices secure. Students may not carry a phone in their pocket or anywhere outside of their backpack. If a student is found using a device without permission, it will be confiscated and kept until the end of the day. Please do not text or call students during the school day. If you need to reach your student in an emergency, please call the front office.

"Smartwatches" are not allowed to be worn by students during school hours as these devices can also be used for texting and accessing media. These devices fall under the same policy for usage as cell phones, which applies to all students.

Physical activity trackers, such as Fitbits are allowed. However, students are not allowed to receive texts or any notifications on these devices.

### **Conduct**

General Conduct grade is based per academic quarter on the behavior history as documented in Facts (RenWeb). Individual class conduct grades are at the discretion of each teacher.

### **General Conduct/Effort Grades**

A = 0-1 demerit

B = 2-3 demerits

C = 4-6 demerits

D = 7-9 demerits

F = 10 or more demerits

### **Conduct and Study Skills Codes**

Conduct and Study skills codes are used in report cards. A (-) mark before the number indicates “did not do” or “lack of”.

1. Attentive in class
2. Observes school rules
3. Respects authority
4. Respects the property of others
5. Respects others
6. Is well-mannered
7. Demonstrates a positive attitude
8. Shows self-control
9. Works independently
10. Complies with uniform policy
11. Completes assignments on time
12. Brings proper materials to class
13. Participates in class
14. Uses time and resources wisely
15. Work reflects neatness
16. Work reflects accuracy
17. Makes up work when absent
18. Attends school to enhance progress
19. Prepares for class and tests

## 20. Low test grades

- Items 1-10 relate to conduct and affect a student's conduct grade.
- Items 11-20 relate to academic effort and do not affect a student's conduct grade.

### **Detention**

A student may receive a detention without previously receiving any other form of disciplinary notice, depending on the seriousness of the infraction. The assignment of this type of detention will rest at the discretion of the school administration. Students assigned a detention will not be excused for athletic practice or club meetings.

### **Suspensions/Expulsion**

A student may receive a suspension or expulsion without previously receiving any other form of disciplinary notice, depending on the seriousness of the infraction. The assignment of this type of consequence will rest at the discretion of the principal/president.

### **Probationary Contract**

A probationary contract may be issued to a student whose past conduct indicates a lack of cooperation with school policies but who commits to significant improvement. The student and his/her parents must sign a Probationary Contract outlining the terms and expectations of the student's continued enrollment and/or re-enrollment as decided by the principal. Failure to accept or abide by the contract will result in immediate dismissal from St. Monica Catholic School.

### **Discipline and Privacy**

Any disciplinary actions that affect any student will be kept in confidence with that student and their family. At no time will the school discuss the disciplinary situation of another student with anyone else nor the consequences assigned to another student with anyone else. In certain cases when multiple students are involved in a single incident, some sharing of information may be necessary, but the school will not share any information concerning another student.

### **Off-Campus Conduct**

The administration of St. Monica Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students during the school day.

### **Harassment Statement**

The school is committed to a policy of non-discrimination within all school programs and activities. Harassment of students is not condoned in a Catholic environment and is strictly prohibited at school. All allegations of harassment in

any form will be taken seriously and promptly investigated.

The following activities and behavior are prohibited under this policy:

1. Requiring a student to submit to unwelcome advances or conduct as an expressed or implied condition for educational benefit
2. Subjecting a student to demeaning stereotypes, innuendo, intimidation, or insult such that an offensive or hostile environment is created
3. Any amorous relationship or activity between a student and/or employee is prohibited.

Harassment includes, but is not limited to the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted advances, imitations, or comments.
2. Visual contacts such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
3. Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play.
4. Threats and demands to submit to inappropriate requests as a condition of continued grades or other benefits or to avoid some other loss and offers of benefits in return for inappropriate favors.
5. Retaliation for having reported or threatened to report harassment.

Any student who believes he or she has been the subject of harassment shall report the alleged harassment in writing to the School President and Principal. The President and Principal will take whatever actions they deem necessary to investigate the complaint including, but not limited to, interviewing the accused person, the accusing person, and any witnesses. Notwithstanding anything herein to the contrary, this procedure shall not abridge, limit, or in any way restrict the conflict management process.

### **Bullying Policy**

Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy set forth. St. Monica Catholic School views bullying as unchristian behavior and it will not be tolerated.

We define bullying as an act which:

1. Persistently hurts another individual either:
  - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
  - b. Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.

- c. Indirectly (such as intimidating, excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments including notes and unflattering pictures, intentionally damaging another student's property), etc.
  - d. Through the use of technology (such as cyberbullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained.
  3. Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense.
  4. Is unprovoked.

Nothing in this policy requires the **affected** student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristics for example the color of hair or skin, dress, demeanor, wearing glasses, etc.

Bullying can take many forms including isolation, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or

This policy is not intended to prohibit the expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other policies or building, classroom, or program rules.

Counseling and corrective discipline by the principal, and/or referral to law enforcement, when necessary, will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

The anti-bullying policy of St. Monica Catholic School has as its goal to ensure that all students experience a safe Catholic Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents that do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified.

Disciplinary guidelines outlined in the school handbook will be followed.

2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of the incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.
6. The consequences for bullying will vary depending on the situation, but may include, but not limited to writing apology letters, after school detention, in school and /or out of school suspension, expulsion, community service, and referral to law enforcement.

In addition to the above-outlined steps, an anti-bullying policy requires the following:

1. Teachers at St. Monica Catholic School students are expected to:
  - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and ways to report bullying.
  - b. Give their students opportunities to role-play and practice the strategies taught to avoid bullying and to report incidents.
  - c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.
  - d. Teachers will review every incident reported by the students. Student reports will not be dismissed as tattling. Every incident will be taken seriously. The teacher will determine if the report is unfounded or if further action should be taken.
2. Parents of St. Monica Catholic School students are expected to:
  - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the

- incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal as outlined in the grievance procedures of the school handbook.
- b. Understand and support the school's anti-bullying policy and actively encourage their child to avoid bully behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.
  - c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.
3. Students at St. Monica Catholic School should:
- a. Report incidents of bullying they witness to their teacher or to another staff member as soon as possible following the incident.
  - b. Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
  - c. Treat others with the respect and dignity that is expected of any Catholic school student.
  - d. Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending St. Monica Catholic School.

### **Behavior at School Functions Outside the School Day**

Behavior policies that apply at school or on school premises will also apply at school functions after hours, athletic events/games on or off school premises. The same disciplinary policy and standards that apply to students while on school premises during the school day will apply to students while off school premises or after school hours at any school function.

### **Search and Seizure**

It is the strict policy of the school to provide an environment for the students that is free of drugs, weapons, or any other item or substance that may impair or impact the school's ability to implement its policies and procedures. The school is a co-tenant of individual student lockers and desks. Without prior notification to students or parents, upon cause deemed reasonable by the President/Principal in his/her sole discretion, the principal or his/her representative may conduct a search and inspection of any area of the school and all personal effects, lockers, baggage, and/or other student property. The President/Principal or his/her representative may seize and retain any illegal or unauthorized item discovered on school premises or in the possession of a student, whether discovered because of the search and inspection or otherwise. Any substances or items confiscated by the school may be turned over to the proper authorities. The

school President is consulted or brought in as needed by the principal. These searches may be conducted from time to time without prior announcement and with the aid of the Dallas police if necessary.

### **Smoking/Vaping**

In accordance with city code, St. Monica Catholic School is committed to promoting good health and safety among employees and students. To comply with the City Ordinance, the policy of St. Monica Catholic School prohibits smoking & vaping (Electronic Cigarettes) in all school facilities as well as on the grounds of St. Monica School and Parish

### **Drug Testing**

Drugs in any form are prohibited at school or any school events by students and adults unless prescribed by a physician for a specific student or adult. If a student is suspected of using illegal or unauthorized drugs, the President/Principal may request that parents/guardians have the student tested at the family's expense. In those instances, where student behavior strongly indicates drug or alcohol use, the administration may require professional intervention and subsequent treatment and reserves the right to expel the student from school.

### **Student Accident**

All student accidents and injuries on school premises and at school-sponsored events should be reported to the School Nurse and the Parish Business Manager immediately.

### **Student Accident Insurance**

As a part of tuition, St Monica Catholic School provides each student with student accident insurance. This coverage is secondary when the student has health coverage under another Insurance Plan and primary when not covered under another Plan. This insurance covers accidental injuries to students during school hours and at all school-sponsored functions including sports, both on and off-campus. This coverage is not health insurance. Insurance claim forms are available in the Nurse's office or the Church Business office. When an accident occurs, the school will fill out the top portion of the Student Accident Claim Form and provide this to the parent(s). The parent(s) will then complete the remainder of the form and mail it, along with all required attachments, to the insurance carrier directly at the address indicated on the form. All claims under the student accident insurance are handled directly by the insurance carrier with the Parent / Guardian. If any issues arise during the claim, please contact the School Office. Coverage is provided in accordance with the plan documents and specific coverage terms and conditions.

## **EXTRACURRICULAR ACTIVITIES**

## **Athletics**

St. Monica School participates in sports programs offered through the Dallas Parochial League for Grades 5-8. The athletic program is under the direct supervision of the President and the Athletic Director. The director is responsible for the organization and daily supervision of extracurricular athletics, game, and practice schedules, etc. Team sports include basketball, volleyball, track and field, softball, baseball and football, cross country, swimming for Grades 5-8. In addition, there are tournaments for tennis, soccer, and golf. Cheerleading (5-8) and the school mascot (8<sup>th</sup> grade) are included in the SMS athletic program although not a DPL recognized sp. The DPL Policy handbook can be found on the DPL website.

Annual athletic physical exams are required for participation in extracurricular athletic activities. No student may participate in any sport's activities until the school nurse has a signed physical examination form.

## **Facilities Use Policy**

See Church Office for up-to-date Facility Use Policy/Forms.

Any use of the Athletic Facilities is always subject to strict compliance with ALL the terms and conditions in the St. Monica Safe Environment Policy. Any violation of the Safe Environment policy shall result in immediate termination of authorization to use the athletic facilities, without prior notice or warning and the necessity of further action by the Athletic Director, and without refund.

Facilities are subject to closure at the discretion of St. Monica Church and/or school. In addition, the cost to repair any damage to the Athletic Facilities, other than normal wear and tear attributable to the specific Permitted Activity approved by the Athletic Director shall be assessed to the individual requesting such use. During the school year, only Dallas Parochial League (DPL) teams and parish approved organizations may utilize the athletic facilities, when available, for permitted activities only.

## **AFTER SCHOOL CARE PROGRAM**

The After School Care Program is available to families with children enrolled at St. Monica School. After School Care Program hours are until 6:00 p.m. following school dismissal. Fees and other information are available on the school website. Failure to pay all fees promptly will cause students to be removed from participation in the After School Care Program.

Any K-8 student remaining on the St. Monica School campus after 4:00 p.m. is taken to the After School Care program.

Financial concerns should be addressed to the After School Care Program Director. As safety is a paramount concern, evading the After School Care Program is a serious matter. The After School Care program is for students after school, once a student leaves the program, they are no longer the responsibility of the After School Care Program. After School Care students are picked up by a responsible adult.

Students may not remain on campus unsupervised waiting for parents to arrive after school hours. Students will be sent to the After School Care Program.

Drop-in options are not available.

## **LIBRARY**

The school library is open school days from 7:30 a.m. until 4:00 p.m. Grades K-5 classes visit the library weekly. Middle School classes will attend the library as scheduled by their teachers. Overdue books will be assessed a fee per day. Lost books will be charged at the replacement cost.

Parent volunteers are used in the library and must go through the [St. Monica Safe Environment Program](#).

## **LOST AND FOUND**

The school Lost and Found is in the cafeteria. It is very important to clearly mark all items so that they can be returned to their owner. Unrecovered items are kept for one month and then given to charitable organizations.

## **LUNCH**

All students eat lunch in the cafeteria. Each child may bring his/her lunch from home or choose a hot/cold lunch from the lunch program. Lunch is provided by *Guess Who's Coming to Dinner*. Parents establish an account with *Guess Who's Coming to Dinner* maintaining a minimum balance for emergencies.

Students pray before proceeding to the lunchroom. To maintain an orderly, yet relaxing atmosphere, students are expected to follow the guidelines below:

- Observe good table manners
- Leave the table and surrounding area clean and orderly
- Put litter in proper containers
- Talk in quiet, conversation voices
- Stay seated while eating

Due to the limited size of the St. Monica Catholic School cafeteria and the large number of students enrolled in school, parents and visitors will not be allowed to eat lunch with their students except when invited by the school.

## **RECESS**

All recess times will be supervised by adults who help ensure safety for all.

Some guidelines help make this a safe and fun time.

- Be courteous
- Look where you are going
- Talk and interact appropriately
- Don't play roughly
- Leave playground chips on the ground
- Use equipment properly
- Obey the directions of the playground supervisors
- Stay within assigned play areas.
- Don't run on sidewalks or in the hallways
- Have Fun!

Outdoor recess guidelines from TCCBED:

“Cold weather days, when the temperature and/or wind chill is below 32 degrees, the children should be kept indoors for PE and recess. When the temperature is above 32 degrees, the children should be dressed properly for outdoor activity.”  
When the temperature-heat index (thi) reaches 95 degrees, limit outdoor activities to 10-15 minutes with proper hydration of the children (recess, dismissal, etc.). No outdoor PE or diocesan sports/practices longer than 15 minutes is permitted.

## **PERSONAL ITEMS**

Students should leave all personal items at home, including toys, games, personal electronic equipment, etc. These items may be collected by school personnel and will be returned only to parents.

## ST. MONICA CATHOLIC SCHOOL DIGITAL LEARNING GUIDE AND ACCEPTABLE USE POLICY

According to the St. Monica Catholic School [Technology Mission and Vision](#), It is essential to teach students the appropriate and effective use of technology in order **to nurture and develop academic, social, and spiritual leaders of tomorrow, who are confident using technology in moral, responsible, and innovative ways while living the faith traditions of the Catholic Church**. To help achieve this goal, all students in grades PK-8 are given various levels of access to digital devices and technological tools. Appropriate usage and full utilization of these devices and tools is dependent upon cooperation of the students and support from parents. Since we continue to partner with our parents as the first educators of our students, we are providing the following digital learning guidelines for your review and agreement.

**Devices:** Each PK-2 student will have shared access to classroom iPads while at school. Each 3rd, 4th and 5th grade student will have access to an individual school owned Chromebook, a protective case, and a charging cord to use while at school. Each 6th, 7th, and 8th grade student will be assigned an individual school owned Chromebook and a charging cord to use for both in school and at home activities.

**Device Management:** Devices are managed during and after school hours utilizing a mobile device management system (MDM) and/or the Google Admin Console. The MDM and Admin Console allow school administration to deploy applications and digital textbooks remotely, review usage of applications, and control application usage. Students are not permitted to change school owned iPads or Chromebooks in any way (including jailbreaking, changing settings, changing the lock screen, or accessing managed areas of the device).

**Apps and Extensions:** Paid iPad apps and extensions for the Chromebooks will be auto installed and/or available to be added to the device or Chrome browser when appropriate. Students are not permitted to remove, install, or disable any apps or extensions.

**Cameras:** Students must use good judgment when using the camera and are not permitted to use it to take inappropriate, illicit or sexually explicit photographs or videos, or to embarrass anyone in any way. Students are not permitted to use the cameras in restrooms or changing rooms, regardless of intent. Students will ask permission to use images of other people and are not permitted to use their school device or accounts to post into a public forum unless given permission by the teacher.

**Device Care:** All digital devices are the property of St. Monica Catholic School and should be treated with the utmost care and respect just as any other property owned by the school - the building, the furniture, the textbooks, etc.

**Damaged, Lost, or Stolen Device:** In the event of a damaged, lost or stolen school-owned student device and/or device accessories (e.g., USB cord, power adapter, iPad case, etc.), the student's family is responsible for all incurred expenses for repair or

replacement. If a student's iPad or Chromebook is being repaired, available loaner devices **may** be available. Parents should encourage student(s) to be responsible for their devices and accessories as they are a necessary instructional tool.

**Device Return:** Students will, in most cases, take their device with them to the next grade level but the devices will be collected at the end of the year for summer maintenance and then returned to students in the fall. Graduating 8th graders will return their device before the school year ends. Students are responsible for the prompt return of their device, in accordance with the timeline set forth by the school.

**Internet Access/Security:** All school owned devices are set up with internet access. To assist in the protection of all students, St. Monica Catholic School adheres to the Children's Internet Protection Act ([CIPA](#)) and uses filtering products and a robust firewall to help prevent access to pages/sites with inappropriate materials while the students are on campus and connected to their school account and student WiFi. While the school does everything possible to keep students safe online with the firewall, content screening is not infallible, and St. Monica Catholic School is not responsible for a student-initiated search that leads to inappropriate content, including but not limited to offensive, vulgar, harassing, threatening, pornographic, obscene, illegal, or sexually explicit materials. In the case of accidental exposure, students are taught the appropriate action, which includes informing the teacher right away and not sharing with others.

#### **Student Accounts and Consent for Access to and/or Creation of Online**

**Accounts:** Various online applications and accounts will be configured throughout the school year for student use. These accounts are used for record keeping, organization, and/or educational enhancement of the curriculum. All web-based applications and services are carefully vetted to ensure that they are [FERPA](#) and [COPPA](#) compliant, and access is managed by the school. Students are only permitted to use these school issued accounts for educational purposes. Student accounts will include, but are not limited to:

**\*\*FACTS Student Information System** - Each student has an account in FACTS that can be used by school staff, students, and parents to access various educational tools and records, including homework, grades, calendars, attendance, announcements, forms, surveys etc.

**\*\*Google Workspace for Education** - Each student is given a Google Workspace for Education account within the St. Monica School domain that will be used as an identity provider to access a variety of web-based tools, including, but not limited to, cloud storage, document creation, video conferencing, file and assignment sharing, calendar organization, email (some grade levels), and more. St. Monica Catholic School creates these student accounts and manages access to age-appropriate educational applications.

**\*\*Online Curriculum Programs** - Some of the curriculum-based tools adopted by the school have a digital component that includes online content, assessment, and progress tracking. St. Monica Catholic School creates and/or connects student accounts within these programs when necessary, so that content can be accessed.

**\*\*Online Educational Programs/Subscriptions** Classroom teachers may also use various online programs to enhance the educational experience. Some of these programs are generic in nature and do not require student accounts or logins. Some of them, however, require schools to use student information to create accounts and/or are capable of recording student progress. In most cases, the students will be using their Google Workspace for Education accounts to access these supplemental resources. In other cases, it is necessary to create a student account. The Children's Online Privacy Protection Act ([COPPA](#)) protects the online privacy of children under the age of 13 and requires these web-based service providers to obtain parental consent prior to the collection, use, and disclosure of personal information, which is usually limited to student first name, last name and school email address. It is permissible for schools to consent to the collection of this information on behalf of the students with parental authorization. This form will authorize St. Monica Catholic School to provide this consent.

**Digital Citizenship:** Responsible online and device use is a key component in the curriculum at St. Monica Catholic School. Students will be taught digital citizenship on a regular basis at school. Parents can also take steps to help their children become better digital citizens. There are an abundance of resources on [Common Sense Media's website](#). Parents should make it a habit to discuss issues with their child(ren) on a regular basis to reinforce the Digital Citizenship lessons they are receiving at school.

**Training:** Student training over proper use of school owned devices and school issued accounts and programs will occur during classroom sessions once school begins. Teachers will thoroughly review the student version of this Digital Learning Guide and Acceptable Use Policy during class time after school begins.

**Program Updates** These guidelines were written as clearly and as explicitly as possible. During the school year, new and unusual situations might arise. Therefore, the school reserves the right to amend these guidelines as necessary and any new rules will become a part of the guide. Students and their families will be notified of any updates to this document.

**Student acknowledgement 3-8** \*\*to be signed via FACTS and in class after thorough discussion:

As a responsible student, I understand the following is expected of me when using a St. Monica Catholic School owned digital device:

- I am responsible for the upkeep of my school-owned device and will take care of it.
- I will refrain from modifying my device or its case.
- I will make sure my device is fully charged before I go to bed.
- I will keep food and drinks away from my device.
- I will only use the apps and programs that were downloaded to my device by school administration. I will refrain from attempting to add apps, games, internet search engines, VPN's, etc.
- I will practice digital responsibility with my device - by respecting copyright and the works of others, and refraining from searching for, accessing or sharing inappropriate sites, words, and materials at all times.
- I will use my device when at school only when directed to do so by my teacher and will refrain from navigating away from applications in use during class.
- I will refrain from using my device in a personal manner, including but not limited to, playing games, listening to music, watching videos, free-surfing, taking pictures or videos that aren't school related, connecting to unauthorized devices, sharing personal documents or emails, shopping, illegal activity, etc.
- I will refrain from clearing my search history.
- I will use only my school-assigned device and will refrain from sharing my credentials and/or personal information with anyone else online or otherwise.
- I will contact a school employee if I find someone else's device.
- I will report any problems with my device and/or security issues or inappropriate content to my teacher. I will not share with others.
- If I choose to disregard the rules above, the following consequences may occur:
- I may receive a classroom consequence.
- I may have to complete my work using pen/pencil and paper. Turning in assignments on time is still my responsibility.
- I may lose the privilege of using my device until I have proven I can be responsible, and the school may investigate my usage.
- If I disregard the rules multiple times, I may be required to meet with the principal and my parents to develop a plan for device usage.

**Student acknowledgement PK-2:** \*\*to be signed via FACTS and in class after a thorough age-appropriate discussion with the teacher:

As a responsible student, I understand the following is expected of me when using a St. Monica Catholic School classroom digital device:

- I am responsible for taking care of classroom iPads
- I will keep food and drinks away from the iPads.
- I will only use the apps and programs that were downloaded to the iPads by the school administration. I will refrain from adding apps, games, internet search engines, etc.

- I will practice digital responsibility with the classroom iPads - I will respect copyright and the works of others, and I will refrain from searching for or accessing inappropriate sites, words, and materials at all times.
- I will use classroom iPads only when directed to do so by my teacher and will refrain from navigating away from applications in use during class.
- I will refrain from using the iPads in a personal manner, including but not limited to, playing games, watching videos, free-surfing, taking pictures or videos that aren't school related, sharing personal documents, shopping, etc.
- I will refrain from clearing the classroom iPad search history.
- I will refrain from sharing my credentials and/or personal information with anyone else online.
- I will report any problems with the classroom iPads and/or security issues or inappropriate content to my teacher. I will not share with others.

If I choose to disregard the rules as stated above, the following consequences may occur:

- I may have a classroom consequence.
- I may have to complete my work using pen/pencil and paper.
- I may lose the privilege of using the classroom iPads until I have proven I can be responsible.
- If I disregard the rules multiple times, I may be required to meet with the principal and my parents to develop a plan for device usage.

**Parent Acknowledgement (PK-8)** \*\*to be signed via FACTS before device is issued:

By signing this agreement, student(s) and parent(s) acknowledge the following:

1. Participation in the digital learning program is required of all PK-8 students.
2. The cost of using school owned devices is included in the family tuition cost (except in the case of negligence, loss, damage, etc., in which case the family agrees to incur all related expenses).
3. Access to school owned devices and programs is a privilege, not a right, and St. Monica Catholic School reserves the right to (a) establish usage rules; (b) log and monitor usage; (c) delete any saved information; (d) limit, suspend, or terminate access at any time for any reason; and (e) report suspicious or illegal activities to the proper authorities.
4. This form serves as express authorization for St. Monica Catholic School to provide personal identifying student information to operators of various educational applications and web-based services throughout the year, as needed, to further the educational experience. The signed form releases and indemnifies St. Monica Catholic School from and against any claims arising out of our providing such information to the operators of the applications and services. It is understood that the creation and use of these accounts is strictly for educational purposes and if there are any questions about specific

information collection or privacy policies, the website connected to the program in question should be referenced.

**We have read the St. Monica Catholic School Digital Learning Guide and Acceptable Use Policy in its entirety, and we are affixing our signatures to verify that we (parent/s and student) understand its content and agree to the policies, guidelines, and expectations for the program and will comply with the guidelines to the best of our ability. We understand that the school's policies and procedures may change throughout the year and will supersede information contained in this Policy. Parents will be notified of changes in policies and procedures as the updates are made.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_