



# **St. Monica School**

## **FAMILY SCHOOL HANDBOOK**

### **2018-2019**

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***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 school policies that are currently in effect. The school reserves the right to institute changes that alter any of the information in this Handbook.***

**MISSION STATEMENT**

The mission of St. Monica Catholic School is the development of the whole child by fostering the love of God, respect for self and others, and belief in gospel values, according to Roman Catholic principles, in an atmosphere of academic excellence. It is the Mission of our school to encourage self-confidence and school pride in a culturally diverse community, through a caring and disciplined partnership of Church, school and home. It is the Mission of our school to graduate students who are knowledgeable in the Catholic faith, academically prepared to continue their education, and ready to be the future of our Church, community and country.

**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 for the purpose of educating 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 in order 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 which offer the opportunities of leadership, sportsmanship, cooperation and school spirit.

## **RELIGIOUS FORMATION**

Religious formation and education is provided on a daily basis. This includes religious instruction, prayers at the beginning and end of each day, at snack and at lunch times; and integrated value formation throughout the curriculum.

Second grade Catholic students may 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 may 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 in the cafeteria or classrooms. They are often led by our pastor; however, 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.

The dates and times for the para liturgies or Masses can be found on the school website. Parents are asked to join in our liturgical celebrations.

### **Sharing Faith**

John Westerhoff III, in his book, Bringing Up Children in the Christian Faith, suggests that we should not ask the question, "How can we make our children into Christians?" Rather, it must be, "How can we be Christian with our children?" He suggests the following five guidelines for sharing our faith with our children.

- We need to tell and review the Biblical story and The Stories of Faith together
- We need to celebrate our faith and our lives together
- We need to pray together
- We need to listen and talk to each other
- We need to perform faithful acts of service and witness together

## **ADMISSION AND REGISTRATION**

### **New Students**

Families new to St. Monica and siblings of existing families will apply to St. Monica by late January.

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

- St. Monica School Placement Test information regarding academic, developmental and/or behavioral assessment.
- Academic, developmental, behavioral and/or 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-Catholics

Academically and behaviorally eligible students transferring from other Catholic schools may be given priority over those transferring from local public schools, even if parishioners.

Developmental readiness assessment is required for all Kindergartners.

New students will be notified by email regarding admission/denial. Our waiting list is for the current school year only. We do not keep lists from year to year. You must reapply the following year and the above criteria will be followed.

Application and Enrollment fees will not be refunded. When a child transfers to another school, the principal, teacher and school secretary should be notified in advance. All library books and school books/software must be returned. Student records will be sent directly to the new school. All tuition and fees must be paid before any records are released.

### **Re-Enrollment**

Re-enrollment for existing students for the coming school year occurs in January & February. Enrollment information will be available on the school website for current families, prior to enrollment dates. Each child's spot will only be held through the period of enrollment, unless the office has been notified and special arrangements have been made.

At the time of enrollment:

- Enrollment fees must be paid for each child returning to St. Monica
- All fees/tuition 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

### **Tuition**

Tuition status is as follows:

- Subsidized Parishioner Rate
  - Each student is baptized Catholic
  - The family substantially participates at St. Monica Parish and School
  - The family provides the Parish with financial support on a regular basis, generally at least once a month and totaling at least \$1,200 in a calendar year. Only amounts contributed to the general operating fund for St. Monica Church counts as contributions for parishioner discount because those funds are used to subsidize the school.
- Multiple Child Rate
  - Families who are eligible for the Subsidized Parishioner Rate and who have more than one child enrolled in grades K-8 will be eligible for the Multiple Child Rate
- Full Rate

### **Financial Aid Policy**

St. Monica School awards financial aid to families who meet the following criteria:

- Families must have been enrolled for at least one year at St. Monica School
- Families must complete the financial aid forms through FACTs Tuition Management
- 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.
- FACTs Tuition Management Tuition Assistance issues decisions regarding the amount of the aid awarded to a family. The final decisions regarding the awarding of the tuition assistance lies 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 single family or student.

## 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 to the Student Services Secretary at (214)351-5688, Ext. 5140 by 8:45 a.m. that day.

Student absences may be excused for the following reasons:

- Personal illness
- Illness or death in the immediate family
- Any other unusual circumstance must have approval from the Principal

A **signed note**, given to the homeroom teacher, explaining the absence will need to accompany your child when he/she returns to school. In addition, it will be necessary for your student to see the school nurse before re-admittance to class if he/she has been absent for more than 2 consecutive days due to illness. After five consecutive days or more of absence due to illness, a note from the child's doctor is required in conjunction with his/her return to school. A student must be present at least two consecutive hours to be considered in attendance for one half day and four hours to be considered in attendance a full day.

**A student who is absent from school will not be permitted to participate in extracurricular activities including sports the day of the absence.**

### Absence Policy

A student may not receive credit for a class or for 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 for the absences.

### Work Missed Due to Absence

If families are aware of an impending, extended absence for a student, they are to communicate with the principal and teacher to coordinate arrangements between the school and home regarding individual student assignments. Students are responsible for all assignments and work missed during the absence. Failure to make up work, tests, assignments or long-term projects affects the academic report card. **Vacations and pleasure trips taken on school days are STRONGLY discouraged.** Teachers are not expected to prepare advance assignments for such trips. It is the responsibility of the student to find out the assignments that have been missed and gather any necessary materials. Parents are asked to plan trips during regular school vacation times. Days taken off for pleasure trips are considered **UNEXCUSED** absences. Schoolwork and tests missed must be made up. If a student was notified of the test/homework prior to the absence, the test/homework will be made up on the day the student returns. If the student was not notified of the test/homework prior to the absence, she/he will take the test and/or submit the homework as arranged at the discretion of the teacher.

### Late Arrivals and Tardies

When students arrive on time and are picked up on time, children are learning lifelong skills. Students may arrive no earlier than 7:00 a.m. Students who arrive after 8:00 a.m. are required to obtain a tardy slip before they will be admitted to class. 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. Tardies are given to students who arrive for school after the 8:00 a.m. bell rings and who have not had an excused medical/dental appointment. Tardiness counts against a Perfect Attendance record.

Because tardy students disrupt the other students and the learning process, excessive tardies and absences will require a parent conference with the principal and may require that a student withdraw from the school if not corrected.

Students that arrive after 10 AM will be counted as absent for half a day or a whole day depending upon their arrival time. Notes sent in by parents regarding early dismissal or tardies will be kept in the front office. Notes regarding student absences will be kept by the homeroom teacher.

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

The student must come to the reception desk before school to receive a pass for early release. A written request from the family for release during school hours must be signed and dated for each release. The front desk will only release students to their parent/legal guardian as listed on Ren Web as authorized to pick up student. A sign out sheet is kept at the desk for all to sign out their children. *Release of students during school hours is not permitted after 3:00 p.m.*

### **Withdrawal Policy**

When a student is withdrawn from school, the parent/guardian must notify the school office in writing, and complete the required withdrawal paperwork as soon as possible prior to the actual withdrawal date. Official student records are mailed directly to the new school.

### **Calendar**

All schools in the Diocese of Dallas are required to have a minimum of 180 days of instruction in the school year. These include Parent/Teacher Conference days. School is in session for grades K-8 at least seven hours every day, "bell-to-bell."

## **ARRIVAL AND DISMISSAL**

### **Campus Security**

The protection of the student is the primary concern of the school when considering use of the facility. In order to implement a security plan, the door to McManus Hall will be the only access and egress to the school. There will be a security person at the door to monitor the use of the facility. All visitors entering the school are required to sign in and sign out. An identification badge must be worn while on the campus.

### **Student Arrival**

All students will be admitted to the classroom at 7:45 a.m. This gives time for students to put away their belongings and prepare for class. Therefore, it is suggested that students arrive on campus between 7:30 and 7:45 a.m. Supervision of students for all grades begins at 7:00 in the school Cafeteria. Students in grades K-4 attend school from 8:00 – 3:15 and Grades 5-8 from 8:00 – 3:35.

### **Carpool Traffic**

The primary goal of the traffic pattern is to provide a safe place for students during arrival and dismissal of school as well as to maintain a consistent flow of traffic. The speed limit while in the driveways and parking lots is 5 miles per hour. Please refrain from using cell phones while in the carpool line. Information regarding the traffic pattern is available on the school website.

### **Early Dismissal**

Early dismissal occurs for faculty in-service meetings and on certain days of school. Please check the school calendar for these dates. At such time, grades K-4 will be dismissed at 12:15 and grades 5-8 will be dismissed at 12:35. No lunch is served in the cafeteria on early dismissal days.

### **Walkers**

We feel that the safest means for your child to be picked up from school is to follow the standard traffic procedure for dismissal. The plan allows for supervision of your child by school personnel until they are loaded into your car, thereby eliminating many of the dangers of additional traffic to cross, and access to the general public. However, for various reasons such as living close to the school, a tight afternoon schedule, or mixed carpools, parents have requested that their child be permitted to walk off of the campus at dismissal time. While we hope that you will exercise caution with this practice, particularly with your children, the school will accept a parent's written request for a "walker" designation.

The walker form may be found on-line or picked up in the school office. A new form is required annually from the parent or guardian for each family that uses this designation with one or more children.

### **Inclement Weather Closings**

St. Monica Catholic School will follow the Dallas ISD plan for inclement weather closures. Please refer to your local radio and television news for reports of possible school closing or delayed opening times. A message will be sent through Ren Web.

### **Visitors**

To ensure the safety of our students, all visitors to the school 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 prior to 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.

Please understand that our focus is on the children at arrival and dismissal times. While we are most interested in communication with our families, the staff may not always be available for discussions during these critical time periods. Teachers are unable to conduct conferences in the hallways, parking lots, cafeteria, etc. Please contact the teacher through e-mail, send a note to the teacher or call the school office for an appointment.

### **Forgotten items/Delivery/Messages**

K – 5<sup>th</sup> grade families bringing lunches, homework, books, etc. are to deliver them to the front desk in McManus Hall labeled with the child's name and room number clearly printed. The office staff will see that the lunch, homework, books, etc. are delivered. **Items brought to school AFTER 10:00 may not be delivered to the students.** Messages for your child are to be directed to the personnel in the school office who will then contact the student. 6<sup>th</sup> – 8<sup>th</sup> grade – Please refer to the Middle School No Rescue Policy.

## **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 in a timely manner. Students may not return to school until they have been **fever 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 in accordance with regulations for the illness or disease and/or a doctor's clearance letter.

### **Medications at School**

Prescription medication which 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. In addition, 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.

### **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, 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 have current phone numbers for home, work, pagers, and cell phones for relevant family members or other emergency contacts. In the event that 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 course of 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.

In the event that communication is needed to the wider parent community regarding an emergency in the geographic area or school, the administration will begin the emergency phone tree and/or post information on the school website.

## **CHILD ADVOCACY**

In accordance with 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 room mothers. Please do not bring additional food or treats to the classroom unless requested by the room mother. **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 in K-1<sup>st</sup> grade are welcome to bring in a birthday snack to share with classmates. The snack should be simple and nutritious in nature - 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. For 2<sup>nd</sup> grade and up, birthday snacks and treats will be shared at recess or lunch. On the child's birthday, family members may join their child for lunch in the cafeteria.

If your family is planning a birthday celebration or any party for your child outside of school and you are not inviting all children in the classroom, do not hand out invitations or follow-up "thank-you's" at school. Presents

must be exchanged outside of school. You may use the school directory for mailing party invitations to school friends. Children are very sensitive, and we do not want the children hurt because they were not invited.

## **COMMUNICATION**

Good communication between home and school is necessary. The school becomes an extension of the home for children.

### **Parent Notification**

Three-way communication among the student, teacher and parent(s) is the key to a student's success. To that end, St. Monica Catholic School encourages parents to first address questions and clarifications from their child's teacher.

Certain standards also guide notification from the classroom teacher. Teachers may contact parents via telephone, e mail, academic notices or a note home for any one of the following reasons:

- Good news, 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.

### **Parents Web**

Ren Web's Parents Web 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 Parents Web 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 Parents Web, the Network Administrator must be notified.

### **Electronic Correspondence**

St. Monica 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 e-mail) to and from electronic mail addresses provided by St. Monica School is not encrypted or transmitted over a secure connection. St. Monica 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 possibly be intercepted by third parties during transmission, and agrees that St. Monica School, its administrators, teachers, employees and agents are not subject to liability for any such interception of information.

### **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.

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.

### **Computer Ethics**

St. Monica Catholic School has implemented a technology plan to prepare its students to meet the challenges of a technologically advanced society. The school provides access to educational software, as well as the Internet for research and communication. This access enriches the student's educational instruction. There are regulations governing use of the school computer networks. An **Acceptable Use Policy** must be signed by each parent and

student before a child may use the computer and the internet. The school network utilizes filtering software which objectionable materials can sometimes circumvent. If this happens, the student must report the situation to the teacher immediately. Violation of the policies and procedures of the St. Monica School Acceptable Use Policy will result in disciplinary action administered according to the nature of the violation including detention, In-School-Suspension (ISS), Out-Of-School (OSS) or Expulsion.

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

The St. Monica 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.

### **3) 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.

## **PARENTAL COOPERATION**

Parental cooperation and respectful conduct is 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 and requested by the principal.

Parental behavior or failure to cooperate/ communicate respectfully shall be grounds for 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.

## **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, Language Arts, Mathematics, Science, Social Studies, Computer Science, Fine Arts, Physical Education, Spanish and sensory-motor skills. In addition, the school offers exploratory classes and honors classes in Math and Language Arts to the middle school students.

### **Accreditation**

St. Monica Catholic School is accredited by the Texas Catholic Conference Accreditation Commission, the body designated by the Texas Education Agency as the governing body for Catholic Schools of Texas. St. Monica also holds an additional accreditation through Advanced Ed, a national accreditation for private schools.

### **Academic Evaluation and Assessment**

The evaluation of a student is a daily, on-going process. The student is evaluated not only on 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. In addition, achievement tests each year measure a student's academic growth and progress relative to chronological age and grade placement. These compare the student to similar students according to national and diocesan norms.

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	<b>A</b>
Good	85-93	<b>B</b>
Satisfactory	76-84	<b>C</b>
Needs Improvement	70-75	<b>D</b>
Unsatisfactory	69-below	<b>F</b>

- Kindergarten will use the scale of Mastered, Progressing and Needs Improvement on their report cards.
- 

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

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

### **Academic Eligibility for Athletics and Extracurricular Activities**

Students in grades 5-8 who wish to participate in Athletics and/or Extracurricular Activities are required to maintain a certain level of academic success as well as meeting behavioral standards set forth by the school. Extracurricular activities include but are not limited to Student Council, school musicals, dance team, cheerleading, etc.

Students must maintain a 76% average in all major subject areas (English, Literature, Math, Science, Social Studies and Religion) and receive conduct grades of "C" or higher for the current quarter. A student may not earn more than 1 "D" and no "F's" in the major academic areas as listed above. They must receive no conduct grade lower than "C" on Progress Reports or Report Cards.

Eligibility is evaluated at Progress Report time, the 2 weeks following Progress Reports and at Report Card time.

Eligibility is determined as follows:

1. At Progress Report time if these standards are not met, the student will be placed on a 2 week probationary period. During this time the student is allowed to participate in all activities.
2. At the end of the 2 week period the student's grades will be reassessed. If the standards are met in ALL major subject areas and conduct has improved, the student will be released from the probationary period. If the standards are not met in ALL major subject areas or conduct, the student will be removed from participation in all Athletic and/or Extracurricular Activities.
3. Grades are again 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 until the next Progress Reporting period.
4. Students that become ineligible at the Report Card period who have not yet met the standards at the Progress Reporting period will not become eligible. The student's grades will be reassessed at the 2 week period following Progress Reports.

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.

### **Homework**

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 following are guidelines for homework allotment for the average student with average motivation and ability to concentrate.

- Kindergarten—twice a week assignments (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. The times below are presented as approximate total study times. Depending upon the level of difficulty or the topic,

assignment times may vary. However, if your child's homework times regularly exceed those indicated, please contact the teacher. Homework may also involve projects that are assigned over a period of several days or several weeks. Parents can help their child by setting organizational goals for successful completion. Some of these projects may necessitate weekend homework.

- Grades 7 and 8—Homework may be assigned Monday through Friday. The times presented below are recommended periods for studies. Honors classes and/or semester exams may affect these times.

Grade 1	30 minutes	Grade 4	1 hour
Grade 2	40 minutes	Grade 5/6	1 ½ + hours
Grade 3	50 minutes	Grade 7/8	2 + hours

### **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 improvement according to their ability. Therefore, personal academic certificates of achievement will be issued each grading period for Grades 3-8. These certificates will be issued after report cards are sent and will acknowledge earned grades of A, A/B, or B in all subject areas and no conduct grade below a B.

The following criteria will apply:

- "A" Honor Roll All A's on entire report card (including electives) and no conduct grade below B.
- "A/B" Honor Roll All A's and B's on entire report card (including electives) and no conduct grade below B.

### **Missing Assignments**

Grade level policies determine when delinquent homework or class work may be made up. In Kindergarten, a U will be given for missing homework after the makeup period has passed. In Grades 1-5, a maximum of 90% credit will be given the first day late, a zero thereafter. The exception for penalty is an excused illness. Should a zero be given, parents will get notification on Parents Web. In grades 6-8, a maximum of 80% credit will be given the first day late, a zero thereafter. The exception for penalty is an excused illness.

### **Probation Guidelines**

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

- N (Needs Improvement) in Grade K 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 3-7 in any one of the following: Reading, Language Arts, Math, Science, Social Studies or Religion.

Also note 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 D or higher or 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.

### **Conditional Promotion**

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 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 prior to the start of school in order 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**

Kindergarten:

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

- Receives an N and/or U in the same subject area (Language Development and/or Number Development) for two of the first three quarters. **OR**
- Social Development has not progressed satisfactorily for the appropriate age. **OR**
- Has been absent more than 10% of the required school days.
- Retention is for one year only.

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 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.

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 be allowed to participate in any graduation activities including the graduation ceremony.

### **JUNE COOPER LEARNING 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.

**Enrichment Program:** This is a unique program developed specifically for St Monica School and The June Cooper Learning Center. It is based on the importance of challenging all students to reach for higher levels of cognitive and creative thought. By using 3 different types of enrichment across many grade levels, the program seeks to reach as many students as possible to help them maximize their potential abilities.

**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 JCLC classroom for testing as well as additional help with classwork/homework.

**Student Resource Services:** Students may utilize the JCLC before school, during lunch, or after school to work on research, group or individual projects, or to study.

**Parent Resource Services:** Parents will have the opportunity to engage in parent education through small group meetings, book studies, and the LEAF parent group.

### **Classroom Enrichment**

All students in grades 2-3 benefit from a weekly class visit conducted by a G/T trained Enrichment Specialist.

Students in grades 3-5 who demonstrate significantly higher than average COgAT ability test scores may qualify for a weekly pull-out Enrichment class, taught by the Enrichment Specialist.

High achieving students in grades 3-5 that don't qualify for the pull-out program are given additional opportunities for classroom extension upon teacher request.

Students who are identified in Grades 3-5 through standardized test scores in Reading, Language and Math may qualify for a weekly enrichment class.

**In Grades 6-8, Honors classes** in Language Arts and Math are offered. Student placement in Honors is based on the following criteria's:

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

- IOWA test scores in Total Math, Mathematics, and Computation
- Math Curriculum Based Assessment scores (these are given three times per year)
- Quarter class grades for math
- Teacher recommendations
- Attendance
- Conduct

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

- IOWA test scores in Reading Vocabulary, Comprehension, Total Reading, Spelling, Capitalization, Punctuation, Usage and Expression, and Language Total
- Writing Curriculum Based Assessment (administered 3 times per school year)
- Reading Comprehension Assessment scores (administered 3 times per school year)
- Quarter class grades for English and literature
- Teacher recommendations
- Attendance
- Conduct

A student's placement in Honors classes is evaluated annually. There should be no expectation of continued placement in Honors from year to year.

### FIELD TRIPS

Field trips are planned by teachers with the help of the room mothers 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 diocesan security program in order 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 own children on a field trip. Students must go by commercial bus BOTH ways on a field trip.

Individual parents who drive children must show proof of liability insurance and have a special background check in addition to what is done for Safe Environment. Please see the school/parish Business Manager 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

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

### 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 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 (Girls may not wear slacks)
<b>Jumper Preschool-4 Skirt 5-8</b>  Note: Girls must wear navy modesty shorts under their uniforms.		Jumper Preschool-4 Skirt 5-8  Bottom of the hem must be at the knee when kneeling. Note: Girls must wear modesty/sports shorts under their uniforms.
<b>Shirts</b>	Preschool - 2 Knit Polo shirt-navy.  Preschool - 8th Dri Fit Navy or Light Blue Shirt with Monogram  K-8 Oxford Shirt (white or light blue, with or without logo)	Preschool - 8th Dri Fit Navy or Light Blue Shirt with Monogram  Preschool-2 Peter Pan collar-white  K-8 Oxford Shirt (white or light blue, with or without logo)

<b>Tie</b>	8 <sup>th</sup> Grade—worn only with long slacks. Must be worn on high school visits, Mass days, and Picture days	
<b>Belts-</b> Must be worn if pants/shorts have belt loops. No belt is required for Preschool or Kindergarten.	1 – 8 Plain or braided in black, brown or navy.	1 – 8 Plain or braided in black, brown or navy.
<b>Socks</b>	Preschool – 8 White with or without logo. Socks should cover the ankle bone. NO “low cut” socks.	Preschool – 8 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>	Solid black, low rise Athletic shoe. White soles are fine. No swooshes or emblems. Must have non-marking sole Preschool - Velcro closure  6-8 optional – Sperry's brown or navy	K- 8 Ked's or Footgear by Willits Saddle Style Tennis Shoe- Blue/White or Black/White Willits Classic Saddle Shoe- Blue/White or Black/White Solid White low rise Athletic shoe.  6-8 optional – Sperry's brown or navy. Solid White low rise Athletic shoe.  Preschool – White Keds with Velcro closure
<b>Fleece</b> Grades Preschool-8	Preschool-5 Navy fleece 6-8 Green or Navy fleece Purchased at SMS Spirit Store only	Preschool-5 Navy fleece 6 – 8 Green or Navy fleece Purchased at SMS Spirit Store only
<b>Sweater</b> Grade 8 only	Crew Neck Sweater—Navy	V-neck Sweater—Navy
<b>PE/Gym Days</b>	Athletic shoe required—gym shorts are not required.	Athletic shoe required—gym shorts are not required.

<b>Optional Item</b>	St Monica School Hoodie – Must be purchased from the Spirit Store.	St Monica School Hoodie – Must be purchased from the Spirit Store.
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### 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 and No nail polish. 8 <sup>th</sup> grade only – Clear nail polish, French nails.
<b>Hair</b>	Should be neat, clean and well groomed. Should 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 of the eyes.	Should be pulled back or styled so that it is out of the face and eyes. Should not be dyed in anyway, or it will need to be returned to its natural color as soon as possible (no highlights). Hair should not be styled in a manner that can be considered distracting. Hair extensions, ornaments (feathers, beads, etc...) are not allowed. Hair bows should not be a distraction to others during class.

### Dress code for Special Events

#### **St. Monica Spirit Day**

Students will be allowed to wear jeans, slacks, Capri’s (for the 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.

#### **Buck-A-Jean Day**

Students may choose to bring a dollar for charity and wear blue jeans or any approved Spirit Day apparel.

#### **Special Events:**

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

## STANDARDS OF CONDUCT

### **Behavioral Expectations**

All students in Grades K-8 are expected to obey school rules and to develop the skills of personal responsibility and polite interaction with others. Parent notification remains the cornerstone of the sound disciplinary program, with the school and home working together to develop the best behavior for each child. Minor behavior issues are handled by the classroom teachers and other school personnel. A more serious disregard for school and classroom rules may warrant a telephone call to parents, an after-school detention, or a parent conference. Repeated misbehavior or a single serious incident may warrant the child being sent to the Assistant Principal's Office and/or scheduling a parent conference.

#### *St. Monica Catholic School Policy 4.4*

"Students enrolled in St. Monica Catholic School are responsible for their compliance to the academic and behavioral guidelines of the school. Each parent and student is responsible to act in a manner that upholds the mission of St. Monica Catholic School. Any student who behaves in a manner that would be detrimental to the school or parish may be disciplined accordingly, including expulsion.

As Parents are the primary educators of their children, it is their responsibility to ensure the positive behavior of their children and to adhere to the rules of the school. Parents are required to actively monitor their child's progress in all areas of the school including behavior.

All students and parents are required to act in a polite and respectful way to all teachers, administrators and employees of the school and parish. Anyone who acts inappropriately to any St. Monica employee may be asked to leave the property. If further action is needed, the police may be notified.

The school reserves the right to withdraw enrollment or withhold re-registration because of the conduct of any parent who does not adhere to these behavioral guidelines."

Classroom and school policies are designed to offer increasing self-discipline that is an indication of one's capabilities of accepting the responsibilities and privileges of being a Christian adult. To that end, citizenship and work habit guidelines are provided below:

### **Citizenship**

- Be polite and kind to adults and students, in speech, action, and manner
- Display respect and prayerful participation during worship
- Obey all rules and procedures
- Respect property
- Properly greet adults
- Use manners, for example, "Please" and "Thank You", or "Ma'am" and "Sir"
- Offer assistance to others in need, such as helping others to carry heavy loads and opening doors for others

### **Work Habits**

- Work conscientiously
- Be prepared for class with all necessary materials.
- Complete all assignments on time
- Actively participate in the learning process

## Discipline

### CATHOLIC SCHOOL DISCIPLINE

The terms punishment and discipline are not synonymous, nor are they correctly used interchangeably. Whereas punishment attempts to control people by some kind of force or reprisal, discipline is an active teaching process which at its best helps students figure out how to cope with difficulties. With punishment the teacher assumes responsibility for the students and imposes a make-up-for-it consequence. Discipline places the burden of responsibility on the student where it belongs and provides a supportive process for helping the student make whatever changes are necessary to resolve the situation. In this sense, discipline sets consistent, firm and reasonable limits to behavior in line with student and group needs and with appropriate expectations of student and group behavior. It is the term used to describe the process of growing up and becoming productive members of society.

It is the role and the responsibility of parents, as the first and best educators of their children, as well as teachers, to facilitate this type of growth and development of children.

One of the most important responsibilities of the Catholic school is the task of integrating faith and life in order to educate students to appreciate and practice good citizenship. Respect for the rights of others, honesty, good sportsmanship, cooperativeness, kindness, and a ready acceptance of other persons as equals are representative characteristics of the Catholic Christian way of life and good citizenship.

The professional staff has the responsibility of implementing consistent patterns of disciplinary procedure. A teacher must be able to:

- a) Carry out work effectively,
- b) Use stimulating teaching resources,
- c) Generate enthusiasm for learning,
- d) Enforce rules that are fair,
- e) Motivate students to respect academic achievement,
- f) Encourage good citizenship
- g) Manifest a sincere interest in the welfare of each student are all factors that help to create an atmosphere that is conducive to good citizenship and optimum learning.

At St. Monica School, parents/guardians, staff, and students form a community in order to attain spiritual, intellectual, physical, and social development within a sound Christian environment. St. Monica School is committed to the development of competent and responsible young men and women. Our Discipline Program establishes rules of conduct and procedures for student behavior at St. Monica School. Each teacher will design and implement a classroom management plan that is fair and consistent. St. Monica School has zero tolerance to any forms of violence.

### DISCIPLINE

St. Monica Catholic School seeks to create an orderly climate, which permits teachers and students to work together to promote a positive academic environment.

#### Discipline Code –

Students in grades Kindergarten through 5<sup>th</sup> grade are to follow the behavior guidelines and consequences set by their classroom teachers. The administration will support the teachers and work with parents to solve problems that might arise on a case-by-case basis.

The purpose of the discipline code of St. Monica Catholic School is to help students in middle school grades 6-8 observe a code of conduct that is compatible with the Gospel values. Students who choose to disregard these values must be aware of the consequences for poor choices and inappropriate behavior. For specific Middle School Behavior Policies see the attached SMS Middle School Behavior Policy for Grades 6-8.

## **Disciplinary Guidelines:**

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible, Christian citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate action based on the following:

- Seriousness of the offense
- Student's age
- Grade level
- Ability and functioning level
- Frequency of misconduct
- Student's attitude

## **Conduct Marks-**

Conduct marks are cumulative for the quarter, students start over each quarter with a clean Behavior Log. However, detentions are carried over for a semester.

## **Detentions-**

Detentions will be scheduled every Friday morning and will begin at 7:00 a.m. allowing the students time to reflect on their behavior. Students who are assigned a detention will be given written notice of the detention, which needs to be signed by the parent. Failure to serve an assigned detention will result in a second Friday Morning Detention.

Some examples of conduct or behavior that may result in a Conduct Mark are:

- Frequent talking in class without permission of the teacher
- Disrespectful comments to other students, teachers, or other adult volunteers
- Offensive name calling
- Violating standards of behavior in hallway, church, dining hall, library or playground.
- Horseplay
- Writing or passing notes
- Minor violations of the Technology Use Policy
- Consistent disregard of the school's uniform guidelines
- Possession or use of a cellular telephone in the building
- Deliberate minor disruptions not specified here
- Violation of the I-pad use policy

## **Automatic Detentions –**

An Automatic Detention may be issued to students for major infractions that cause a serious disruption to the school day or may be issued to a student who chooses to consistently and intentionally disregard the rules of the school. This is a serious step in the disciplinary program at St. Monica Catholic School and the slip will require the signature of the parent, teacher and the school principal. Certain acts of conduct are so serious that they may result in expulsion. Acts of misconduct that may merit an Automatic Detention are listed below.

- Showing disrespect or disobedience toward a faculty member or volunteer
- Fighting, either physical or verbal
- Demonstrating bullying behavior toward another student(s).
- Using or possessing any kind of tobacco, drugs, or alcohol etc.
- Possession of any kind of weapon to school
- Use of profanity, spoken or written
- Cheating or assisting another student in cheating on an assignment/test etc.
- Vandalizing school property or personal property of teachers or other students
- Stealing
- Inappropriate displays of affection
- Leaving school property without permission

- A serious violation of the St. Monica Catholic School internet use policy
- Causing deliberate and serious disruptions not specified here
- Violation of the I-pad use policy

### **Disciplinary Actions**

A Disciplinary Action will be issued in lieu of a fourth detention within a quarter, they may also be issued to students for any violation determined by the administration to be of a serious nature. Disciplinary Actions are cumulative and in effect for the ENTIRE YEAR. A Disciplinary Action excludes the student from achieving honor roll recognition during the grading period it was issued. The consequences for receiving a disciplinary action are as follows:

#### **Disciplinary Action #1 –**

- One day in-school suspension
- Exclusion from honor roll for that grading period
- Automatic D in general conduct for that grading period

#### **Disciplinary Action #2 –**

- 3 day in-school suspension
- Ineligible for all extra-curricular activities for the rest of the semester
- Exclusion from honor roll for rest of semester
- Automatic F in general conduct for the grading period

#### **Disciplinary Action # 3 –**

- Automatic 5-day suspension from school. A conference is required with parents, principal, student and teachers. The suspension may be either in or out of school at the discretion of the principal.
- Student is excluded from all extra-curricular activities for the rest of the semester, including field trips and athletics.
- Student placed on probation and return for the following year will be in jeopardy
- Automatic F in general conduct for the year on permanent record folder

#### **Disciplinary Action #4 –**

- Expulsion
- Meeting with parents to discuss the impending expulsion of the student

### **Suspensions –**

The purpose of a suspension is to isolate a student from his/her peers so that he/she may reflect on a very serious or repeated infraction and avoid it in the future. Students will spend the suspension working in a quiet atmosphere. Teachers will send assignments to the office which will be delivered to the student. The student will eat lunch alone in the suspension location. Students are given breaks and access to restroom facilities. Students will attend Mass if they are suspended on a Mass day, seated away from their class.

A student may receive an in-school suspension without previously receiving any other form of disciplinary notice, depending on the seriousness of the infraction. The assignment of this type of suspension will rest at the discretion of the principal. Certain situations may occur that may fall outside the disciplinary plan that has been stated in this handbook. A second and third Disciplinary Action will result in suspension.

## **Discipline and Privacy:**

Any and all 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 behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

## **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 Christian 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, whether or not consensual.

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 Principal. The Principal will take whatever actions he or she deems 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 use of technology (such as cyber bullying – 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 characteristic 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 physical actions. Bully is an intentional act and it will be treated as such. No one forces a person to be a bully.

This policy is not intended to prohibit 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 district 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 which 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 set forth 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 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, anti-bullying policy requires the following:

1. Teachers of St. Monica Catholic School students are expected to:
  - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and way 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. Have a designated area (comment box or e-mail) and method for students to report bullying and to leave messages discretely and anonymously for the teacher's attention.
  - e. Teachers will take 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 building principal or teacher in charge as outlined in 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.
  3. Obtain anti-bullying information from teachers and /or principal if desired.
  4. Students of St. Monica Catholic School should:
    - a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, 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 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 co-tenant of individual student lockers and desks. Without prior notification to students or parents, upon cause deemed reasonable by the Administrator, in his/her sole discretion, the Administrator 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 Administrator 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 as a result of the search and inspection or otherwise. Any substances or items confiscated by the school may be turned over to the proper authorities. These searches may be conducted from time to time without prior announcement and with the aid of the Dallas police if necessary.

### **Smoking**

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 in all school facilities as well as on the grounds of St. Monica School and Parish.

### **Sobriety Testing**

Alcohol in any form is prohibited at school or any school events by students and adults. In exceptional situations, a sobriety test may be used to determine if a student or adult has consumed alcohol. This test may be administered on campus or at school-sponsored event by the police.

### **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 administration may request that parents/guardian 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 Church 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 Nurses 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 there are any issues that arise during the course of the claim, please contact the School Office. Coverage is provided in accordance with the plan documents and specific coverage terms and conditions.

## **PARENT INVOLVEMENT**

### **Safe Environment Program**

As Christian adults, we have a moral and legal responsibility and are entrusted by God with the spiritual, emotional and physical well-being of minors and vulnerable adults as they participate in activities within or sponsored by our Diocese. It is our responsibility and commitment to provide an environment which is safe and nurturing.

St. Monica Church and School both follow the Diocese of Dallas Safe Environment Program. The program is designed to help protect the youth, elderly, and vulnerable adults of our parish as they participate in activities within our community. The process of protecting the vulnerable also serves to provide a layer of protection against the possibility of false accusations for those adults who are involved in our many ministries. Anyone who intends on volunteering in any capacity at St. Monica School must complete the Safe Environment program. Information about the process can be found on the school website.

### **Volunteer Hours**

St. Monica School is blessed to have tremendous support from families as volunteers. There is no requirement for families to accrue or log volunteer hours as a member of the SMS community.

### **Volunteer Opportunities**

There are many volunteer opportunities available at St. Monica. These can be found through your child's homeroom teacher, the PTO and/or Dad's Club, school library, athletic department, cafeteria and recess monitor, etc.

### **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 School. It is an aim of the organization to foster a close relationship between home, church, school and community. The PTO has one major fund raiser each year: Autumn fest.

### **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 fund raisers for the organization. The Dads' Club provides a significant dollar amount for the operating budget of the school. The

Dads' Club website is [stmonicadadsclub.org](http://stmonicadadsclub.org).

## EXTRACURRICULAR ACTIVITIES

St. Monica School offers a variety of activities such as Destination Imagination, Speech, Scout programs, Quiz Bowl, Geography Bee, History Bee, Chess, Academic Clubs, Diocesan Spelling Bee, Math competitions, Academic Contests (St. Patrick Academic Fair and PSIA), Student Council, Band and Athletics. The Diocesan summer institute for gifted students, the DeBusk Center for Gifted and Talented Students (DECATS), and the Duke University Talent Search are options for eligible students recommended by the school.

### 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 Principal 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 and the school mascot (8<sup>th</sup> grade) are also included in the athletic program. 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 THEIR SIGNED PHYSICAL EXAMINATION FORM.**

### Academic Eligibility for Athletics and Extracurricular Activities

Students in grades 5-8 who wish to participate in Athletics and/or Extracurricular Activities are required to maintain a certain level of academic success as well as meeting behavioral standards set forth by the school. Extracurricular activities include but are not limited to Student Council, school musicals, dance team, cheerleading, etc.

Students must maintain a 76% average in all major subject areas (English, Literature, Math, Science, Social Studies and Religion) and receive conduct grades of "C" or higher for the current quarter. A student may not earn more than 1 "D" and no "F's" in the major academic areas as listed above. They must receive no conduct grade lower than "C" on Progress Reports or Report Cards.

Eligibility is evaluated at Progress Report time, the 2 weeks following Progress Reports and at Report Card time. Eligibility is determined as follows:

1. At Progress Report time if these standards are not met, the student will be placed on a 2 week probationary period. During this time the student is allowed to participate in all activities.
2. At the end of the 2 week period the student's grades will be reassessed. If the standards are met in ALL major subject areas and conduct has improved, the student will be released from the probationary period. If the standards are not met in ALL major subject areas or conduct, the student will be removed from participation in all Athletic and/or Extracurricular Activities.
3. Grades are again 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 until the next Progress Reporting period.
4. Students that become ineligible at the Report Card period who have not yet met the standards at the Progress Reporting period will not become eligible. The student's grades will be reassessed at the 2 week period following Progress Reports.

Both students and parents will receive written 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.

### Facilities Use Policy

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

Any use of the Athletic Facilities is at all times subject to strict compliance with ALL of 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 without necessity of further action by the Athletic Director, and without refund.

FACILITIES ARE SUBJECT TO CLOSE AT THE DISCRETION OF ST. MONICA SCHOOL AND CHURCH.

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.

### **EXTENDED DAY PROGRAMS**

The Extended Day Programs is available to families with children enrolled at St. Monica School. Preschool meets in the Preschool classrooms, Grades K-4 meets in the Family Center and Grades 5-8 meet in the cafeteria. Extended Day hours are until 6:00 p.m. following school dismissal.

Fees and other information are available on the school website. Costs include appropriate care providers and planned activities. Snacks are available for Extended Day Preschool children. Space is limited for Extended Day. However, K-4 and 5-8 are able to accommodate a larger number of children. Failure to pay all fees in a timely manner will be cause for students to be removed from participation in the Extended Day Program.

Any K-4 student remaining on the St. Monica School campus after 3:45 p.m. is taken to the Extended Day program at the Family Center, and students in Grades 5-8 remaining after 4:00 are taken to Extended Day in the cafeteria. A \$6.00 per hour fee will be charged beginning at 4:00 for all students not picked up after school. This fee is in addition to the \$10.00 fee for non-registered students who are taken to the after school program.

Financial concerns should be addressed to the Program Director. As safety is a paramount concern, evading After School Care is a serious matter. The Study Hall also accommodates the seasonal needs of students participating in athletic and other after school activities. The Study Hall Director can provide more information.

Students may not remain on campus unsupervised waiting for parents to arrive after school hours. Students will be sent to the appropriate Extended Day area.

Drop-in options are not available.

### **GENERAL BUILDING RULES**

Every effort will be made to protect the instructional day from disruption. All members of the St. Monica School Community, including students, staff, parents, volunteers, and faculty, are asked to maintain a pleasant, orderly atmosphere within the school.

- WALK from one destination to another both inside and outside
- While walking in the hallways, stay to the right when passing
- While in the hallways, speak in soft voices

Working together on these habits can have a positive impact on the social and moral development of the children in our care.

### **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. Books may be checked out weekly. Magazines, vertical files, and reference books may be checked out overnight. Grades K-4 may check out books for one week; Grades 5-8 may check out books for two weeks. Overdue books will be assessed a fee of 10 cents per day excluding weekends and school holidays. Lost books will be charged at the replacement cost. **Report cards will be held at the end of each quarter for overdue or lost books until the book(s) are returned and/or fees are paid.**

A Birthday Book Club recognizes the child's birthday and also provides additional books for the library collection.

Parent volunteers are used extensively in the library and must go through the Safe Environment Program. Volunteers are used in a variety of ways in the library, especially with the Accelerated Reader Program. Parent training sessions are required.

### **LOST AND FOUND**

The school Lost and Found is located in the back corner of the cafeteria and in the Family Center. It is VERY IMPORTANT to clearly mark all items so that they can be returned to their owner. Items are kept for one month and then given to charitable organizations.

### **LUNCH AND RECESS**

All students eat lunch in the cafeteria. Each child may bring his/her lunch from home or choose a hot lunch from the cafeteria. Parents are encouraged to establish a cafeteria account with the cafeteria management, maintaining a minimum balance for emergencies. Students may pay daily for cafeteria lunches or use an account balance established by depositing funds into the account.

School lunches are provided by *Guess Who's Coming to Dinner*. Students should be encouraged to purchase healthy foods. Lunches brought from home should be simple and nutritious so a child can manage them independently. Do not send glass containers. Also note that there are no facilities to warm, cook, or refrigerate lunch items for the students.

Students pray before proceeding to the lunchroom. In order 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
- Take time to eat and relax
- Stay seated while eating

Due to the limited size of the St. Monica School cafeteria and the large number of students enrolled in school, parents and visitors will not be allowed to eat lunch with their student (relative or friend) **EXCEPT** for the student's birthday, special occasions or when invited by the school. For security reasons, visitors are not allowed on the playground during school hours. Due to our contract with GWCTD, **NO** "fast food" items brought in from restaurants will be allowed in the cafeteria.

### **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 TCCED:

"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, electronic equipment, MP3 players, CD's, radios, recorders, digital cameras, etc. These items may be confiscated by school personnel and will be returned only to parents. Possession of these items may also result in disciplinary action.

### **CELL PHONE and WEARABLE TECHNOLOGY POLICY**

Students are prohibited from using cell phones and other electronic devices while on campus (this includes before and after school). Students must turn in any devices to their homeroom teacher upon arrival. If a student is found using or carrying such a device, it will be confiscated and turned in to the assistant principal. The device will be returned to the parent upon payment of a \$25.00 fine.

"Smart watches" 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. Hence, student phones should be turned off before given to the homeroom teacher.

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.

### **IPAD TECHNOLOGY AND ACCEPTABLE USE POLICY**

Students from Pre-Kindergarten through 5th grade have access to iPads in their classrooms. Middle school students participate in our 1:1 iPad Program where each student is issued a school owned iPad. Prior to using the iPad, students and parents are required to read and sign a St. Monica School iPad Policy. This policy delineates expected student care and use of the iPad.

iPads are expected to be used for academic purposes as instructed by the teacher. Consequently, using any iPad feature such as the camera when not under the direction of the teacher is strictly prohibited.

Use of messaging (e.g., email, texting, etc.) on the iPad is strictly forbidden. This includes connecting to or communicating with any unauthorized devices (e.g., Fitbits, etc.).

Accessing inappropriate materials is strictly forbidden. Any attempt to circumvent restrictions placed on the iPad will be met with severe disciplinary action.

Student iPads fall under the no rescue policy. If a student fails to bring his/her iPad to school, he/she will forego the use of it for the day. Parents please do not bring the iPad to school. iPads will not be delivered to the classroom.

The iPad is subject to routine monitoring by school administration and faculty. Devices must be surrendered immediately upon request by any member of school administration or faculty. Students in breach of the St. Monica School iPad Policy will be subject to appropriate disciplinary action.

#### *Acceptable Use Policy*

St. Monica School maintains a website at [www.stmonicaschool.org](http://www.stmonicaschool.org) and strives to be abreast of current trends, uses, and equipment in the area of technology. An "Acceptable Use Policy" provides guidelines and procedures for the use of computers, programs, and the Internet. All students, parents, faculty and staff are required to sign this policy in order to use the technology available.

## **NAME, LOGO AND DATA BASE**

### *St. Monica Catholic School Policy 1.8*

"The name, logo and data base of "St. Monica Catholic School" have developed certain meaning and goodwill. It is important for the school to ensure that its name, logo and data base are not used without proper authorization. Any person, organization or business wishing to use the school name, logo and/or data base must obtain written authorization from the school Principal.

The St. Monica Catholic School name, logo and data base may not be used in any private business endeavors."

## **GOVERNANCE and ADVISORY BOARD**

The St. Monica School Board is an advisory board that provides direction and advice to the Pastor and school administration, and recommends general policies for the overall operation of the school. The Board works with the Pastor, Principal and the Community at large. It also interfaces with the Dallas Catholic Diocese and its' School Board. Our Board consists of nine (9) members discerned and appointed. Regular School Board meetings are usually held on the fourth Monday of each month at 5:30p.m. in the conference room in McManus Hall and are open to all adult family members of the school and parish.

## **Appendix A**

### **THE ROMAN CATHOLIC DIOCESE OF DALLAS SCHOOL POLICIES HANDBOOK ADDENDUM**

#### **Overview**

Catholic schools within The Roman Catholic Diocese of Dallas (the "Diocese") are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

#### **Expulsion**

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct

committed by a member of the school community other than a student (including without limitation parents and siblings) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (*e.g.*, parents and siblings) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate.

### **Grounds for Expulsion**

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

Examples of behavior that will generally result in expulsion include but are not limited to: Actions gravely detrimental to the moral and spiritual welfare of other students; Incurable or disruptive behavior which impedes the progress of the rest of the class; Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities; Habitual or persistent violation of school regulations; Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community; The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage; Use or possession of firearms or other potentially harmful objects or weapons; Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs; Theft, extortion, arson; Habitual truancy; Malicious damage or destruction of real or personal property at school; Hazing; Serious bullying and/or harassment; Conduct which may damage the reputation of the school or parish; Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

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

### **Procedure for Expulsion**

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student.

Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

When practical, the pastor of a parochial elementary school and the president of a diocesan high school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;

When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.

The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In high schools, the president should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.

The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan high schools, the president should be consulted.

## **Tuition and Fees**

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

## **Parental Access to Student Records**

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

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

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. **See below for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.**

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

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State laws.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

### **Custody and Family Law Issues**

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures. Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

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

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

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

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

## Reports to and Cooperation with Law Enforcement

### Reports to Law Enforcement

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

### Cooperation with Law Enforcement and Child Abuse Investigations

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**

### Parental Cooperation and Behavior

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

### Reimbursement for School Costs and Attorney's Fees

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

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

**Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to**

**requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnatee, or 4) threatened or actual litigation against any Indemnatee which does not result in a final and appealable judgment adverse to the Indemnatee.**

### **Authorization of Consent to Treat Minor**

I/We, the Parents listed below, are the \_\_\_ parent(s) / \_\_\_ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

**In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.**

### **Enrollment**

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

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

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

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

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

### **Parent Consent and Release Form**

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when

parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

**Student Name ("Student"):**

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**Athletics: Subject to the Release and Indemnification terms below,** by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.

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

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

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

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

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

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

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

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

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

**Student: If age 18 or over, initial** Yes: No:

**appropriate box to the right:**

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### Release and Indemnification:

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively,

"Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

### **Acknowledgement and agreement**

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

Student Name (print): \_\_\_\_\_

School Name (print): \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

School year: \_\_\_\_\_

Date: \_\_\_\_\_

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

## **Concussion Protocol Overview**

Dear Parent(s),

St. Monica Catholic School takes concussions to its students very seriously. With the rise in concussions growing in school sports, the safety of our student is important.

If you suspect your child of having a concussion, whether it happens during school, after school, or during a DPL related event, we want to give your child the opportunity to heal.

The attached packet contains guidelines, a partnership between the student, family, doctor, and the school. We require the student to pass all neurocognitive and balance testing. They must be symptom free prior to returning to the classroom and/or athletics.

We understand that you may feel uneasy during this time. We value your support and cooperation during your students healing time.

Thank you,

St. Monica Catholic School

- **Students**
  - Students may not return to school until all the following is met:
    - Symptom free for 48 hours
    - Clearance from his/her doctor
    - Approval by SMS Nurse
  
- **Grades**
  - Students that have been diagnosed with a concussion will have his/her grades closed until a physician has cleared the student to return to school.
  - Grades that are closed include work that was assigned before the concussion but is not being turned in until after the date of injury.
  - Work that the student missed will not count against the student's overall grade unless the work is assigned as make-up.
  
- **Make-up work**
  - The teacher will determine make up work.
  
- **P.E./ Recess**
  - Students with a concussion may not engage in any physical activity unless a written documentation of clearance is provided by a doctor and approved by the school nurse.
  
- **SMS Athletics**
  - Students with a suspected/diagnosed concussion will be removed from participation.
  - Students are not permitted to participate in any athletic practice or events until written documentation of clearance by a doctor has been filed and approved by the SMS nurse.
  - Final approval by SMS Athletic Director
  
- **Field Trips/Class Trips**
  - Concussed students will not be permitted to go on field trips/class trips
  - Written documentation of clearance from a doctor must be filed with the school, and final approval given by SMS nurse.

**What is a concussion?**

Texas Health Ben Hogan Sports Medicine defines a concussion as “a type of mild traumatic brain injury (MTBI), caused by a bump, blow, or jolt to the head that can change the way your brain normally works.” A concussion can occur from a blow to the body that causes your brain to move rapidly back and forth. A “ding” or a mild blow to the head can be very serious and these hits can cause concussive symptoms.

**Concussion Signs & Symptoms**

**Your student-athlete may experience:**

Headache      Nausea      Balance problems      Dizziness      Double or fuzzy vision  
Sensitivity to light or sound      Feeling sluggish      Feeling foggy or groggy      Confusion  
Concentration or memory problems

**You may observe:**

Dazed or confused appearance      Confusion about what to do      Forgets plays  
If unsure of game/score/opponent      Moves clumsily      Answers questions slowly  
Loses consciousness      Shows behavior or personality changes  
Can't recall events prior to or after hit

**Concussion Red Flags:**

(GO TO THE HOSPITAL IMMEDIATELY IF ANY OF THESE SIGNS ARE VISIBLE)

Worsening Headache      Very Drowsy      Can't recognize people or places  
Vomiting      Escalating Confusion      Seizures      Slurred Speech  
Increased difficulty with balance/unsteadiness

***When In Doubt, Sit them Out***

**What can you do?**

These guidelines are things that you can do in the days leading up to your appointment with a physician.

**24-48 hours:**

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention.

- **Rest:**
  - Rest is key to helping an athlete recover from a concussion. Sleep as often and as much as the student wants. The student does not have to stay in bed all day.
- **No technology or strenuous activities:**
  - Exercising or activities that involve a lot of concentration, such as studying, working on the computer, playing video games and using a cell phone may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
- **Medicine:**
  - Talk to your health care physician about medicines that can be given.
  - Do NOT give the student pain relievers such as Advil, Motrin Ibuprofen, or Aspirin, as there is a possibility these medications may increase the risk of bleeding.
- **Quiet Rooms:**
  - Letting your student stay in dimly lit, quiet rooms might help with headaches and comfort levels.

**BETWEEN 24-48 HOURS AFTER THE INJURY, MAKE AN APPOINTMENT WITH A CONCUSSION TRAINED PHYSICIAN!**

**Dr. James Sterling (Texas Orthopedic Associates LLP)**

7115 Greenville Ave, Ste. 310 Dallas, TX 75231  
Office #: 214-345-2929

**Texas Health Ben Hogan Concussion Center Dallas**  
8230 Walnut Hill Lane. Bldg. 3, Ste. 514 Dallas, TX 75231  
Office #: 214-345-7195 FAX: 214-345-2905

**Texas Health Ben Hogan Concussion Center Plano**  
6130 W. Parker Road, Bldg. I, Ste. 516 Plano, TX 75093  
Office #: 972-981-7195 FAX: 972-981-7194

**Concussion Progression Report**

Students Name: \_\_\_\_\_

Date of injury: \_\_\_\_\_

It is recommended that you see a trained health care professional within the first 48 hours after sustaining the injury. For any questions that you may have on what you can do while at home please refer to the "What can you do?" page. The phases below will be implemented after SMS receives documentation from a health care professional that the above student has been diagnosed with a concussion. **Please have the health care professional add additional instructions and initial the phase.**

Phase 1: No School - Grades close - No academic work.  
No technology (cell phone, tablets, music, video games)  
No physical stress - No Sports  
No trips (School or Family)  
Notes: \_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_

Phase 2: Early release (half days) – frequent breaks (as needed)  
No academic work- Teachers provide notes  
Some use of electronics (cell phone, tablet, no video games)  
No loud noises  
Notes: \_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_

Phase 3: Full days  
Light-moderate school work (Documentation from health care professional)  
Light jogging, bike (no weights)  
Resume full use of electronics (documentation from health care professional)  
Notes: \_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_

Phase 4: Full days  
Grades open (make up work limited)  
P.E. and athletics as tolerated. No games unless cleared by doctor  
Notes: \_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_

Phase 5: Student cleared to resume to full academic work (Documentation from a health care professional)  
Return to P.E. and athletics (documentation from a health care professional, Athletic Director approval for athletics)  
Notes: \_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_

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Physician's Signature

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School Official Signature

The SMS nurse will fill out the following after SMS receives documentation from a health care professional and the student returns to school.

## Return to Class

The following will be filled out by the school nurse. The student will be responsible for showing their teachers this form so accommodations can be arranged. A new form must be filled out after every doctor visit. The information that the school receives from a health care professional will be used to fill out the following:

### Type of Day:

- Half Day with rest (as needed)
- Half Day no rest
- Full day with rest (as needed)
- Full day with no rest
- Other: \_\_\_\_\_

### Technology:

- No technology
- Little-moderate technology use
- Moderate technology use
- Return to normal technology use
- Other: \_\_\_\_\_

### School Work:

- No school work
- Little-moderate school work
- Moderate school work
- Return to normal school work
- Other: \_\_\_\_\_

### Athletics/Physical Education:

- No athletics or P.E
- Light athletic work example: jogging (no physical contact)
- Return to practice (no physical contact)
- Return to full contact (no games)
- Return to full athletic and P.E. activities
- Other: \_\_\_\_\_

SMS Nurse Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Helpful Videos

### For kids to watch

Brain 101: What's a Concussion?

[https://www.youtube.com/watch?v=\\_5hlm3FRFYU](https://www.youtube.com/watch?v=_5hlm3FRFYU)

BrainWorks: Kids & Sports-Related Concussions

<https://www.youtube.com/watch?v=A7IfpNxO8-s>

### For Parents to watch

Concussion signs and symptoms

<https://www.youtube.com/watch?v=aZybB8Tom7k>

Post-concussion video

<https://www.youtube.com/watch?v=7iSICV8Iask>

This video can be disturbing for kids. Shows effects of a serious concussion. Please watch with an adult.

### For Teachers to watch

Return to School and Play

<https://www.youtube.com/watch?v=lp9VSCZXsr4>

Return to learn

[https://www.youtube.com/watch?v=\\_55YmbIG9YM](https://www.youtube.com/watch?v=_55YmbIG9YM)

### For coaches to watch

<https://www.youtube.com/watch?v=AnYNfj-NZqo>

We understand that this is a difficult time for you and your student. St. Monica is going to do our part to ensure that your student's healing process benefits them in the best way possible. Your child's health is the most important thing to us. These guidelines have been put in place so the school, student, family, and doctor are all on the same page and ensure the healing process goes as quickly as possible.

Thank you for your cooperation in this difficult time. If you want to learn more about concussions and things that you can do to help, here are a few links that might be helpful.

Please email the school nurse before and after the doctor's visit. You can contact her at [dklugiewicz@stmonicaschool.org](mailto:dklugiewicz@stmonicaschool.org)

Texas Health Ben Hogan Sports Medicine

<https://www.texashealth.org/sports-medicine/Pages/Sports-Injuries/Concussion.aspx>

Centers for Disease Control and Prevention

<https://www.cdc.gov/traumaticbraininjury/basics.html>

**Thank you**

[Type here]

## Agreement

I \_\_\_\_\_ understand that if my child \_\_\_\_\_ is suspected of having a concussion he/she will be removed from play immediately. He/she will not be able to return to athletics, P.E., or school until documentation from a health care professional is submitted to a school representative.

I understand the list below are symptoms of a concussion. If a coach, athletic director, parent or I notice my child exhibiting any of the symptoms they will be pulled from athletic/school activity until documentation of release by a health care professional has been submitted to a school representative.

### Concussion Signs & Symptoms

#### Your student-athlete may experience:

Headache      Nausea      Balance problems      Dizziness      Double or fuzzy vision  
Sensitivity to light or sound      Feeling sluggish      Feeling foggy or groggy      Confusion  
Concentration or memory problems

#### You may observe:

Dazed or confused appearance      Confusion about what to do      Forgets plays  
If unsure of game/score/opponent      Moves clumsily      Answers questions slowly  
Loses consciousness      Shows behavior or personality changes  
Can't recall events prior to or after hit

#### Concussion Red Flags:

(GO TO THE HOSPITAL IMMEDIATELY IF ANY OF THESE SIGNS ARE VISIBLE)

Worsening Headache      Very Drowsy      Can't recognize people or places  
Vomiting      Escalating Confusion      Seizures      Slurred Speech  
Increased difficulty with balance/unsteadiness

**I have reviewed this information on concussions and am aware that a release by a medical doctor is required before a student may return to play under this policy.**

\_\_\_\_\_  
**Student Name printed**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Name printed**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**