

ST. PHILIP & ST. AUGUSTINE CATHOLIC ACADEMY



FAMILY HANDBOOK 2018-2019

St. Philip & St. Augustine Catholic Academy
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Dear Parents,

Welcome to St. Philip & St. Augustine Catholic Academy. The primary purpose of this Family Handbook is to provide you with the priorities and information that govern our school community. This Family Handbook is a good reference for information throughout The Academy year.

A student's admission to St. Philip & St. Augustine Catholic Academy is complete when parents and students have read this handbook together and returned the signed form found at the end of it to The Academy office. Please read it carefully and become acquainted with the policies and procedures.

Education at St. Philip & St. Augustine Catholic Academy is the cooperative responsibility of the Church, School, and Home. By the act of registering at St. Philip & St. Augustine Catholic Academy, a student and his/her parents (or guardians) understand and agree to pursue the educational objectives and practices as stated and to observe the disciplinary code.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

If you have any questions or concerns, please contact us. We are always happy to meet with parents and students.

Sincerely,

Erica Romero, Ed.D
Principal

Mr. Diego Morillo
Assistant Principal

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ST. PHILIP & ST. AUGUSTINE CATHOLIC ACADEMY

St. Philip & St. Augustine Catholic Academy (SPSA) is a pre-Kindergarten through 8th grade Catholic elementary and middle school operating under the Diocese of Dallas Catholic Schools' Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used and theology is in compliance with USCCB. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of Christian life.

Diocesan curriculum standards are followed for the teaching of all subject areas. The curriculum is marked by current content and fresh approaches to methodology. The faculty understands the need to differentiate instruction in order to meet the needs of all students. The Academy strives to offer a program which makes use of many sources of reading material, a wide variety of technology tools, and a multi-text approach to the content areas.

VISION

Diocese of Dallas Catholic Schools

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide academic excellence through educational programs infused with Catholic doctrine and social teachings; serve and support society in the parish, civic, and global communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

MISSION

St. Philip and St. Augustine Catholic Academy promotes Gospel values, inspires a love of learning, and upholds academic excellence in a nurturing community.

PHILOSOPHY

The philosophy of St. Philip & St. Augustine Catholic Academy is to provide a safe and caring environment in which optimum learning takes place. As a Catholic elementary Academy, we strive to provide our students with the highest standards of excellence in spiritual, academic, social, and physical development. Students are encouraged to develop fully in the spiritual, intellectual, physical, and emotional domains. We believe that each child is a unique individual and strive to provide conditions that address their needs. We acknowledge and support the role of parents as the primary educators of their children. St. Philip & St. Augustine Catholic Academy prepares students to think critically, integrate Gospel values, and learn the Church's mission and traditions, as reflected in the life and teachings of Jesus Christ.

NONDISCRIMINATION POLICY

St. Philip & St. Augustine Catholic Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at SPSA. We do not discriminate on the basis of gender, race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.

SCHOOL HISTORY

History of St. Philip & St. Augustine Catholic Academy

Margaret Mary Healy was born in Ireland in 1833 and immigrated to the United States with her father to escape the ravages of the famine in Ireland. After her father's death, she joined some relatives in Matamoros, Mexico where she met John Bernard Murphy

whom she married in 1849. Later, they couple moved to Corpus Christi, where John Bernard became Mayor. They purchased a ranch in San Patricia County, near Mathis, Texas. On July 4, 1884, John Bernard Murphy, judge, member of Texas' First Constitutional Convention, and the mayor of Corpus Christi, Texas died. He left his widow, Margaret Mary, a woman of means, and she moved to San Antonio, Texas in 1887. On Pentecost Sunday, May 29 of that year, a letter from the United States bishops was read in St. Mary's Catholic Church. This letter changed her life. In 1887, on the advice of Bishop John C. Neraz, Margaret Mary began to construct, from her own resources, a church and the first Catholic free school for African-Americans in the State of Texas. The facilities were located at the corner of Live Oak and Nolan Streets in San Antonio and were dedicated in honor of St. Peter Claver in September 1888. Shortly thereafter, she built a residence for the priest who would serve the community. Throughout the construction phase and for the first several years of the existence of St. Peter Claver Mission, as it was called, Mrs. Murphy suffered great indignities and persecution from those opposed to her efforts on behalf of "those" people. She battled the daily storms of criticism and prejudice, and her opponents incessantly tried to arouse discord.

On June 6, 1892, she and three other women became novices with the Sisters of St. Mary of Namur, where her blood sister was a member. One year later, on Friday, June 9, 1893, Mother Margaret Mary Healy Murphy, Sister Mary Joseph McNally, Sister Mary Aloysius McMullen and Sister Mary Alphonsus Cronyn made their first vows in the convent of Our Lady of Light on Nolan Street, in the presence of Bishop Neraz. Thus, our congregation, Sisters of the Holy Ghost and Mary Immaculate came into being. On August 25, 1907, at the age of 74, Mother Margaret Mary died peacefully at the Nolan Street convent that she worked so hard to build. The eulogy at her funeral described her work as "destined to bring forth glorious fruits under the pains and self-sacrificing zeal of the Sisters of the Holy Ghost." Mother Margaret Mary Healy Murphy was buried with her beloved husband in Holy Cross Cemetery in Corpus Christi, Texas. (*Excerpts from www.shsp.org/mission-history.html*)

Construction of St. Philip the Apostle Catholic School began in 1954 and was completed on September 5, 1955 with the Sisters of the Holy Spirit staffing the school. His Excellency Bishop Thomas K. Gorman dedicated the building on September 18,

1955. In September of 1987, a large new wing connected to the east end of the school was completed which included a cafeteria, Gym, Library, Computer Lab, Science Lab, and additional classrooms. The school celebrated 50 years of service to the community in 2005.

St. Augustine Catholic School opened in 1957 with three primary classrooms with the Sisters of the Holy Spirit asked to staff it. The school building was dedicated in 1958. Addition of a cafeteria, gym, and Middle School building was around 1985. The school celebrated 50 years of service to the community in 2007.

On October 17, 2014, Cardinal (then Bishop) Kevin J. Farrell announced the combining of the two Catholic Schools into a new Academy-model school serving primary and middle school students in Pleasant Grove. The new St. Philip & St. Augustine Catholic Academy opened for the 2015-16 school year in newly renovated and expanded facilities on the St. Philip campus at 8151 Military Parkway.

ACADEMY NAME AND LOGO

The Academy's name and logo belong to St. Philip & St. Augustine Catholic Academy. No parent or student is allowed to use The Academy's name for any purpose (including web sites, web pages, advertising, etc.) without written permission from the administration. In the same way, any pictures, videos, movies, etc. made at any school or school-related function may not be published or posted anywhere without the express written permission of The Academy administration.

RIGHT TO AMEND

The Academy reserves the right to institute changes that alter any of the information. If, during The Academy year, a situation arises that is not addressed in the Handbook, the Principal is empowered to implement procedures that support the common good of The Academy community. The Principal is also empowered to grant exceptions to any of the requirements, procedures, or policies set forth in this Handbook. If The Academy makes changes or additions to any of the requirements, procedures, or policies set forth in this Handbook, the changes or additions will be distributed in the

weekly newsletter and will be effective immediately. If any question arises as to the meaning or interpretation of any of the provisions in this Handbook, the Principal shall determine such meaning or interpretation.

HANDBOOK ORGANIZATION

This Handbook contains information needed by both students and parents during the academic year. The information is organized alphabetically. The term “parent” refers to the student’s parent or legal guardian. The information in the Handbook reflects the requirements, policies, and procedures that are in effect as of the publishing ate.

There are two addenda to this handbook both of which are Diocesan policies: “Anti-bullying Policy Addendum” and “School Policies”. Please read them carefully as The Academy will strictly adhere to them.

Thank you for spending time reading and sharing the contents of this Handbook. Each parent and each student must sign the included Family Handbook Agreement and **return the Agreement to The Academy office prior to the student being admitted to class on the first day of school.** Enrollment is not complete without the signed agreement and students will not be admitted to class.

ACADEMICS

PROGRESS REPORTS

Student progress is monitored continually by the teachers. First through eighth grade students receive mid-quarter progress reports each quarter. **All Progress Reports will be sent via email; no paper copies will be given.**

REPORT CARDS

Report cards inform parents of a student’s progress in academics and the development of Christian values and character. A report card is issued at the end of each of the four quarters for students in 1st through eighth grades. Preschool and Kindergarten

students receive a report card at the end of the first and second semesters. The Academy uses the Diocese of Dallas report card format.

A paper copy of the Report card will be given at the end of the first quarter during Parent/Teacher Conferences and at the end of the fourth quarter. Second and third quarter report cards will be sent to parents via email; no paper copies will be given for second and third quarters. Parents are asked to review the report card with their child to discuss strengths, areas of growth, and goal setting.

The Academy follows the Diocese of Dallas Grading System:

Kindergarten

Key	Personal/Social	Key	Academic
M	Has met objective	+	Always
P	Acceptable Progress	P	Progressing
I	Improvement/Practice Needed	I	Improvement /Practice Needed
/	Not applicable	/	Not applicable

Grades 1-2

E=Excellent (94-100)
G=Good (85-93)
S=Satisfactory (76-84)
N=Needs Improvement (70-75)
U=Unsatisfactory (Below 70)

Grades 3-8

A 94-100
B 85-93
C 76-84
D 70-75
F Below 70

Conduct/Effort Code for Grades 1 & 2

E=Excellent
G=Good
S=Satisfactory
N=Needs Improvement
U=Unsatisfactory

Conduct/Effort Code for Grades 3-8

A=Excellent
B=Good
C=Satisfactory
D=Needs Improvement

F=Unsatisfactory

Reading and Math Levels for Grades 1-8

1-Extended Grade Level Material

2-On Grade Level Material

3-Below Grade Level Material

TESTING

Students in grades 1-8 take the Cognitive Abilities Test (CogAT) and the Iowa Test of Basic Skills (ITBS) assessments in the fall of each school year. The results of these tests are made available to parents. Eighth grade students have the opportunity to take the Independent School Entrance Exam (ISEE) at the Catholic high school of their choice in the Spring. Kindergarten students are screened individually in the spring of their kindergarten year.

Students are assessed throughout the school year using the Accelerated Reader and STAR assessment and reports will be sent home. EasyCBM testing is conducted in grades 2-5 once each quarter. Results are shared with parents and teachers monitor results for growth and progress throughout the school year.

HOMEWORK

(NEA RECOMMENDS 10 MINUTES PER GRADE LEVEL PLUS INDEPENDENT READING TIME)

Homework reinforces what is learned during The Academy day and provides the opportunity for independent study. Homework time varies in length and intensity depending on the student and the grade. Homework is an extension of a lesson. The following are general time guidelines for students:

Kindergarten-Second Grade	30 minutes
Third-Fifth Grade	60 minutes
Sixth-Eighth Grade	90 minutes

Students are required to complete all assignments. They are expected to turn them in on their due date. If a student in grades 3-8 misses the due date, the student must complete the assignment and give it to the teacher the next day for a maximum grade of 70%. After this day, the grade can drop by 10 points per day until the assignment is completed.

Students need a daily, routine study time. Parents are encouraged to supervise the completion of homework and check homework for accuracy and quality. School work is a student's primary responsibility. Extracurricular activities should not interfere with homework. Students in grades two through eight are issued academic planners and are strongly encouraged to use their planner daily to track assignments and help students learn how to plan their time wisely. Parents are encouraged to check the planner daily so that they can stay abreast of assignments and activities.

The following requirements are designed to lay a foundation of a disciplined academic career:

- Students must complete all homework assignments as assigned.
- Every paper and test turned in to a teacher by students in the second through eighth grades must have the following heading at the top left of the work:

Student Name
Date
Grade
Subject

- Correct spelling and legible handwriting are the responsibility of each student when handing in written work. Teachers may lower the grade of an assignment if the work shows negligence in spelling or handwriting. Students in fourth through eighth grades must use cursive for all handwritten assignments. Mathematics work is to be completed using pencil. All other work is to be completed in blue or black ink.

The Academy calendar provides for extended weekends throughout the academic year. Parents are encouraged to schedule trips or family outings during these times. Missed assignments are the student's responsibility. **No assignment will be given in anticipation of vacation.**

If a student is absent due to illness, **it is the student's responsibility** to obtain missed work from the teacher on the day the student returns to class. It is the student's responsibility to complete the work and submit it to the assigning teacher. See Pg. 24 for more information on missed assignments due to illness.

AWARDS

Following the end of a grading period, Honor Roll, Spirit Awards, and Saint Awards are presented to fifth through eighth grades; Spirit Awards, Saint Awards, and Rising Star awards are presented to first through fourth grade students. Families will be informed of upcoming presentations **via RenWeb communication**.

HONOR ROLL REQUIREMENTS

Students in the fifth through eighth grades may be eligible for one of three honor rolls.

- First Honor Roll— the student must achieve a grade of 94% or higher in every subject and an “A” in all conduct and effort grades.
- Second Honor Roll— the student must achieve a grade of 94% or higher in three of the six major subjects and nothing lower than an 85% in any of those subjects and earn at least a “B” in all conduct and effort grades
- Third Honor Roll---the student must achieve at least a grade of 85% in all subjects, and an “A” or “B” in all conduct and effort grades.

STUDENT RECORDS

A cumulative record of each student’s attendance and academic history at The Academy is kept in the office. All student records are treated as confidential. Only teachers, administrators, and school staff have access to student records. By law, both parents, whether married, separated or divorced have access to the records of their children. A parent whose parental rights have been legally terminated will be denied access to the records if The Academy is given a copy of the court order terminating those rights. Unless required by law, no student records are released to anyone without the prior written permission of a parent.

RELEASE OF RECORDS

Any forms or student records requested by a diagnostician or other professional will be sent by the administration directly to the diagnostician or professional upon receipt of a parent’s written permission. Additionally, all letters of recommendation written by

teachers will be sent from The Academy office. All student work is treated as confidential.

ACADEMIC PROBATION AND RETENTION

Any student in grades 5-8 who receives an “F” in any of the six major subjects (religion, reading, English, math, science, social studies) for any two quarters during a school year or has an “F” average in any of the six major subjects at the end of The Academy year is placed on academic probation.

Any student in grades 5-8 who receives an “F” in two or more of the six major subjects for two or more quarters during a school year or has an “F” average in two or more of the six major subjects at the end of The Academy year will be automatically retained. Students in grades 6-8 will not be readmitted to The Academy because it is not in the best interest of middle school students to remain at the same school where they have been retained.

A student in grades 5-8 who is on academic probation must do one of the following to be removed from probation:

- The student must complete a summer school program in the failed subject(s) and achieve the grade of 70 or above in such subject(s). A certificate of summer school completion must be returned to The Academy at the start of the academic year.
- The student must satisfactorily complete a tutoring program in the failed subject(s). Written confirmation of the objectives covered and results must be returned to The Academy prior to the start of the academic year.

All summer school and tutoring programs referred to above must be approved in advance by The Academy administration.

A student in grades K-4 may be placed on academic probation based upon teacher recommendation, test scores, and/or observation by the teachers or Principal. A student in grades K-4 who is on academic probation must comply with The Academy’s recommendations to be removed from academic probation.

If the student in grades 5-8 or K-4 does not satisfy the above requirements, the student will not be promoted to the next grade. In addition, the student may be refused readmission to The Academy.

PROGRESSION THROUGH GRADES

Progress through the grades is a matter of achievement in basic skills, maturation, and social, civic, and emotional development. Most students move through the curriculum at a pace of one grade per year. However, a student may experience difficulty mastering the academic phases of The Academy program and would profit more if retained one grade. Special consultation with the parents is arranged to address any such difficulty and to propose solutions. The decision to retain a student is made following a comprehensive overview of the student's performance. *Parents must be made aware of the possibility of retention no later than March 31 of the current school year.* The final decision regarding a student's promotion or class placement rests with the administration. In accordance with Diocesan policy, retention of a student for more than one year is avoided, if at all possible, especially beyond the third grade.

PARENT/TEACHER CONFERENCES

A parent/teacher conference is required both at the end of the first and third quarters. These conferences provide parents, students, and teachers the opportunity to plan and work together for the success of the student. Students, in third grade and above, are required to attend these conferences with their parents.

Teachers are available to parents on an individual-request basis as well. Parents are encouraged to call The Academy office or e-mail teachers at their school e-mail address to schedule a meeting.

The Academy requests that parents refrain from seeking impromptu conferences with a teacher. The most important responsibility of the entire school staff is the direct supervision of students. It is not possible for teachers to directly supervise students while talking to another adult.

SPSA HOURS AND ARRIVAL AND DISMISSAL PROCEDURES

HANDICAPPED PARKING SPACES ARE FOR THE EXCLUSIVE USE OF PERSONS WITH A HANDICAPPED PLACARD OR LICENSE PLATE. AT NO TIME ARE OTHERS TO USE THESE SPACES. THE ACADEMY AND PARISH STAFF WILL NOTIFY POLICE OF VIOLATORS.

Understanding and support of all carpool policies are essential to ensure the safety of **all** students. Drivers on campus must maintain a speed of 5 MPH or less. Drivers must also be watchful of students at all times while in the vicinity of campus. Student drivers (those with permits) may not drive on campus. **For the safety of the students, drivers are not to use cell phones during carpool. It is a violation of Dallas laws to use cell phones in a school zone. It is also a violation of St. Philip & St. Augustine Catholic Academy to use a cell phone on school property while driving. Violators will receive two warnings, each documented in RenWeb. Upon the third occurrence, the parent will not be allowed to participate in car line but will have to walk in and pick up the student from the office.**

It is the exclusive responsibility of each parent to determine the suitability of any person designated to pick up their child.

ARRIVAL PROCEDURES

In order to help with congestion at the exit, student safety, and student supervision we will have cones set up in the back of the school nearest the new wing of the building. **Beginning at 7:30 a.m.** teachers will assist students in getting out of the vehicles. Do not stop or park in the drop off line prior to 7:30 a.m. The only doors that will be open and accessible for students will be the doors on either side of the church. Parents are encouraged to drive through the carline in the back of the building to drop off their student. **Do not drop off your student if there is no adult present. Do not drop off your student in the front of the building.** There is a lot of traffic in the morning and it presents an unsafe situation for students to walk unaccompanied into the building.

If you arrive prior to 7:30, early care is available in the cafeteria. Please remember that you must sign your child in for early care.

If you are parking and walking your child into the building, please park in the center of the back lot or in the front parking lot. **You must walk your child to the doors of the building where there will be teachers to guide them into the school.** Students will be at the doors across from the church to help walk your students to class. Please leave your children at the double glass doors across from church to help with hallway congestion and supervision. **Do not drop off your student in the front of the building.**

Students should be on campus and in their homeroom by 7:45 a.m. each morning. The tardy bell rings at 7:50 a.m. and students need to be in the classrooms and ready for class prior to that time.

Students that arrive after the teacher on duty has left must be walked to The Academy office by a parent and signed in as tardy.

DISMISSAL PROCEDURES

Dismissal is at 3:30 p.m. for grades K-8. In order to help with congestion in the parking lot, we will dismiss grades kindergarten - eighth through a carline in the back of the building, with the traffic pattern going the OPPOSITE of morning carline. We do not want cars to be stopped along Military Parkway. Pull into the front parking lot and pull through the front parking lot, driving east toward the field. Continue to drive around the east side of the building and follow the traffic pattern around to the back of the building. Students are dismissed from the back of the building. Cars will then proceed around the building and exit the campus on the west side of the school. This carline ends at 3:50 PM. At this time, students will be taken to Extended Day, at which time Extended Day Care fees will begin.

Dismissal is at 2:45 p.m. for pre-K3 and pre-K4. Students will follow the same dismissal procedures above. This carline ends at 3:05 for pre-K students. At this time, students will be taken to Extended Day, at which time Extended Day Care fees will begin.

SCHOOL HOURS

REGULAR SCHOOL DAY HOURS

The Academy day begins at 7:45 AM and ends at 2:45 for pre-K and 3:30 p.m. for grades K-8.

EARLY RELEASE DAYS

Extended Care will be offered on most early dismissal days. Students will be required to provide their own lunch on those days. The cafeteria will not be open. Fees for early dismissal days will be \$5.00 from 12 PM until 3:30 PM and an additional \$5.00 from 3:30 until 6:00 PM. On days when Extended Care is not offered, students must be picked up on time. **Parents will be assessed \$25/child for students not picked up within 20 minutes of dismissal time. In addition, after 30 minutes, parents will be charged an additional \$1/minute until the student is picked up.**

USE OF SCHOOL GROUNDS

The school building during the school day is for the sole use of the children and faculty/staff. The school building acts as a community center after 6:00 pm each day for various church organization and community groups. Permission for the use of the school building after hours must be obtained in advance of the usage from the church office and placed on the official calendar.

SCHOOL OFFICE HOURS

The Academy office is open from 7:30 AM until 4:00 PM on every Academy day. The office may close at 1:00 PM on an early release day. Students and parents are allowed entry to the classrooms or lockers after 3:30 PM or on weekends **only** with permission of the administration.

ACCIDENTS

All student accidents and injuries on school premises and at Academy sponsored events should be reported to The Academy Office immediately.

STUDENT ACCIDENT INSURANCE

Accident Insurance for Diocese of Dallas (CHUBB). As a part of tuition, St. Philip & St. Augustine Catholic Academy provides each student with student accident insurance. A brief description of the important features of this insurance plan may be found on the school website and can be viewed in the school office. It is not an insurance contract. 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 Academy hours and at all Academy sponsored functions including sports, both on and off campus. This coverage is not health insurance. Insurance claim forms are available in The Academy Office. When an accident occurs, The Academy will complete 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 Academy Office. Coverage is provided in accordance with the plan documents and specific coverage terms and conditions.

ACCREDITATION

St. Philip & St. Augustine Catholic Academy is accredited through the Texas Catholic Conference Education Department and AdvancEd.

ADMISSION AND REGISTRATION POLICY

ADMISSION POLICY

As openings become available, the following priorities will be used to accept students to St. Philip & St. Augustine Catholic Academy:

1. Members of St. Philip the Apostle and St. Augustine Parish
2. Members of other parishes
3. Non-Catholic students

State of Texas Minimum Age Requirements:

- PreK3—Students must be three years old on or before September 1st of that year.
- PreK4—Students must be four years old on or before September 1st of that year.
- Kindergarten—Students must be five years old on or before September 1st of that year.
- 1st grade—Students must be six years old on or before September 1st of that year.

Parents must present the following required documents to The Academy in order for registration to be complete:

- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Immunization Records (Parents must ensure that a child entering The Academy has received the series of immunizations required by law and the Dallas Diocesan School Office).
- Health Records
- Report Cards
- Standardized Test Results
- Record of Individualized Education Plan (IEP), if applicable
- Disciplinary Record—including alternative education placement, if applicable
- Custody Agreement, if applicable

- Home Language Survey
- Income Survey
- Signed Handbook Agreement

PLACEMENT TEST

All students applying to St. Philip & St. Augustine Catholic Academy, transferring from another school, or who previously have been home-schooled are required to take a placement test. Grade assignments will be determined based on this test as well as information from prior schools and standardized tests. The decision of the Principal is final.

CONDITIONAL ADMISSION

All students new to St. Philip & St. Augustine Catholic Academy are admitted on probationary status. Their status will be reviewed at the end of the first quarter following their acceptance to The Academy and the administration will make a determination at that time. This probationary status does not prevent the child from participating in extra-curricular activities.

RE-REGISTRATION OF EXISTING STUDENTS

Re-registration of existing students for the following academic year begins in late January of the current school year. Each family must pay a non-refundable registration fee.

Families who desire to re-register children must be in good standing. *If a family is not in good standing at the time of re-registration, the family will have two weeks to achieve good standing status and re-register.* If such re-registration has not occurred within the two-week period, the student's space may be offered to another student who does meet the registration and admission requirements of The Academy.

ADVISORY COUNCIL

The Advisory Council will be formed during the 2017-2018 school year. Until then, The Academy will operate under the direct supervision of the Catholic Schools Office of the Diocese of Dallas.

ASBESTOS POLICY

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. This law requires all schools to be inspected to identify any asbestos-containing building materials. The law further requires the development of a management plan, based upon the findings of the inspection, which outlines The Academy's intent to control the potential for exposure to asbestos fibers. The Academy's asbestos management plan and the steps that were taken to assure The Academy's compliance are on file in The Academy office. The plan was revised during the 2014-2015 school year.

ATTENDANCE AND ABSENCES

ATTENDANCE

School begins promptly at 7:45 AM. All students in pre-k through eighth grade are required to be in the classroom before the bell rings at 7:50. A student, who is not present, will be considered tardy. Students, who are tardy, must be accompanied to the office by a parent or guardian who will sign them in.

ABSENCE

When a student is absent from school, parents are requested to call the office by 8:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Philip & St. Augustine Catholic Academy students.

Students must be symptom free for 24 hours before returning to school. Students who are sent home during the academic day with a fever or vomiting will not be

allowed to return the next day as this would not allow for the 24 hour protection of the entire Academy community.

A written statement giving reasons for the absence **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call The Academy office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at The Academy office between 3:30 PM - 3:45 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Students should talk with teachers upon return and make arrangements to make up the missed information.

No assignment will be given in anticipation of a vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Students who arrive at school after 10 AM or leave before 1:30 are considered absent ½ day. **Excessive absence (18) days or the equivalent of 18 days**, can be cause for a student to be retained in the current grade for another year.

ABSENCE DURING THE ACADEMY DAY

Medical appointments during Academy hours require a written note from a parent. Parents are required to sign out their child. If the child returns to The Academy during

the same day, he/she must be signed back into school in the office. Students who are absent for more than 2 hours will be counted as absent for ½ a day.

Students are dismissed at 3:30 PM. Parents may not check students out between 3:00-3:30. No exceptions. It is a disruption to the learning environment of all students when a student is dismissed early.

Three (3) early withdrawals are considered a one-half day absence.

BIRTHDAYS

Students may have a FREE DRESS DAY on their birthday. Students who celebrate their birthday when school is not in session should make arrangements with their teacher on a date for free dress. Students who celebrate their birthday on a Mass day may not wear jeans to school that day. They may choose an alternate day if they prefer. Students may celebrate their birthday during their lunch period provided they bring treats for their **entire class only**. Birthday treats are limited to only ONE treat per child. Extra items such as tablecloths, decorations, and goodie bags are not permitted. They may not distribute food to students in other classes (this includes siblings, cousins, and friends of the birthday child). **Parents may bring lunch for their student only; lunch may not be brought for the entire class.**

CHILD ABUSE LAWS

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

COMMUNICATION

CHANGE OF ADDRESS OR PHONE NUMBER AND EMERGENCY CONTACT INFORMATION

It is the **parents' responsibility** to provide The Academy with a current phone number, email address, and street address. The Academy must be able to reach a parent or emergency contact within two hours or the student may be withdrawn by The

Academy. The Academy must have accurate information in order to be able to notify parents. **In addition, Progress Reports and second and third quarter Report Cards will only be sent via email; no paper copies will be sent home. You must have a current, correct email address on file in order to receive these reports.**

WEDNESDAY

The Academy sends home all newsletters, calendars, and lunch menus on Wednesday. This information will be given to all students in fifth through eighth grades and the oldest and only student in preK through fourth grade.

RENWEB

The Academy has subscribed to the RenWeb Parent Alert System. This system will be used to alert parents to emergencies and to remind them of upcoming events. RenWeb is also used to communicate grades, missing assignments, and positive and negative behavior notices. In order to receive these alerts, parents will need to inform The Academy of their preferred method of communication and notify The Academy of any changes to phone numbers or email addresses.

All communication between teachers, staff, and administration is to remain professional and courteous. Email etiquette should be as follows: Contact via email to set appointments or ask a question. If something is more serious or a concern and warrants a conversation, please use email to set a telephone or in-person conference. In addition, emails will be answered as soon as possible. Teachers are away from their desk for much of the day and will respond as quickly as they can. Do not expect a reply before or after business hours of 8:00-6:00 PM. Teachers should be the first line of communication for all classroom and grade-related issues. If the issue is not resolved after speaking with the homeroom or specials teacher, please contact the office to schedule an appointment with Administration.

PARISH BULLETIN

The parish bulletins provide Academy and religious education information. All communication sent home through The Academy must be approved by the administration.

CALENDAR

Notice of school events is given in The Academy calendar distributed at the beginning of the academic year. Notification of changes to the calendar is made in the weekly folder.

OTHER COMMUNICATIONS

Other groups or individuals, who wish to send communications home, must have the approval of the Principal.

CELL PHONE POLICY

Students are not allowed to have cell phones at school or on field trips. Students who violate this policy will have their cell phone confiscated and placed in the school office. There will be a \$25 fine and a parent will be required to retrieve the phone. If a phone is confiscated a second time, in addition to the \$25 fine, the phone will be kept in the school office until the end of The Academy year.

CONDUCT AND DISCIPLINE

As a member of a Catholic community, The Academy expects every student to observe a code of conduct compatible with Gospel values. This allows teachers and students to work together in a positive academic and spiritual atmosphere. The Academy's goals of discipline are:

- to provide the best possible teaching and learning atmosphere,
- to help each student achieve self-discipline by developing a sense of responsibility for their own behavior,
- to ensure respect for each member of The Academy community.

The Academy partners with parents in their children's education. The Academy will notify parents of concerns about student life or behavior, even when off campus.

CODE OF CONDUCT

The following standards of conduct are expected from students to help them develop as responsible, civic-minded, Christians:

1. Exercise self-control.
 - Use courteous language.
 - Resolve conflicts in a mature manner.
 - Be appropriately dressed and groomed, and otherwise comply with The Academy's uniform and dress code policies.
 - Be honest.
 - Make choices that are ethically and morally responsible.
2. Demonstrate a positive attitude.
 - Take a leadership role (i.e., this means doing the right thing regardless of what others are doing).
 - Be polite.
 - Be cooperative.
3. Respect the rights and feelings of others.
 - Behave in a manner that does not disrupt others.
 - Treat others with courtesy and respect (i.e., put oneself in the place of the other person, whether that person is another student, teacher, parent, community person, administrator, lunchroom or custodial worker, or any other person on campus).
4. Take responsibility for Academy property.
 - Respect The Academy's buildings, grounds, and property (including curriculum materials).
 - Keep the campus free from trash and graffiti.
5. Support the learning process.
 - Attend all classes regularly and on time.
 - Be prepared for class (i.e., bring assignments, books and supplies).
 - Complete schoolwork and tests on one's own.
 - Participate in class activities.
 - Obey classroom policies.

DISCIPLINARY GUIDELINES

Disciplinary action is designed to encourage and motivate students to become responsible, Christian citizens of The Academy community. The teachers and administrators use their professional judgment to determine appropriate disciplinary action based on the following:

- seriousness of the offense;
- student's age;
- grade level;
- ability and functioning level;
- frequency of misconduct;
- student's attitude;
- effect of misconduct on The Academy environment.

The judgment of the administration will be the final determiner on any disciplinary action.

For misconduct, possible consequences include, but are not limited to, one or more of the following disciplinary measures:

- Withdrawal of Privileges—a time apart from classmates for a portion of a day.
- Walking or sitting during recess.
- Conference—a discussion with the student, the student's parents and the teacher and/or Principal.
- Grading Penalty
 - Any student who cheats on a test by copying another student's work or sharing his/her work with another student will be given a new test, scheduled by the teacher, on the same material and receive a maximum grade of a 70% on the test or assignment.
 - Students who cheat will take all tests in the Principal's or Assistant Principal's office until the Principal or Assistant Principal determines that cheating is no longer a threat.
 - Parents are notified of all incidents of cheating or suspected cheating.

- Detention—may be issued for a breach of classroom and/or school rules. In 5th – 8th grade 10 demerits constitute a detention. Parents are provided a Detention Form with written notification of the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. Parents of students who are required to serve a detention, will be assessed a \$10 fee. Students, who receive two or more detentions during a quarter, will not be allowed to participate in extracurricular activities for a period of four weeks from the date of the second detention.
- In-School Suspension—a period of time in school, but away from the classroom and other students for a day or more. **The student may not attend any school sponsored activities during the suspension. In addition, the student is prohibited from participating in any extracurricular activities for a period of four weeks after the suspension. Parents of students who are given an In-School Suspension, will be assessed a \$75 fee to pay a substitute teacher’s salary.** During an In-School Suspension the student must take all assigned exams and tests. The student must turn in all school assignments before the student is readmitted to class.
- At-Home Suspension—a serious disciplinary measure that requires a student to remain apart from school for a period of one or more days. At-Home Suspension demonstrates that the student, because of his/her behavior, must be separated from The Academy community. During the At-Home Suspension, the student is prohibited from attending any school-sponsored activities. The student must take all assigned exams and tests and turn in all school assignments before being readmitted to school. **A student who receives an At-Home Suspension is rendered ineligible for all extracurricular activities for the remainder of The Academy year.**
- Expulsion—the gravest disciplinary measure that requires the student be dismissed from The Academy. Prior to the decision of Expulsion, there must be a three-day At-Home Suspension to allow the Principal reasonable time to make the decision. Written notification of any Expulsion must be sent by The Academy to the Superintendent of Catholic Schools of the Diocese of Dallas.

Gum Policy

Students are never allowed to possess gum on campus during the school day. Any student found to have gum in their possession will receive a \$10 fine for the first offense, \$20 fine for the second offense, \$30 fine for the third offense, and so on.

5th – 8th Grade Discipline Policy

Each student is responsible for his or her conduct while attending St. Philip & St. Augustine Catholic Academy. Should classroom behaviors occur that warrant discipline, teachers will attempt many in-class corrective actions such as redirection, verbal corrections, and time away from the situation either in the classroom or in another classroom. Should the negative behaviors continue, demerits will be issued in order to remind students of the rules and encourage future compliance. For each demerit issued, one point will be deducted from the student's accrued classroom conduct grade for the quarter. Demerits will follow the standard grading scale which can be found in the handbook. If a total of 10 demerits are issued, a Detention will be assigned to the student. Demerit totals continue to accumulate over the course of the year with regard to consequences such as detentions; totals do not reset at the quarter or at the semester.

Students will receive an In-School Suspension upon receipt of 20 demerits total. Students will receive an At-Home Suspension upon receipt of 40 demerits total. The parent(s)/guardian(s) will need to meet with the principal before the student will be allowed to return to school.

The following is a **partial list** of offenses which will result in demerits:

1. Disrespectful or inappropriate language
2. Not following directives from faculty or staff
3. Talking back to a faculty or staff member
4. Disrespectful behavior
5. Not following school, playground, or lunchroom rules (see handbook)
6. Destroying classroom supplies
7. Inappropriate behavior in church

8. Going to locker or leaving the classroom without permission

A student will earn an automatic Detention, accruing 10 demerits, for the following offenses:

1. Bullying
2. Fighting
3. Extremely inappropriate language (curse words)
4. Cheating
5. Destruction of school property
6. Violating another student's or teacher's personal property
7. Public displays of affection

Depending on the severity of the incident, any of the above listed offenses may receive a more severe penalty. Detentions may be assigned for other incidents at the discretion of St. Philip & St. Augustine faculty or staff.

SEXUAL HARASSMENT

The Academy believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment from another student, a school employee, volunteer, or visitor. The Academy treats sexual harassment seriously and considers the full range of disciplinary options up to and including Expulsion, according to the nature of the offense. All students are expected to avoid behaviors that are offensive and to stop behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student, school employee, volunteer, or visitor.

A student who believes that he/she has been subjected to sexual harassment must bring the matter to the attention of the Principal. If the Principal is the subject of the complaint, the student must bring the matter to the attention of the Assistant Principal or Pastor. The student must put the complaint in writing, including the date and the circumstances of the harassment. Students may receive assistance from their parents

in writing their complaint. Notice of the alleged harassment is not official unless it is put in writing and delivered to the appropriate party for investigation.

Once a written complaint is received by the Principal, Assistant Principal, or Pastor, it is investigated immediately. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances and the context of the alleged incidents are taken into consideration. In addition, the alleged harasser and his/her parents are called for a conference regarding the alleged activity. A prompt determination is rendered by the investigating authority and corrective action or disciplinary measures, if warranted, is imposed promptly. If the complaining student is not satisfied with the findings, then appeal may be made to the Office of Catholic Schools of the Diocese of Dallas. Retaliation against the complaining student is not allowed. A student's complaint and the ensuing investigation remain confidential.

BULLYING

St. Philip & St. Augustine Catholic Academy is committed to a policy of non-discrimination. Bullying of students (or by students) is forbidden at school. Please read the Diocese of Dallas "Bullying Addendum" at the end of this handbook.

CURRICULUM

PHILOSOPHY

Within a Catholic school environment, The Academy strives to provide the guidance, instruction, and opportunities that help all children acquire fundamental skills, basic understanding, wholesome attitudes, and habits. In addition, a variety of instructional programs and methods provide students with learning experiences and opportunities to develop their potential. All students are taught problem-solving and critical thinking skills. Students are challenged to become creative thinkers.

CURRICULUM STANDARDS

The Academy's curriculum is adopted by the Office of Catholic Schools of the Diocese of Dallas and is set forth in the Diocesan Curriculum Standards. St. Philip & St.

Augustine Catholic Academy adheres strictly to these standards. The curriculum standards may be accessed on the Diocese of Dallas Catholic Schools Office website: <https://csodallas.org/curriculum-guides>.

INSTRUCTIONAL SUPPORT

If a teacher believes that a student is not mastering the basic curriculum in any area, the teacher may recommend that the student undergo educational testing to determine whether the student needs instructional support. Parents are notified if The Academy recommends educational testing. All school recommendations, reports, grades or teacher surveys will be mailed directly to the testing facility; parents must include the address of the assessor or the facility on the request form. In order for The Academy to consider giving instructional support to any student, the above guidelines must be followed and a complete diagnostic report, including complete test scores, must be submitted to The Academy office. The Academy will then evaluate the test results to determine what, if any, instructional support it is able to provide the student.

Examples of instructional support include, but are not limited to:

- allowing the student to leave the classroom to go to the resource classroom to take tests.
- instructional accommodations.
- participating in the Take Flight Program.

If instructional support is recommended by the diagnostic report, the student's parents must sign a permission form before the student is given the recommended support. The student is still expected to fulfill the same requirements as the other students in the grade.

CUSTODY

St. Philip & St. Augustine Catholic Academy adheres to the Family Education Rights and Privacy Act in regards to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined

through the courts. Official custodial agreements will be kept in the student's cumulative folder and shared only with those who need access to the information. In the absence of any court document, The Academy will view each parent as having full legal custody of their child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The Academy reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

All divorced and never-married parents, even those with amicable relationships, must provide custody documents for the student's file. Parents must promptly notify The Academy if a change occurs.

EMERGENCIES

The Academy has adopted general guidelines for emergencies that are outlined in the **Safety Crisis Management Plan**. First aid is administered only in cases of minor injury. Parents are called in all cases where outside medical treatment is required. If parents cannot be reached, the Emergency Contact Form is used to contact the parent's designee. When time is an important factor, the student may be sent to the hospital before parents are notified. Parents are required to notify school of any allergies and provide properly documented medicine (i.e. EpiPens, inhalers, etc.)

EMERGENCY SCHOOL CLOSINGS

St. Philip & St. Augustine Catholic Academy has subscribed to RenWeb Parent Alert. In the case of an emergency, parents will receive an email, text, or voice message on the electronic device of their choice. In order for this system to be successful, parents must inform The Academy office of their preferred method of communication and supply The Academy with the correct phone number or email address.

INCLEMENT WEATHER

Unless otherwise determined by the Principal, in consultation with the Diocese of Dallas Catholic School Office, The Academy follows the decision of the Dallas Independent School District (DISD) with regard to closing due to inclement weather. Parents are asked to watch television station WFAA, Channel 8 for this information. If

the Principal declines to follow the decision of the DISD, the parents will be notified through the RenWeb Parent Alert System.

EXTENDED CARE

The Academy offers an Extended Care program before and after school hours. Early Morning Care is offered in the cafeteria from 7:00 AM until 7:30 AM. The afterschool extended day program includes a snack, a brief rest time, homework supervision, and play time. There is a \$10 registration fee per family for those who use Extended Care. Extended Care ends at 6:00 PM. **The fee is \$6.00 per day per child. The late fee for pickup after 6:00 PM. is \$1 per minute per child.** Students whose parents pick them up late three times will not be allowed to participate in extended care. Students will not be allowed to return to school until the late fee has been paid in The Academy office. Only St. Philip & St. Augustine Catholic Academy students are allowed to participate in Extended Care.

Extended Care will be offered on early dismissal days. Students will be required to bring their own lunch to school on those days. The cafeteria will not be open. **Fees for early dismissal days will be \$6.00 from 12 PM until 3:30 PM and an additional \$6.00 from 3:30 until 6:00 PM.** Families of students in extended care after 6:00 will be assessed a fine of \$1.00 per minute.

EXTRACURRICULAR ACTIVITIES

St. Philip & St. Augustine Catholic Academy students participate in a variety of extracurricular activities. The following general rules and procedures must be followed for all extracurricular activities:

- All students are required to obey The Academy's code of conduct in all extracurricular activities.
- Students must remain with the activity sponsor at all times.
- Students must follow the guidelines set forth by their sponsor.
- Parents must supervise non-participating children at all extracurricular activities and practices.

- Parents are to accompany participants in extracurricular activities or practices to the facility and to pick up participants promptly afterwards.
- Students may not be dropped off at extracurricular activities and left unsupervised; students must be supervised by their guardian.
- If students participate in extracurricular activities in such cases where they are allowed to be dropped off (extended-day field trips, school dances, etc.), parents must pick up their students promptly on time. Parents will be assessed \$1 per minute per child for students not picked up on time.
- All students are required to dress with Christian modesty in mind at all school functions. The Academy has the discretion to discipline any student that does not abide by this dress code. The disciplinary action will include excluding the student from the function.

FINANCIAL ASSISTANCE

Financial assistance may be available for students that need financial aid to participate in extracurricular activities. Application for assistance should be made to The Academy office prior to the student enrolling in the activity.

TRANSPORTATION

Transportation to and from extracurricular activities is generally provided by school parents. **School employees may not transport students.** The parents who provide such transportation are responsible for having adequate automobile liability insurance and for requiring all students in their care to buckle their seat belts. Safety for such transportation is the responsibility of the driver.

ELIGIBILITY

St. Philip and St. Augustine Catholic Academy is first and foremost an educational institution founded to provide excellence in academic and spiritual development for our students. Educational excellence requires a resolve by all members of The Academy community—students, parents, and teachers—that students must complete their primary task of education at an acceptable level before diverting time and energy

to other activities. All members of The Academy community are expected to support The Academy's eligibility rules for the benefit of all students.

Fifth through eighth grade students who participate in extracurricular activities are subject to the eligibility rules set forth below:

- All students begin The Academy year eligible to participate.
- Academic eligibility is reported at the times when progress reports are issued and at the end of the first three quarters. Students must achieve a passing grade in all subjects; any grade below 70% on a report card or progress report renders a student ineligible for all extracurricular activities. The grade point average is calculated by averaging the grades from the six major subjects: English, reading, math, science, social studies, religion.
- Behavior ineligibility occurs if a student receives two or more detentions during a quarter or a grade of "U" or "N" in conduct. Two detentions will render a student ineligible for a period of four weeks. A grade of "U" or "N" in conduct renders a student ineligible for all extracurricular activities for the following quarter.
- A student who receives an In-School Suspension is rendered ineligible for all extracurricular activities for a period of four weeks after the suspension.
- A student who receives an At-Home Suspension is rendered ineligible for all extracurricular activities for the remainder of The Academy year.
- A student who is ineligible for two review periods during the year is dropped from all extracurricular sports teams for which the student is playing at the time the second eligibility notice is issued.
- A student who has been absent for **any** reason is not allowed to participate in any extracurricular activity on the day of the absence. A student who goes home ill during The Academy day will not be allowed to participate in that activity on the day he/she went home ill. Students who are absent on a Friday will not be allowed to participate that weekend.

Parents of students who are ineligible receive an email from the Principal or club sponsor. The Academy's Athletic Director will notify the student's coach, and the

Principal will notify the sponsor of the student's other extracurricular activities. An ineligible status prohibits the student from practicing with the team and playing in games. An ineligible student may not suit out or sit with the team. Any student who violates the condition of eligibility may be rendered, at the discretion of the Principal, ineligible for the activity for the remainder of The Academy year.

ATHLETICS

The goal of the extracurricular athletic program at The Academy is to promote teamwork, enjoyment of sports, physical fitness, and knowledge of the rules of the game. The overriding philosophy of athletics at The Academy is that "any student who wants to play may play." The Athletic Director, in consultation with the Coaches and Principal, and in accordance with the Dallas Parochial League (DPL) rules, will determine at which level students may play. The following is a general list of athletic policies:

- All practice times and places are issued by the coach at the first practice.
- **Fees assessed for each sport must be paid in full and the Parental Release and the Dallas Parochial League Physician's and Parents' Certificate for Athletics must be turned in before the first practice or the student is not allowed to participate.**
- Upon receipt of a sports uniform, students and their parents must sign a uniform contract. Uniforms must be returned, washed and clean, at the end of the season. Uniforms that are lost, damaged, or not returned must be replaced at the student's expense.

The extracurricular sports offered by St. Philip & Augustine Catholic Academy are sponsored by the DPL for grades 5-8. The roster of sports is as follows:

- Soccer
- Basketball
- Softball
- Baseball
- Cross Country

- Track
- Volleyball
- Football

Coaches— Extracurricular sports teams at The Academy are coached by volunteers, generally parents. Prospective coaches must apply and undergo a routine investigation of their background, including a criminal history check, Safe Environment clearance, and Play Like a Champion training before being allowed to coach. Volunteer coaches are under the supervision of the Principal and the Athletic Director of The Academy.

Volunteer coaches must agree to abide by the following code of conduct:

- Model good sportsmanship.
- Encourage, to the best of their ability, sportsmanlike conduct from their team's spectators.
- Make fair play and good sportsmanship the primary objectives of all competition.
- Allow every child who regularly attends practices, abides by team rules, and displays a sportsmanlike attitude to play in every game.
- Uphold The Academy's eligibility rules.
- Abide by and uphold the rules and regulations governing the athletic contest as established by the DPL.
- Recite a prayer at the beginning of the competition.
- At the end of each competition, lead the team in shaking hands with each member of the opposing team and coaching staff.

STUDENT AMBASSADORS

Students in grades 5-8 may be eligible to serve as Student Ambassadors. These students promote The Academy during School Open Houses and other events.

Students may apply for these positions in May for the following school year.

Notification that the application is available will be made in The Academy newsletter.

STUDENT COUNCIL

Student Council is a service organization that upholds the traditions and philosophy of St. Philip & St. Augustine Catholic Academy in areas of faith, school spirit, environment, and safety. The council's duties include development of qualities of leadership and awareness of service to The Academy, parish, and community. The council is composed of three eighth grade officers elected at the end of the previous school year by the students in grades 5-8. In addition, each class in grades 5-8 elects two representatives from their respective classrooms.

FIELD TRIPS

Field trips are part of the curriculum and are planned to enrich students' educational and cultural experiences. A field trip is a school day and all students are expected to participate. Parents must consent in writing to the field trip by signing The Academy's permission form. Students may not attend without this form. Students are not allowed to opt-out of field trips. Should a parent wish that their student NOT attend a field trip will be required to keep the student home that day and the student will be marked absent. Transportation, except to The Pines Catholic Camp, is provided by bus.

Field trips would not be possible without the generous help of parent volunteers who act as chaperones. A field trip is not intended to be a special bonding time for parent and child. It is an educational experience for the class. The children of parents who attend the field trip are required to follow the same directions and requirements as students whose parents do not attend. Therefore, they may not receive special privileges. **Parents who are not chaperones may not drive themselves to the location of the field trip and meet the class. If this occurs, your child will not be eligible to attend future trips. Siblings of students may not attend a field trip. There will only be limited chaperone spots available for each trip. Teachers will inform parents of how many chaperones are needed. Parents are selected based on when they communicate their intent. Once spots are filled they will be placed on an alternate list. In order to give all parents an opportunity to chaperone, parents who have not yet chaperoned will be given preference for a following trip.** The duty of a chaperone begins as soon as

the class leaves campus and as such chaperones must ride on the bus with the class and may not drive themselves to the field trip location. Additionally, parents who volunteer may not shop in gift shops or provide special treats for their own child or small group of children. For the safety of students, parents are not allowed to share photographs of students. **Please see the “Field Trip Guidelines” information on our website.**

Parents who wish to chaperone on field trips must be Safe Environment cleared by September 30th. NO EXCEPTIONS. Parents are cautioned to apply for clearance at least two weeks in advance as it takes time to have diocesan background checks and reference checks completed. The Safe Environment program is required by the Diocese of Dallas and no alternatives will be accepted.

Students who attend overnight field trips or retreats (The Pines Catholic Camp) are expected to stay the entire time. Only students who are ill will be allowed to leave early.

FINANCIAL OBLIGATIONS

FINANCIAL AID

Financial aid is available for qualifying families from the Diocese of Dallas. Student behavior, attendance, and academic performance are considered before financial aid is awarded. The Academy also has very limited financial assistance. The amount of financial aid is limited therefore the families that apply first, tend to receive the largest awards. Families are encouraged to apply early and pay attention to deadlines.

Financial assistance forms are available on-line at www.factstuitionaid.com. Contact The Academy office for assistance.

FINANCIAL RESPONSIBILITY

St. Philip & St. Augustine Catholic Academy is generously subsidized by the entire St. Philip and St. Augustine Catholic Communities.

The financial responsibility of The Academy is under the direction and supervision of the Catholic Schools' Office. All families, regardless of parishioner status, are expected to pay all tuition obligations and fees. Failure to meet this responsibility may result in the removal of a student from school until all fees are paid. Students will be allowed to complete assignments at home but will not be able to take tests or receive grades for their work until all fees are paid. *See also "Admission and Re-Registration."*

TUITION

The tuition of families who enter The Academy during The Academy year is pro-rated as determined by The Academy administration. Families who withdraw their children during The Academy year are refunded advance tuition payments made, excluding the month of the family's departure.

TUITION PAYMENT OPTIONS

All families must register with FACTS Tuition Management in order to be fully registered in school. Students will not be allowed to attend classes until families are fully registered.

READ CAREFULLY AS PAYMENT OPTIONS HAVE CHANGED:

- Pay in full by August 15, 2016.
- Pay ½ of the annual tuition by the Friday before the first day of school and the remainder before the first day of the second semester.
- 10 monthly payments beginning August 1, or 12 monthly payments beginning June 1. Regardless of the typical monthly due dates, the final payment in May will be due on May 2nd.

Students, of families who are fifteen days in arrears of tuition or fees, will be removed from class and not allowed to return until all fees (including current fees) are paid. Students will be allowed to complete assignments at home but will not be allowed to take tests until after they return to class. Students who have been removed from class will be considered absent.

REGISTRATION FEES

For new students, ½ of a nonrefundable registration fee is due at the time of acceptance. The remainder is due two weeks after acceptance. For current students, a nonrefundable registration fee per school student is due at the time of re-registration each year. A child is not considered registered, and therefore ineligible for financial assistance, until the registration fee is paid in full.

INCIDENTAL FEES

Incidental fees include, but are not limited to, athletic fees, field trips, and extended care. Fifth and eighth grades will also have Pines Catholic Camp fees. These fees are due in advance of the service being provided. All incidental fees but field trip fees will be billed through FACTS. In the event that services are not provided prior to payment, a surcharge of \$10 per occurrence will be assessed in addition to the cost of the service.

Any cash payments must be made with the exact amount or change will be applied as a credit to the family account. No change will be given.

GIFTS AND PARTY INVITATIONS

Party invitations and thank you notes may be distributed at school only if everyone in the class is invited/included. Thank you notes may not be distributed at school unless the entire class is included.

GRADUATION

All requirements set forth in the accreditation handbook for the Texas Catholic Accreditation Commission must be fulfilled by each student before the formal status of graduation is conferred. The requirements are consistent with the State of Texas standards. Diplomas and various awards are distributed to graduating students during a Graduation Mass each May. All fees must be paid to The Academy before a student will be allowed to graduate. After graduation parties are limited to a simple

affair (punch and cookies or one sheet cake for the class as a whole) in the cafeteria immediately after graduation, unless administration is notified and approves alternate plans by November 30th. Any other celebrations should be done off campus.

HEALTH POLICIES

The Academy Health Coordinator is responsible for the following:

- Monitoring the health of students by evaluating complaints of illness and administering first aid for minor injuries.
- Coordinating vision, hearing and spinal screening as required by law.
- Maintaining health files on each student, including health history, proof of immunization and health screening;
- Acting as the community health resource person for parents and teachers in matters of health and health education.

All medical information forms must be completed in full and turned in to The Academy compliance coordinator prior to the first day of school. Appropriate medication for a child's medical condition must be provided to The Academy compliance coordinator if there is a chance that this medication will be needed at school, i.e., EpiPens for allergic reactions.

The medical information form is critical for the administration of emergency care in case of accident or medical emergency. The form requires the designation of at least two names and emergency phone numbers, in addition to the parents, for The Academy's records. These designees are the only parties that may pick up a sick child from school in the event that a parent is unable to do so unless The Academy receives a written notice from a parent that designates another party to pick up the child. The Academy requires that this form be updated throughout The Academy year if any of the information changes.

ASTHMA, ALLERGIES, AND THE ACADEMY ENVIRONMENT

St. Philip & St. Augustine Catholic Academy recognizes that an allergy is an important condition affecting many children and positively welcomes all students with allergies.

Asthma—Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that The Academy is provided with a labeled spare reliever inhaler.

Allergies—The Academy recognizes that life threatening food allergies are an important condition affecting many students. In order to minimize the incidence of life threatening allergic reactions, St. Philip & St. Augustine Catholic Academy maintains an Emergency Action Plan for any student whose parent/guardian has provided The Academy with a written physician’s statement that the student has a potentially life threatening allergy.

Academy Environment—The Academy strives to ensure that its environment is favorable to those with asthma or allergies. It does not use chemicals or scents that are potential triggers for students or staff.

HEARING, VISION, AND SPINAL SCREENING

State law mandates vision, hearing, and spinal screening. Screenings are done unless parents provide documentation from a physician that testing has been done and a written statement from the parents that they do not want it to be done again.

ILLNESS

The Academy office notifies a parent when a student has any of the following: a fever of 100 degrees or above, severe nausea or stomachache, diarrhea, vomiting, injury requiring a doctor’s care and/or care at home, a communicable disease (such as chicken pox, head lice, rashes, skin lesions or conjunctivitis), or any injury received to the head.

IF A STUDENT IS SENT HOME DUE TO ANY OF THE ABOVE, THE STUDENT MUST BE SYMPTOM-FREE FOR AT LEAST TWENTY-FOUR HOURS BEFORE RETURNING TO

SCHOOL (i.e., a child that is sent home with a fever at 1:00 PM must stay home the next school day). Parents are asked to be sensitive to the fact that there are certain times in The Academy year when extra time is needed for a student to build up strength and resistance after an illness to meet the demands of a busy school day. Flu and cold season is such a time.

IMMUNIZATIONS

Texas law requires that everyone under 18 be immunized. No student may attend school without providing The Academy with immunization records that demonstrate that the student is immunized in accordance with state law. All new students must provide their immunization records from their physician at the time of registration. These records must contain the month, day, and year of each immunization. The records must also be signed by a physician. Students will not be admitted to class until The Academy has proof of immunization.

MEDICATIONS

If a child requires medication during school hours the following procedures must be followed:

1. A parent must bring the medication to school. No medicine, except inhalers, may be carried by the student on The Academy campus.
2. The medication must be in a pharmacy-labeled container that shows the student's name, prescription number, dosage, and doctor's name. At the time the medication is presented to The Academy Health Coordinator, the parent must complete a permission form allowing the medication to be dispensed at school.
3. The student is to be instructed by the parent as to the dosage and time of administration, and report to the office for the dosage.
4. Students may not bring nonprescription medication to school. This includes over the counter pain medication and cough drops.
5. The use of crutches requires a doctor's note.

HEALTH POLICIES EXCLUSION FROM PHYSICAL EXERCISE

Only a physician's note officially excuses a student from required P.E. classes. The physician's directive must indicate the exact nature of the student's condition. Directives must be renewed by the parent or physician weekly unless the student's condition is chronic. Parents' request for a child to be excused must state the exact nature of the child's problem. The office will contact parents if clarification is needed.

HOLIDAYS AND CLASS PARTIES

Students will celebrate three parties a year: Christmas, Valentine's Day, and an end of the year party. The homeroom parents are responsible for organizing a simple, forty-five-minute party with a small treat. Parties for the entire school are to be held on the same day and time. Parents should be Safe Environment cleared by September 30th. **Siblings of students may not attend class parties.**

LIBRARY

LIBRARY HOURS

The school library is open to students and their families Monday-Friday from 8:00 a.m. to 4:00 p.m. All classes are scheduled to visit the library at least once each week. Classroom teachers may schedule additional time as needed. Parents and other adult family members must be Safe Environment cleared and must sign-in at the school office before going to the library.

CHECK-OUT PROCEDURES

- Students in Kindergarten through eighth grade, as well as family members of all students, may check out materials.
- Students may check-out one book at a time for recreational reading. Students may check-out additional materials necessary for class assignments.
- Materials are checked out for a period of one week.

- If the item is not reserved for another patron, then a student may renew the item by bringing it to the library, indicating that the item has not been lost.
- No daily fees will be charged for overdue items.
- If an item is lost, ruined, or overdue for more than two weeks, then a Lost Book Fee will be reported to the bookkeeper for billing purposes. The fees are \$25 for a hardcover book or \$15 for a softcover book.
- If an item is returned to the library with repairable damage, then a damaged book fee of \$5 will be reported to the bookkeeper for billing purposes.
- Student report cards are held at the end of The Academy year until library fines are paid or books are returned in acceptable condition.

LOCKERS

Lockers are available for use by students in grades 6-8. Lockers remain the property of The Academy. The Academy reserves the right to open student lockers at any time without probable or reasonable cause. Students must keep their own lockers clean and orderly. Students should not give out their locker combinations to other students. Students must clean and wipe out lockers at the end of the school year.

LOST AND FOUND

A lost and found box is located in The Academy clinic and can be accessed during regular school hours. At the end each semester, all unclaimed items are donated to charity or sold in the used uniform sale.

LUNCH

Students may bring their lunch daily or purchase it at school. The lunch service is provided by E&E Food Services. Complete meals, a la carte items, and drinks can be purchased. E&E Food Services will handle all billing and financial transactions directly. No payments will be received in The Academy's office.

The cafeteria is closed on early dismissal days so students that stay must bring their own lunches.

LUNCHROOM RULES AND PROCEDURES

- Students are responsible for remembering to bring their own lunch to school.
- **No lunches may be dropped off in the office for students.**
- Any student who does not have lunch at the beginning of the lunch period will be required to purchase a lunch in the cafeteria.
- The lunch period is a time for socializing. Students are expected to conduct themselves in a courteous and respectful manner, not only to one another, cafeteria personnel, and volunteers, but also in their handling and conservation of food.
- Parents are welcomed to have lunch with their child/children on their birthday or other special occasion **only**.
- No food may be taken out of The Academy cafeteria to the playground.
- No student may leave The Academy grounds during lunch.
- No student may leave the cafeteria without permission.
- No carbonated drinks are allowed in the cafeteria.

OUTDOOR PLAY

Weather permitting, all students are expected to go outside with their class. Students will go outside if the temperature, including wind chill, is 33 degrees or above. Students will stay inside if the temperature, with heat index, rises above 100 degrees, all students will have indoor recess. *See "Health Policies-Exclusion from Physical Exercise"* for exceptions to this policy. The Academy follows the guidelines of Air Quality Advisories in determining if it is safe for students to go outside. Students should be dressed appropriately for the weather every day. If there is any doubt about the weather, please send a coat, jacket or sweatshirt with the student. No student may be left in a classroom during recess.

PARENTAL COOPERATION

In keeping with the Christian nature of The Academy, the very highest standards of conduct and courtesy are expected at all times, not only of the students, but also of the parents. Parents are expected to treat all school employees and volunteers with courtesy and respect, to support the authority of The Academy employees and volunteers and to cooperate in good faith with the implementation and enforcement of all policies and procedures set forth in this Handbook. Failure by a parent to meet these standards may result in the parent being required by the Principal to withdraw their child(ren) from The Academy.

PARENTAL INVOLVEMENT

HOME AND SCHOOL ASSOCIATION

The Home and School Association includes all Academy families. Through its efforts, support is given for initiation and continuation of numerous valuable Academy events and projects. General meetings are held monthly on Thursday evenings.

BOOSTER CLUB

The Booster Club provides support and assistance to The Academy's Athletic Director and promotes the athletic programs offered by The Academy.

PHONE MESSAGES

Phone messages are delivered to students at the end of the day unless they are of a critical nature. The Academy phone may be used by students in emergency situations or with teacher permission only. The phone may not be used to arrange social gatherings after school, contact parents to bring forgotten items to school (except for medicine or glasses), or announce a change of plans at the end of the day (unless it is The Academy's mistake in communication).

PLAYGROUND SAFETY

RECESS

Recess time is an opportunity for a release of energy, a time when students can exercise more independent choices and a time for free play. Recess time is not a time for rough play, aggressive, or unchristian-like behavior or use of inappropriate language.

PLAYGROUND SUPERVISION

The playground is for the exclusive use of enrolled students during school hours. These hours are from 7:45 AM until 6:00 PM. Students, who are not enrolled in extended care, may not use the playground during this time. Additionally, students and other children are not allowed to use the playground equipment unless supervised by a parent or other adult.

Parents are asked not to engage the teachers in conversation during recess or other playground times as this distracts them from their primary duty of supervision.

PROBLEM SOLVING (GRIEVANCE)

The goal of The Academy is to make every effort to ensure effective communication among students, parents, staff, and administrators. The normal channel for complaints concerning school personnel shall be from complainant, to employee, to supervisor, in accordance with the principle of subsidiarity.

The following procedures shall be followed for personnel issues:

1. All problems or concerns involving an allegation of sexual harassment should be addressed in the manner described in the "*Sexual Harassment*" section of this Handbook.
2. All other problems or concerns should be addressed in the following manner:

- a. The issue should be voiced to the person closest to the problem. Accordingly, if a student is having difficulty in class, the first person to be contacted should be the child's teacher.
- b. If no satisfactory solution is reached, the parent or guardian may schedule an appointment with the Principal. The Principal will provide final resolution.

RELEASE OF STUDENTS

Students will only be released to persons who parents have previously designated. If the parent wishes for the student to be released to someone not on this list, the parent must call The Academy to add the person to the designated list. The Academy will require identification before the student will be released.

The Academy reserves the right to refuse to release children into the care of any parent, guardian, or other designated person if, in the opinion of the administrator or supervising teacher or staff member, the adult is impaired by alcohol or drugs, including prescription drugs. Another designated person will be called to pick up the child.

SCHOOL GOVERNANCE

The Principal, under the direction of the Diocese, is the chief administrator of The Academy. Decisions about matters pertaining to teachers and students, scholastic and extracurricular programs, and the day-to-day operation of The Academy rest with the Principal.

SEARCHES

The Academy reserves the right to inspect desks and lockers at any time. In addition, The Academy may inspect the personal possessions of students at any time, including backpacks, gym bags and purses, electronic devices, and may require students to empty their pockets and provide passwords upon request.

SMOKING ORDINANCE

In accordance with the City of Dallas smoking ordinance, smoking is prohibited in all school facilities and during extra-curricular activities.

SOCIAL FUNCTIONS OUTSIDE OF SCHOOL HOURS

There are several opportunities for family participation on The Academy property outside of school hours. Parents are responsible for their child/ren's supervision during these activities.

SPIRITUAL LIFE

The Academy aims to provide the guidance, instruction and opportunities that help all children acquire Christian values. The total atmosphere of The Academy reflects Christian life and learning.

RELIGIOUS FORMATION

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

SCHOOL MASSES

Students attend Mass on Thursday (Pre-K-3rd) or Friday (4th-8th) unless otherwise specified. Participation during Mass and frequent reception of the Eucharist are encouraged. Participation includes reading, gift bearing, altar serving, and singing. In addition, students take an active part in planning a liturgy during The Academy year.

SACRAMENTAL PREPARATION

Sacramental preparation is coordinated by the parish Faith Formation Office. Students in the second grade receive First Reconciliation and First Eucharist in the spring.

Confirmation for students in the eighth grade usually takes place during the spring semester. Parents of students, involved in the sacramental program, are required to attend Parent Catechesis meetings and sacramental preparation meetings as part of the Sacramental Preparation program. Please notify your student's teacher as soon as possible if your student is in a grade other than second and studying to receive First Reconciliation and/or First Eucharist so that proper preparations may be made.

A formal request form along with all necessary paperwork must be submitted by December 1st in order to be eligible to receive any sacrament during the school year.

TECHNOLOGY

The use of the Internet and electronic networks provide rich sources that enhance the quality of education. It is The Academy's intention to provide a safe, appropriate, and engaging internet environment for every child. In addition, teachers work with students on grade-level appropriate projects assisting students with critical skills such as searching, evaluating, crediting, and synthesizing a variety of quality digital sources, collaborating on curriculum projects, and giving an authentic voice to their work.

At the beginning of each school year, the classroom teacher reviews the appropriate use of technology including the use of the internet. The Academy's Acceptable Use Policy and Internet Code of Conduct will be reviewed and students will be expected to follow the rules established by those guidelines. Students will also review computer use procedures and safety guidelines when using computers in The Academy.

Because the internet is an integral part of our school, society, and learning, all students are granted access.

St. Philip & St. Augustine Catholic Academy strives to teach appropriate internet skills, courtesy and safety, and looks to parents as partners in the effort to use the internet ethically, responsibly and in accordance with the guidelines outlined by the Acceptable Use Policy. Access to the Internet carries personal responsibility. Signing the parent/student handbook agreement indicates compliance with this policy.

ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT

PERSONAL RESPONSIBILITY

St. Philip & St. Augustine Catholic Academy offers students access to the internet. The advantages afforded by the rich, digital resources available today through the internet outweigh the disadvantages. However, access carries responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming another or his or her property.

TERMS OF THE AGREEMENT

1. Acceptable and Unacceptable Uses. The Academy is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, consult with the teacher to help you decide.
2. Privacy. Network and Internet access is provided as a tool for your child's education. The Academy reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of The Academy and no user shall have any expectation of privacy regarding such materials.

FAILURE TO FOLLOW THE AGREEMENT

A user who violates this agreement shall, at a minimum, have his or her access to the internet terminated. The Academy may also take other disciplinary actions.

Unacceptable Uses of the Network may include but are not limited to:

- a) Uses that cause harm to others, damage to their property, or harm or damage to the hardware and software. For example, engaging in defamation (harming another's reputation by lies); using another's password or some other user identifier that misleads message recipients into believing that someone else is communicating or otherwise using his/her access to the network or the internet; uploading a worm, virus, Trojan horse, time bomb, or other harmful form of

programming or vandalism; and participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

- b) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, disclosing or sharing a password with others; impersonating another user.
- c) Uses that are commercial transactions. Students may not use the St. Philip & St. Augustine Catholic Academy network to sell or buy anything over the Internet.
- d) Giving others private information about self or others.

STUDENT PHOTOS

Using student pictures on the St. Philip & St. Augustine Catholic Academy website promotes learning and collaboration and provides an opportunity to share the achievements of students. However, safety of students is a priority. The Academy website will follow all procedures for content, copyright, and appropriateness.

Images of PK3-8 students may be included on The Academy website or in publications without identifying captions or names.

Parents may opt out of any use of image/student work by indicating their wishes on the Internet Safety and Acceptable Use Denial Form (Appendix A).

INTERNET SAFETY

- Parents and Users—Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the internet and avoid these sites.
- Personal Safety—Users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone “met” on the internet without a parent’s permission.
- “Hacking” and Other Illegal Activities— It is a violation of this agreement to use the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates

state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

- Confidentiality of Student Information—Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the internet. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects or activities.
- The Academy will also monitor the online activities of students, through direct observation and/or technological means.

USE OF INTERNET TOOLS

Online communication is critical to our students' learning and tools such as blogs, podcasts, wikis, Discovery Education, and Skype offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects, or other Web interactive use must follow all established Internet safety.

All users must abide by rules of network etiquette, which include the following:

- Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and/or graphic representations which may be offensive to other users. Do not use network or Internet access to make, distribute, or redistribute jokes, stories, song lyrics, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

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

Parents are strongly encouraged to curtail or actively monitor their student's use of social media on a daily basis.

TEXTBOOKS, ELECTRONIC DEVICES, AND SUPPLIES

The Academy issues textbooks to the students. Textbooks are the property of The Academy. All hardbound books are to be covered at all times. Students may not write in the textbooks or abuse them in any way. Students are charged for the current price of lost or defaced materials.

Students are responsible for the care of the electronic devices they use. A student who damages a device will be responsible for the cost of its repair or replacement.

Students are responsible for having their own supplies. Supplies should be brought to class prior to or on the first day of school. Supplies may need to be replenished throughout the school year. No permanent markers, super glue, or white-out correction fluid are allowed on campus.

DRESS CODE

UNIFORMS AND PERSONAL APPEARANCE

The dress code is designed to ensure an atmosphere of simplicity and uniformity among the students. The results of a parent committee and a survey indicate that enforcement of the dress code is supported by the parents of St. Philip & St. Augustine Catholic Academy.

Students must be in school uniform each day, unless otherwise provided in this Handbook or by the Principal. **If something is not expressly allowed in this handbook, it is forbidden.**

ENFORCEMENT

There will be a uniform check at the end of Morning Prayer and announcements. Students, who are determined to be in willful violation, will be required to call parents to bring their required uniform and may receive a demerit.

GENERAL

- Students may not wear cologne to school or bring cologne to school.
- Students may not change or alter their uniforms before leaving school property.
- Uniforms may not show excessive wear and tear. They must be in good repair, neat, cleaned, pressed and without stains or tears. When uniform pieces become ripped or soiled beyond cleaning, they are to be replaced.
- Uniforms are to be worn with Christian modesty in mind. **Skirts must touch the knee at the beginning of The Academy year and be no shorter than 2 inches above the knee at the end of The Academy year.** Sufficient material should be available in the hem to permit lengthening of skirts as needed throughout the year. In addition, all buttons of the shirt must be buttoned except the top button.
- Shirts and blouses must have all buttons sewn in place and be buttoned, including the cuffs. The top button of the shirt may be unbuttoned. Shirts and blouses must be long enough to remain tucked in throughout the day whenever the students are on school property. They must be tucked into the waistband of uniform skirt or pants.
- If undershirts or undergarments are worn under the blouse or shirt, **they must be solid white.**
- No sweater may be worn tied around the neck, shoulder or waist.
- Pants should be hemmed to touch the top of the shoes.
- Shoes must be worn with laces and must have laces tied. Students may wear shoes that close with Velcro.
- All clothing, including outerwear, must be clearly and permanently marked with the student's name.
- Clothing must fit the student. Oversized or undersized clothing may not be worn.
- Pants and belts must be worn above the hipbone. After the first verbal warning, parents will be contacted via RenWeb notice.

- Students who need a haircut or skirt lengthening will be given one week to conform to the uniform requirements. If still out of compliance after one week, the student will be sent home until their appearance conforms to the requirements.

UNIFORM IS AS FOLLOWS:

Girls:

Pk-3 – 3rd grade: Plaid Jumper, white long or short sleeve **Oxford** shirt (Pointy collar, not Peter Pan collar - no logo), black cardigan (with logo and last name), black or white knee socks, black or white crew length (bobby) socks (**plain - No logos**), black or white tights when weather is cold. Black or white privacy shorts must be worn. No ankle socks. No leggings.

4th – 8th grade: Plaid skirt, **8th Grade only** purple long or short sleeve **Oxford** with logo, 4th – 7th white long or short sleeve **Oxford** (Not Peter Pan collar) shirt (with logo), black cardigan (with logo and last name), black or white knee socks, black or white crew length (bobby) socks (**plain - No logos**), black or white tights when weather is cold. No ankle socks. No leggings.

Shoes: Saddle shoes (Black and White) or Mary Jane shoes (Black).

Hair: Neatly combed with solid black, solid purple, solid white, or school plaid hair accessories **only**. No dyed hair.

No make-up or nail polish.

***Options:** Black vest, all outerwear, school plaid tie.*

PE uniform required for boys and girls in 4th – 8th grade and must be purchased from Affordable Uniforms.

Boys:

8th Grade only purple long or short sleeve **Oxford** with logo, **Pk-3 – 7th** white long or short sleeve Oxford shirt (with logo), black cardigan (with logo and last

name), black uniform pants (no logos), solid black belt, black or white crew length socks (**plain - No logos**). No ankle socks.

5th - 8th grade: School plaid tie required.

Shoes: *Solid* black school shoes. No logos, no additional trim colors. **Must be solid black.**

Hair: Neatly combed, cut above the ears, above collar, and out of eyes. No extreme hairstyles or cuts, no dyed hair. No extreme use of hair products.

Options: Black shorts, black vest, all outerwear.

PE uniform required for boys and girls in 4th - 8th grade and must be purchased from Affordable Uniforms.

Uniform items that are not required to be purchased at Parker, Affordable, or from The Academy office must strictly adhere to the uniform guidelines. If you have any questions, please call The Academy office (214) 381-4973.

HAIR

- Boys' hair must be above the eyebrows and collar and no longer than above the ear. No fad haircuts, tails, shaved heads, or other unacceptable hair designs are permitted. The Principal will determine if a hairstyle is appropriate. If in doubt, ask.
- Boys' sideburns are to be no longer than the middle of the ear.
- Girls' bangs must be above the eyebrows or hair must be secured away from the face.

HAIR ACCESSORIES

Girls may wear **uniform** fabric plaid hair bows or headbands. They may also wear solid black, solid purple, or solid white hair bows or headbands.

JEWELRY AND MAKE-UP

- No make-up.
- No nail polish.
- Girls may wear one simple stud earrings per ear. No other kind of piercing is allowed. Boys may not have any kind of earring or piercing.
- All students may wear a simple, plain, non-decorative wristwatch that does not make noise.
- Medical identification bracelets may be worn.
- A simple cross or scapular may be worn under the uniform and must not be visible. No other jewelry is allowed.

\$1 SPIRIT DAY DRESS

On days when students have spirit day dress, they may pay \$1 and wear:

- Solid colored jeans - free from tears or wear
- Tennis shoes only (**no boots of any kind**)
- School Spirit Shirt (may not be altered) or Jog-a-thon shirt
- Solid white, solid purple, or solid black t-shirt
- SPSA hoodie may be worn in the building on Spirit Days only

FREE DRESS DAY

On days when students have free dress, they may wear:

- Jeans
- Athletic pants
- Shorts no shorter than two inches above the knee
- Capri pants for girls
- Jean skirts for girls that are no shorter than 2 inches above the knee
- School spirit shirts
- T-shirts with logos appropriate for a Catholic school
- Sweatshirts
- Tennis shoes

Students may not wear:

- Flip-flop sandals
- No open back shoes
- Sleeveless tops
- Tight pants
- Yoga pants/leggings
- Jeggings
- Pajama pants
- Low cut blouses/tops
- Clothing that is tight
- Shorts that are too loose in the waist or hang below the knees
- Hats
- Jewelry or fingernail polish

Students that are not in compliance with the above guidelines for Spirit or Free Dress will call their parent to bring them proper clothing. Students who violate Free or Spirit Dress Day Guidelines and/or do not pay the \$1 fee for Spirit Day a second time will be excluded from participating for the remainder of The Academy year.

VISITORS

All visitors, including school parents, must report to The Academy office when entering the building. Visitors should sign in and obtain a “visitor” or “volunteer” badge no matter how frequently they visit or how well known they are by school personnel. They should return the badge and sign out when leaving The Academy. Teachers have been instructed to direct visitors to the office before giving admission to their classrooms or anywhere else on school grounds. Additionally, all adults must be Safe Environment cleared and display their badges or be accompanied at all times by someone who is cleared. These policies are for the protection of the students and staff and to minimize disruption to the classrooms.

VOLUNTEER/SERVICE HOURS

The Academy could not offer the quality of education, service and sense of community that it does without parental involvement as volunteers, committee members and supporters. All jobs are important and the students are proud to know that their parents are working for The Academy. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

Keeping the best interests of the students in mind, all parents must undergo a routine investigation of their background, including a criminal history check, and completion of the Diocese of Dallas Safe Environment Training Program. The charge of the background check will be billed to the family account. The initial charge is \$15.00. The subsequent annual charge is \$3.50.

Every family is required to perform at least 20 hours of service to The Academy, ten hours in the first semester and ten in the second semester according to the Tuition Agreement breakdown. Service is needed in many areas. Parents must use the sign in and out sheet at the event or in the service hour binder in the office in order to receive credit for their service hours. **Failure to complete service hours will result in the fee being charged on January 8, 2019 for first semester and May 1, 2019 for second semester.**

The following page is a copy of the service expectations from the “Tuition and Fundraising Agreement” which all families are required to sign:



ST. PHILIP & ST. AUGUSTINE CATHOLIC ACADEMY
8151 MILITARY PARKWAY
DALLAS, TEXAS 75227

Phone: 214 381-4973 Fax: 214 381-0466

St. Philip & St. Augustine Catholic Academy strives to make a Catholic education affordable to all families that desire it. The cost to educate a child during the 2018 – 2019 school year is expected to be \$7,714. The revenue to pay for this education comes from the following sources:

Tuition and fees paid by families	63%
Tuition assistance from Diocese of Dallas	14%
Diocesan Assistance	15%
Grants and gifts	1%
Fundraising	6%

In order to provide lower tuition and fees, families are required to participate in fundraising.

	Tuition	Fees
1 student	\$5,096	\$200
2 students	\$10,192	\$400
3 students	\$15,288	\$600
4 students	\$20,384	\$800

Registration Fee	½ of the registration fee is due February 5, 2018. Final registration payment is due March 29, 2018. Families are not eligible for financial assistance until the registration fee is paid in full. New families must pay \$100 per child at the time of acceptance and the balance two weeks later. Registration Fee is Non-Refundable.
FACTS Tuition Management	\$46 per family

Tuition Management: Each family is required to enroll with FACTS Tuition Management. Enrollment with FACTS will be required at the time of registration. Families may select from the following plans:
 12 monthly payments: June 2, 2018 to May 2, 2019
 11 monthly payments: July 2, 2018 to May 2, 2019
 10 monthly payments: August 2, 2018 to May 2, 2019
 2 payments: July 2, 2018 and December 2, 2018
 1 payment: July 2, 2018

Fundraising Requirement: All families are obligated to participate in the following fundraising activities or pay to opt-out. Payment, for families who choose the opt-out option, will be due the final day of the fundraiser. "Additional Service Hours" will be due at the end of each semester.

Fundraiser	Requirement	Buyout
<i>First Semester</i>		
Fall Chocolate Sale	\$180 of candy	\$90
Service Hours	10 hours	\$200
	Subtotal	\$290
<i>Second Semester</i>		
Major Spring Event	2 hours	\$40
Raffle	\$200 in ticket sales	\$200
Additional Service Hours	8 hours	\$160
	Subtotal	\$400
	Total	\$690

WITHDRAWAL AND TRANSCRIPT RELEASE

Parents are required to notify the Principal in writing prior to withdrawing a student from The Academy. If written notice has been given on the proper form and all financial and other responsibilities of the student and the student's parents to The Academy have been fulfilled, transcripts and other necessary information will be sent to the new school. Transcripts will not be released until the diocesan withdrawal form has been completed and returned to the Principal. The Academy may require that a student withdraw if The Academy administration, in its sole discretion, feels that it is in the best interest of the student or The Academy.

YEARBOOK

The Academy publishes a School Yearbook annually. All students are included in the Yearbook in individual pictures, class pictures, and pictures of various events throughout the school year. Yearbooks cost between \$20 and \$25 each. Families will be notified of the amount each year. The cost for the Yearbook will be assessed to your family account in October. Should you wish to opt out of this purchase, please complete the opt out form found on our school website and submit to the school office by September 30th. No opt out forms will be accepted after September 30th.

ADDENDUM: ANTI-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. Philip & St. Augustine Catholic Academy 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. Philip & St. Augustine Catholic Academy 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. Philip & St. Augustine Catholic Academy are expected to:
 - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and ways to report bullying.
 - b. Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.
 - c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.

- d. Have a designated area (Xbox and 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. Philip & St. Augustine Catholic Academy 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.
 - c. Obtain anti-bullying information from teachers and /or principal if desired.
3. Students of St. Philip & St. Augustine Catholic Academy 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. Philip & St. Augustine Catholic Academy.

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;

- Incorrigible 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 law.

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

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 Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

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:
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Student: <i>If age 18 or over, initial appropriate box to the right:</i>	Yes:	No:
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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.

Please sign and return this form to The Academy office by **Friday, August 24, 2018**. **Students of families who return this signed by Friday, August 24, 2018 will receive a Free Dress Pass for Wednesday, August 29, 2018.**