

Bishop Dunne Catholic School

SCHOOL AND FAMILY HANDBOOK

2016-2017

Contents

<p>Mission and Cornerstone Philosophy 4</p> <p style="padding-left: 20px;">Four Central Directions 4</p> <p style="padding-left: 20px;">Charisms of the Sisters of St. Mary of Namur & the Brothers of the Sacred Heart 5</p> <p>General Administrative Organization 6</p> <p style="padding-left: 20px;">Bishop 6</p> <p style="padding-left: 20px;">Superintendent of Catholic Schools 6</p> <p style="padding-left: 20px;">Bishop Dunne Board of Directors 6</p> <p>Bell Schedules 7</p> <p style="padding-left: 20px;">Regular Bell Schedule 7</p> <p style="padding-left: 20px;">Purple Day Bell Schedule 7</p> <p style="padding-left: 20px;">Mass Bell Schedule 7</p> <p style="padding-left: 20px;">Early Dismissal Bell Schedule 7</p> <p style="padding-left: 20px;">Assembly Bell Schedule 8</p> <p style="padding-left: 20px;">All School Mass Schedule 8</p> <p style="padding-left: 20px;">Regular Lunch Bell Schedule 8</p> <p>Evacuation Procedures 10</p> <p>Severe Weather Drill 12</p> <p>General Policies 13</p> <p style="padding-left: 20px;">Athletic Physicals 13</p> <p style="padding-left: 20px;">Chronic Reportable Diseases 13</p> <p style="padding-left: 20px;">Communicable Diseases 13</p> <p style="padding-left: 20px;">Drug Screening 13</p> <p style="padding-left: 20px;">Emergencies 14</p> <p style="padding-left: 20px;">Field Trips – Affiliated 14</p> <p>Medication 14</p> <p>Immunizations 15</p> <p>Absences and Tardiness 15</p> <p style="padding-left: 20px;">Absences 15</p> <p style="padding-left: 20px;">Tardiness 16</p> <p>Campus Ministry 16</p> <p style="padding-left: 20px;">Chapel 16</p> <p style="padding-left: 20px;">Mass 16</p>	<p>Retreats 16</p> <p>Sacramental Opportunities 16</p> <p>Service Through Campus Ministry 17</p> <p>Peer Ministry Club 17</p> <p>Communication Guidelines 17</p> <p style="padding-left: 20px;">Effective Communication 17</p> <p style="padding-left: 20px;">Classroom Visitations 17</p> <p style="padding-left: 20px;">Conferences With Faculty and Staff 18</p> <p style="padding-left: 20px;">Conferences With The Principal and Dean 18</p> <p>Administration 18</p> <p style="padding-left: 20px;">Acceptable Adult Behavior 18</p> <p style="padding-left: 20px;">Building Access 18</p> <p style="padding-left: 20px;">Business Office 18</p> <p style="padding-left: 20px;">Dance Guidelines 19</p> <p style="padding-left: 20px;">Deliveries 19</p> <p style="padding-left: 20px;">Directory, School and Family 20</p> <p style="padding-left: 20px;">Driver’s License 20</p> <p>Financial Guidelines 20</p> <p style="padding-left: 20px;">1. Balances, Credit 20</p> <p style="padding-left: 20px;">2. Balances, Unpaid 20</p> <p style="padding-left: 20px;">3. Bus Fee 20</p> <p style="padding-left: 20px;">4. Cafeteria 20</p> <p style="padding-left: 20px;">5. Contracts 20</p> <p style="padding-left: 20px;">6. Credit Cards 20</p> <p style="padding-left: 20px;">7. Delayed Start Students 20</p> <p style="padding-left: 20px;">8. Delinquent Accounts/ Miscellaneous Fee 20</p> <p style="padding-left: 20px;">9. Donations for Scholarships and Sponsorships 21</p> <p style="padding-left: 20px;">10. Extended Day Policy or After School Day Care Program 21</p> <p style="padding-left: 20px;">11. Extended Day Policy 22</p> <p style="padding-left: 20px;">12. Extracurricular Activities, Camps and Field Trips, Including Travel and Related Expenses 23</p> <p style="padding-left: 20px;">13. Financial Policy 23</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

14. Fiscal Year	23	Weather-Related Closings	31
15. Fundraising Policy	23	Yearbooks	31
16. Online Classes	23	Use of Bishop Dunne Facilities	31
17. PSAT Fees	23	Bookstore	31
18. Advanced Placement Fees	23	Bus Expectations	31
19. Records Release	23	Cafeteria Expectations	32
20. Registration Fees	23	Chapel	33
21. Retreat Fees	24	Computer Labs, Classroom	33
22. Returned Checks	24	Computers, and	
23. Scholarships, Athletic	24	Library Computers	
24. Student Activity, Facility,	24	Library	33
e-Book, and		Academic Grades 6-12	33
Technology Fees		Absences Affecting Grades	33
25. Texas Dow Employee	25	Academic Achievement	
Credit Union		Record	34
26. Transfer Students	25	(Transcript)	
27. Tuition	25	Academic Course Load	34
28. Tuition Assistance	25	Advanced Placement	
29. Tuition Refunds	26	Tests	34
Guidance	26	Academic Difficulty	34
ID Cards	26	50% Floor	34
Insurance	26	Academic Eligibility	35
Lockers	26	Academic Probation	35
Lost and Found	27	Academic Report Card	35
Lunch Guests	27	Admission	36
Newsletter	27	Cumulative Grade Point	
Notary Public	27	Average	36
Orientation	27	Curriculum	36
Parent Service Requirements	27	Earning High School	
Parking and Traffic Patterns	27	Credits	36
Posters/Flyers	28	Final Examinations	36
Records	28	Graduation	37
Residence	29	Graduation Credits	
School Hours	29	Required	37
Sports Events - Spectators' Code	29	Endorsements	38
Telephone Calls	30	Lab Contract	38
Tours – Non Affiliated	30	Learning Resource	
Visitors, Adult	30	Specialist	38
Visitors, Student	30	Make-Up Work	38
Volunteers	31	Re-Admittance	38
		Report Cards	38
		Schedule Changes	39

Senior Service Protocol for Mass Days	39	Consequences Level 1	49
Senior Service Cancellation Protocol	39	Level 2	50
Senior Schedules	39	Level 3	51
Testing Dates 2016 – 2017	40	Disciplinary Probation/ Responsibility Contract	53
Textbooks and E-Books	40	Involvement of Local Law Enforcement Officials	54
Student Recognition National Honor	40	Separation from School	54
Society Membership	41	Sexual Harassment Policy	54
Extracurricular	41	Uniform Policy	55
Athletic Participation Fee	41	Girls' Uniform	56
Athletic Physicals	42	Boys' Uniform	57
Athletic Letter	42	Spirit Dress	58
Certificate of Participation	42	Miscellaneous Uniform Guideline	60
Most Valuable Player Award	42	Athletic Code for Scholar Athletes	61
Golden Falcon/ Outstanding Athlete Criteria	42	Athletic Rules	61
Band Letter	42	Acknowledgement of Risk	61
Cheerleader Letter	43	Chemical Free Rules	61
Drill Team Letter	43	Conduct	62
Art Letter	43	Eligibility	63
Computer and Internet		Game and Practice Regulations	63
Responsible Use Guidelines	43	Golden Falcon/ Outstanding Athlete Criteria	63
Internet Use	43	Initiation/Hazing	64
Social Networking	43	Insurance	64
Discipline	45	Leaving the Team	64
Discipline Philosophy	45	Lightning Safety	64
Anti-Violence Policy	45	Locker Room	64
Academic Dishonesty Policy	46	Athletic Training Room	65
Bring Your Own Technology Policy	47	On the Field or Court	65
Campus Expectations	48	Personal Appearance & Grooming	65
Fines	49	Respect to Teacher, Coach & Staff	66
Online Studies	49	School Equipment	66
Discipline Actions and	49	Suspension from School	66
		Theft	66
		Training	66
		Travel	66
		NCAA Clearinghouse	67

Test Scores	67
Grade-Point Average	67
Division I Requirements	68
Division II Requirements	68
TAPPS/UII Rules	68
Middle School Athletics	69
The Diocese of Dallas School	71
Policies Handbook Addendum	
Acknowledgement and	
Agreement Form	77

BISHOP DUNNE CATHOLIC COMMUNITY
MISSION AND OBJECTIVES

MISSION

Bishop Dunne Catholic School empowers each student to explore, inquire, lead, and serve through a college preparatory education in a joyful community of faith.

Cornerstone Philosophy

Bishop Dunne Catholic School is a contemporary school of choice grounded in Catholic values. A college preparatory curriculum combines an individualized academic program with innovative, technology-driven instruction, extracurricular opportunities, and social responsibility, producing students driven to achieve in an inclusive learning environment.

The four central directions of our school guide students to explore, inquire, lead and serve.

Explore:

Students explore a progressive curriculum in an innovative and creative environment with Catholic values as their compass. Exploration through a strong extracurricular program involves collaborative teamwork, develops an enthusiastic spirit, and prepares students for the challenge of competitive sports. A commitment to the arts engenders self-expression, a love of culture, and an appreciation of beauty and joy. Discovery learning through mission trips, travel programs, field work, internships, scientific projects, world language immersion, and collaborative studies with museums, nature centers, and research centers teaches students to explore and become resourceful global citizens.

Inquire:

As a college preparatory school, Bishop Dunne sets the highest academic standards by embracing an innovative curriculum with individualized instruction, a positive support system, and progressive technology. An academic community of inquiry inspires a love of learning, an intellectual curiosity, and the well-rounded development of all students. Students are prepared to be creative problem-solvers and discerning, independent thinkers who will succeed in college, career, and life.

Lead:

Bishop Dunne is dedicated to building relational and team leadership through active involvement in the students' local and global community, fellowship, social justice advocacy, and community service. Students are taught to be involved citizen leaders who work with integrity and perseverance; treat people

with compassion, justice, and respect; and demonstrate leadership and initiative by taking responsibility for one's own actions in a courageous and honorable manner.

Serve:

The Bishop Dunne family performs faithful acts of service together with communal prayer and meaningful community involvement which promotes social awareness and activism with particular concern for those coping with hardship. The community is dedicated to social justice, human worth and dignity, and environmental stewardship, promoting responsible choices and ethical principles and a commitment to what is right and good. Serving others is an integral part of a Bishop Dunne education and instills a lifetime formation of character and spirituality.

**Charisms of the Sisters of St. Mary of Namur:
Simplicity, Joy, Hospitality**

Charisms of the Brothers of the Sacred Heart

A Spirituality of the Heart of Christ

Education in the charism of the Brothers of the Sacred Heart flows from a spirituality of the Heart of Christ, which permeates the entire school community. This spirituality of love is characterized by relationships based on compassion, attention, affection, and respect for the individual.

Integration of Faith and Life

By integrating faith and life, our students and staff demonstrate the spirituality of the Heart of Christ. As educators in the faith, we model for our students and for one another faith in action as a necessary response to the Gospel.

A Spirit of Community

Encountering Christ in each individual, we build community in our schools through close relationships, shared ministry, and common values. We give special attention to developing a spirit of openness, friendliness, and mutual support. Hospitality, family spirit, collegiality, teamwork, and appropriate consultation are characteristics of our schools.

Formation of the Whole Person

Because students are valued and treasured gifts from God, we accept responsibility for their formation as a sacred trust. We form the whole person by developing the God-given intellectual and physical abilities of our students and by advancing their spiritual, moral, and social consciousness. The total school environment contributes to their formation through emphasis on the modeling of Christian values, high expectations, personal responsibility, and mutual respect. As educators, we model these values through our own personal formation and professional development.

Special concern for the Poor and Neglected

André Coindre's concern for poor, neglected and dechristianized youth is at the heart of our educational mission. We share his determination to provide educational opportunities for as many materially poor students as possible and continue to look for new ways to increase our efforts on their behalf. We work to sensitize the entire school community to the needs of the materially poor. We strive to address the needs of our students who experience learning, personal or social problems.

Availability

In our tradition, we view being with the young as privileged opportunities to show expressions of concern, encouragement and love. We see availability as a witness to the compassionate love of Christ. It is an active presence, which requires accessibility and approachability. Availability provides the opportunity for accompaniment, support and vigilance.

An Ordered and Structured Environment

We believe that a well-ordered, structured and nurturing environment is essential to teach and to experience love of God, love of neighbor and love of learning. In such an environment, we strive to teach our students to respect authority and one another and to develop a sense of self-discipline. In our tradition, discipline respects the dignity of the individual, is consistent and fair, and is based on relationships of mutual trust and cooperation.

GENERAL ADMINISTRATIVE ORGANIZATION

BISHOP

The chief administrative office of all schools in the Diocese of Dallas is the Office of the Bishop. The Bishop, the Most Reverend Kevin Farrell, has full authority for the policies and practices of the Schools and is the chief officer in the educational structure.

SUPERINTENDENT OF CATHOLIC SCHOOLS

The superintendent is appointed by the Bishop and is directly responsible to him for the successful administration and supervision of the Schools. The superintendent represents the Bishop in educational matters and is charged with the duty of interpreting and putting into effect the educational policies of the Bishop and the Catholic Schools Office.

BISHOP DUNNE BOARD OF DIRECTORS

Bishop Dunne Catholic School is a corporation owned by the Bishop. The Board of Directors governs the School and includes the President, the Superintendent of Catholic Schools, the Finance Committee, and Board members selected by the Bishop.

BISHOP DUNNE CATHOLIC SCHOOL ADVISORY COUNCIL

The Bishop Dunne Catholic School Advisory Council is composed of members who are parents of children attending Bishop Dunne at the time of their appointment, and members who are friends and supporters of Bishop Dunne. The majority of members are Catholic. The purpose of the Council is to advise and counsel the President and to support the mission of the Bishop Dunne Catholic Community and to promote the implementation of policies in accordance with Catholic philosophy, principles and practices. The Council investigates additional funding sources for the community. The President approves the selection of the Council members.

The Bishop Dunne Advisory Committees are made up of individuals who have demonstrated a commitment to Catholic education and service to the community. The members of the committees are community leaders and committed faculty and staff who possess a sincere desire to assist the Bishop Dunne community. The President appoints members of the committees.

Bell Schedules

REGULAR BELL SCHEDULE (TUES, WED, THURS)		
	RED DAY (Tues/Thurs)	BLUE DAY (Wed)
8:00-9:30	BLOCK A	BLOCK E
9:35 - 9:55	ADVISORY PERIOD	ADVISORY PERIOD
10:00 -11:30	BLOCK B	BLOCK F
11:35 -1:25	BLOCK C	BLOCK G
(11:35 -12:00)	1 st Lunch	1 st Lunch
(12:00 -12:25)	2 nd Lunch	2 nd Lunch
(12:30 -12:55)	3 rd Lunch	3 rd Lunch
(1:00 - 1:25)	4 th Lunch	4 th Lunch
1:30 - 3:00	BLOCK D	BLOCK H

PURPLE DAY SCHEDULE	MONDAY
8:00 - 8:40	BLOCK A
8:45 - 9:25	BLOCK B
9:30 -10:10	BLOCK C
10:15 - 10:55	BLOCK D
11:00 - 11:40	BLOCK E
11:45 - 1:30	BLOCK F W/STUDY PERIOD
(11:45 - 12:08)	1 st lunch
(12:08 - 12:31)	2 nd lunch
(12:36 - 12:59)	3 rd lunch
(1:04 - 1:30)	4 th lunch
1:35 - 2:15	BLOCK G
2:20 - 3:00	BLOCK H

MASS SCHEDULE (WEDNESDAY)	
	BLUE DAY
8:00 - 9:30	BLOCK E
9:35 -11:30	BLOCK F W/MASS
10:30 - 11:30	Mass – Rotating Grade Levels
11:35 - 1:25	BLOCK G
(11:35 -12:00)	1 st Lunch
(12:00 -12:25)	2 nd Lunch
(12:30 -12:55)	3 rd Lunch
(1:00 -1:25)	4 th Lunch
1:30 - 3:00	BLOCK H

EARLY DISMISSAL BELL SCHEDULE		
	RED DAY	BLUE DAY
8:00 - 8:55	BLOCK A	BLOCK E
9:00 - 9:55	BLOCK B	BLOCK F
10:00 - 10:55	BLOCK C	BLOCK G
11:00 - 11:55	BLOCK D	BLOCK H

ASSEMBLY BELL SCHEDULE		
	RED DAY	BLUE DAY
8:00 - 9:30	BLOCK A	BLOCK E
9:35 - 11:05	BLOCK B	BLOCK F
11:10 - 12:50	BLOCK C	BLOCK G
(11:10 - 11:32)	1 st Lunch	1 st Lunch
(11:32 - 11:54)	2 nd Lunch	2 nd Lunch
(11:59 - 12:22)	3 rd Lunch	3 rd Lunch
(12:27 - 12:50)	4 th Lunch	4 th Lunch
12:55 - 2:25	BLOCK D	BLOCK H
2:30 - 3:00	ASSEMBLY	ASSEMBLY

ST. ELIZABETH ALL SCHOOL MASS SCHEDULE		
	RED DAY	BLUE DAY
8:00 - 9:20	BLOCK A	BLOCK E
9:25 - 12:00	BLOCK B W/MASS	BLOCK F W/MASS
12:05 - 1:45	BLOCK C	BLOCK G
(12:05 - 12:27)	1 st Lunch	1 st Lunch
(12:32 - 12:55)	2 nd Lunch	2 nd Lunch
(1:00 - 1:22)	3 rd Lunch	3 rd Lunch
(1:22 - 1:45)	4 th Lunch	4 th Lunch
1:50 - 3:00	BLOCK D	BLOCK H

LUNCH BELL SCHEDULES
Regular and Mass Bell Schedule (Tuesday, Wednesday, Thursday, and Friday)

	1st Lunch	2nd Lunch	3rd Lunch	4th Lunch
11:35	Go to Lunch	Go to Block C/G	Go to Block C/G	Go to Block C/G
12:00	End Lunch	Go to Lunch	Class	Class
12:25	Class	Return to Class	Class	Class
12:30	Class	Class	Go to Lunch	Class
12:55	Class	Class	Return to Class	Class
1:00	Class	Class	Class	Go to Lunch
1:25	End Class	End Class	End Class	End Lunch
1:30	Begin Block D/H	Begin Block D/H	Begin Block D/H	Begin Block D/H

Purple Day Bell Schedule

	1st Lunch	2nd Lunch	3rd Lunch	4th Lunch
11:45	Go to Lunch	Go to Block F	Go to Block F	Go to Block F
12:08	End Lunch	Go to Lunch	Class	Class
12:31	Go to Block F	End Lunch	Class	Class
12:36	Class	Class	Go to Lunch	Class
12:59	Class	Class	End Lunch	Class
1:04	Class	Class	Class	Go to Lunch
1:30	End Class	End Class	End Class	End Lunch
1:35	Begin Block G	Begin Block G	Begin Block G	Begin Block G

St. Elizabeth All School Mass Schedule

	1st Lunch	2nd Lunch	3rd Lunch	4th Lunch
12:05	Go to Lunch	Go to Block G	Go to Block G	Go to Block G
12:27	End Lunch	Class	Class	Class
12:32	Class	Go to Lunch	Class	Class
12:55	Class	End Lunch	Class	Class
1:00	Class	Class	Go to Lunch	Class
1:22	Class	Class	End Lunch	Go to Lunch
1:45	End Class	End Class	End Class	End Lunch
1:50	Begin Block H	Begin Block H	Begin Block H	Begin Block H

All School Mass Schedule

	1st Lunch	2nd Lunch	3rd Lunch	4th Lunch
11:40	Go to Lunch	Go to Block G	Go to Block G	Go to Block G
12:05	End Lunch	Go to Lunch	Class	Class
12:30	Class	End Lunch	Class	Class
12:35	Class	Class	Go To Lunch	Class
1:00	Class	Class	End Lunch	Class
1:05	Class	Class	Class	Go to Lunch
1:30	End Class	End Class	End Class	End Lunch
1:35	Begin Block H	Begin Block H	Begin Block H	Begin Block H

Assembly Bell Schedule

	1st Lunch	2nd Lunch	3rd Lunch	4th Lunch
11:10	Go to Lunch	Go to Block C/G	Go to Block C/G	Go to Block C/G
11:32	End Lunch	Go to Lunch	Class	Class
11:54	Class	End Lunch	Class	Class
11:59	Class	Class	Go To Lunch	Class
12:22	Class	Class	End Lunch	Class
12:27	Class	Class	Class	Go to Lunch
12:50	End Class	End Class	End Class	End Lunch
12:55	Begin Block D/H	Begin Block D/H	Begin Block D/H	Begin Block D/H

EVACUATION PROCEDURES

Fire Signals:

Fire.....Fire alarm rings continuously

Return.....Fire alarm rings once

Obstruction Signals:

Raise one hand for the line to stop.

Raise both hands for the line to reverse.

1. All persons will evacuate the building and assemble in the designated safety zones when the alarm sounds.
2. No computers, notepads, coats, bags, or other articles should be carried from the building.
3. During the fire drill, students will refrain from talking while entering and leaving the building.
4. Teachers must carry class lists, and when classes have been assembled on the grounds, check rolls for pupils who have not left the building. Once teachers have taken roll, they will hold up the GREEN card for all present or the RED if a student is not present. Teachers stay with their students.
5. Teachers will be the last to leave classrooms and will see that windows and doors are closed.
6. Teachers must take keys and cell phones with them.
7. The first teacher to exit needs to select students to hold doors open for students and teachers leaving the building.
8. Areas should be checked as follows:

Auditorium

Paul Wood – Monitor evacuation through cameras

Band Hall/Cafeteria

Walter Johnson - Exit to East side near Stadium

Gym

P.E. Teachers – Exit to East side near Stadium

Girls' Locker Room

Rebecca Sivinski/Kate Modrovsky – Exit to East side near Stadium

Gym

Rebecca Sivinski/Kate Modrovsky – Exit to East side near Stadium

Library

Melanie Gibson – Exit to South lot (400 Hall side)

100 Hall

Douglas Wine – Exit to North lot (100 Hall side)

100 Hall Boys' Bathroom

Michael Kistner – Exit to North lot (100 Hall side)

100 Hall Girls' Bathroom

Aurora Owens – Exit to North lot (100 Hall side)

200 Hall, Faculty Lounge, Workroom

Charleen Doan – Exit to East side near Stadium

300 Hall, Chapel

Paul Wood – Exit to East side near Stadium

400 Hall

Stephen Guerrero – Exit to South lot (400 Hall side)

400 Hall Girls' Bathroom

Amanda York – Exit to South lot (400 Hall side)

St. Mary's Hall 1st Floor

Lydia Torrez – Exit back of St. Mary to East side

2nd Floor

Dwayne Friesen – Exit back of St. Mary to the East side

Administrative Area

Kate Dailey – Check offices and exit West side (Front lot)

ECC

Nurse Price – Exit with ECC

Nurse Steiger – Exit with ECC

Boys' Locker Room

Kenneth Davis – Check Locker Room

Field House

Kenneth Davis – Check Field House and Exit North lot.

South Lot – Steve Guerrero check Red/Green status of all classes. Report to Mr. Wood via radio.

ECC/St. Mary – Dwayne Friesen check Red/Green status. Report to Mr. Wood via radio.

East Side – Mario Root check Red/Green status. Report to Mr. Wood via radio.

North Side – Kenneth Davis check Red/Green status. Report to Mr. Wood via radio.

West Side – Douglas Wine check Red/Green status. Report to Mr. Wood via radio.

Rooms 101, 103, 105: Leave room, turn right, use right side of front corridor. Exit through north front entrance. Keep to the right side of sidewalk, turn right, and walk to end of north parking lot.

Rooms 102, 104, 106: Leave room, turn left, use left side of front corridor. Exit through north front entrance. Keep to the left side of sidewalk, turn right, and walk to end of north parking lot.

Rooms 107, 109, 111: Leave room, turn left. Exit down the ramp and turn left through the Gym lobby. Keep to left of sidewalk, and walk to end of north parking lot.

Rooms 108, 110, 112: Leave room, turn right. Exit down the ramp and turn left through the Gym lobby. Keep to right of sidewalk, and walk to end of north parking lot.

Room 114: Leave room through side door to outside. Proceed down the sidewalk toward the Stadium. Continue into Stadium if necessary.

Room 116: Leave room through ramp door and turn right down the ramp. At the end of the ramp, turn right and exit the building through the side doors. Turn left down the sidewalk and proceed toward the Stadium. Continue into the Stadium if necessary.

Room 205: Leave room, turn right and exit front entrance. Keep to left side of walk, and go to the end of the north parking lot.

Rooms 209, 211: Leave room, turn left. Proceed down the ramp toward the Cafeteria. Exit left through the senior lounge doors and down the sidewalk toward the Stadium. If necessary, proceed into the Stadium.

Rooms 304, 306: Leave room, turn left to front south exit. Keep right to sidewalk and turn left and move to end of south parking lot.

Room 308: Leave room and turn right, turning right again at the back hallway. Use back south exit to sidewalk, turn right at St. Mary's Hall sidewalk, and walk to end of south parking lot.

Room 310: Leave room by rear door. Use back south exit to sidewalk, turn right at St. Mary's Hall sidewalk, and walk to end of south parking lot.

Rooms 407, 409, 411: Leave room, turn right, and keep right through corridor. Use front south exit to sidewalk, turn left and walk to end of south parking lot.

Rooms 413, 415, 417: Leave room, turn left, and keep to left through corridor. Use back south exit to sidewalk, turn right at St. Mary's Hall sidewalk, and walk to end of south parking lot.

Rooms 410, 412, 414: Leave room, turn right, and keep to right through corridor. Use back south exit to sidewalk, turn right at St. Mary's Hall sidewalk, and walk to end of south parking lot.

Rooms 402, 404, 406, 408: Leave room, turn left, and keep to left through corridor. Use front south exit to sidewalk, turn left and walk to end of south parking lot.

Room 503: Leave room, turn left and keep to left through corridor. Turn left down the ramp toward the Cafeteria. Exit the senior lounge doors and proceed to the outside. Turn right down the sidewalk and proceed toward the Stadium.

Administration: Use front exits and accompany students and teachers to either the north (if using the President's Office exit) or south (if using the Admission Office exit) parking lots.

Auditorium: Back half of auditorium leaves by office entrance using both rear doors. Front half of auditorium leaves by stage doors and then to front entrances of school. Exit the front entrance by President's Office and accompany other classes and teachers to the north parking lot.

Kitchen: Exit the back dock door and proceed to the Stadium.

Band Hall, Cafeteria and Student Lounge: Use doors facing Gym (north exit). Walk toward Stadium between student lounge and gym.

Strings Room: Use doors facing Gym (north exit). Walk toward Stadium between student lounge and Gym.

Chapel: Exit through rear door, turn left in rear corridor. Turn right down the ramp toward the Cafeteria. Exit the senior lounge doors and proceed to the outside. Turn right down the sidewalk and proceed toward the Stadium.

Gym: Leave by both east back doors. Go directly toward Stadium.

Boys' and Girls' Locker Rooms and Weight Room: Exit to the east end of the Locker Rooms and proceed toward the Football Stadium.

Multipurpose Room: Exit through the east Stadium door, turn right and proceed to Stadium.

Field House Weight Room: Exit through the east Stadium door, turn right and proceed to Stadium.

Field House Locker Rooms/Bathrooms: Exit through the east Stadium door, turn right and proceed to Stadium.

Library: Leave Library by front exit. Use back south exit (400 Hall) to sidewalk, turn right at St. Mary's Hall sidewalk, and walk to end of south parking lot.

St. Mary's Hall Room 1: Exit through front door and proceed to the far end of the south parking lot near the alley.

Infant/Toddler Room: Exit through the carport door, turn left and then go right to the far end of the south parking lot near the alley.

Primer Classroom: Exit through the outside playground door and turn left. Proceed through the playground/carport and turn right to the far end of the south parking lot.

Early Childhood Center: Exit through the classroom door and turn left, exit the back door of St. Mary's and go right to the far end of the south parking lot near the alley.

Room 21: Walk down the west (front) staircase and exit through the front door, turn left, and proceed to the far end of the south parking lot near the alley.

Rooms 22 and 23: Walk down the east back stairway; proceed out the back door at the bottom of the stairs and process to the end of the south parking lot near the alley.

Guidance Area: Proceed down the west (front) staircase, and will exit through the front door, turn left, and proceed to the far end of the south parking lot near the alley.

Business Offices: Proceed down the west (front) staircase, and will exit through the front door, turn left, and proceed to the far end of the south parking lot near the alley.

SEVERE WEATHER DRILL

The School will monitor the development of any possible severe weather by means of a special alert system in the main office. This radio carries the emergency broadcasting system and will alert the School of dangerous weather conditions.

The School will use the normal public address system to alert students, faculty and staff about the possibility of severe weather and will review the action that will be taken in the event a severe weather warning is signaled for the area near the School. In addition, a special alarm will be sounded over the intercom system to warn the students, faculty and staff to move to the assigned shelter areas. In the event there is no electricity, air horns will be used. Faculty should bring class lists with them.

When the alarm is sounded, all persons are to report immediately to the following areas:

- Persons in the 100 Hall will gather around Rooms 105, 107, and 109.
- Persons in Room 114 and 116 are to proceed downstairs to the Boys' Locker Room.
- Persons in the 200 Hall will gather around Room 209.
- Persons in the 300 Hall will gather around Rooms 306 and 308.
- Persons in the 400 Hall will gather around Rooms 411 and 413.
- Persons in the Library will gather in the 300 Hall.
- Persons in Room 503 will gather in the 300 Hall.
- Persons in the cafeteria or Band Hall will gather in the 200 Hall.
- Persons in St. Mary's Hall will move to the downstairs interior Hallway.
- Persons in the Gym or on the track will move into the Boys' Locker Room.
- Persons in the Field House will gather in the Locker Rooms.
- Persons in the Administration Suite will move into the interior offices and foyer.
- DO NOT GATHER IN ANY HIGH CEILING AREAS.

When in the designated area, persons should stand in the Hallways until further directed. In the event of imminent danger, students should face the walls; kneel in a crouched position on knees.

Silence must be maintained during the drill to ensure that instructions can be heard.

CLOSE ALL WINDOWS AND DOORS. ALWAYS TURN OFF AND UNPLUG COMPUTER EQUIPMENT AT THE FIRST SIGNS OF AN ELECTRICAL STORM.

When the severe warning expires, students will report to their normally scheduled classes to complete the School day. In the event a severe weather warning persists after dismissal time, the School reserves the right not to release anyone until such time as the severe weather warning is lifted. Under such conditions, students will be released only by the parent or guardian's personal appearance at school.

In the event of a severe weather drill, unassigned teachers should report to their classroom Hallways. The following areas of responsibility have been assigned: Lydia Torrez and Dwayne Friesen - St. Mary's Hall; Kate Dailey - Administration Area; Michael Kistner - 100 Hallway; Stephen Guerrero - 200 Hallway; Douglas Wine - 300 Hallway; Walter Johnson - 400 Hallway; Delone Williams – Becky Sivinski/Kate Modrovsky – Gym and Locker Room areas; Kenneth Davis - Field House; Mr. Wood and Mrs. Dailey will walk through the entire facility.

GENERAL POLICIES

ATHLETIC PHYSICALS:

All student athletes must have a physical examination before they can participate in fall and spring semester athletics. Physicals are required annually for any student who participates in band, drill team, cheerleading, and/or sports. Students will not be allowed to participate until an up-to-date physical is on file. All students participating in extracurricular activities at Bishop Dunne are advised to have an ECG in addition to the annual physical. Parents are free to take their child to the physician of their choice for physicals. The athletic physical form can be found at www.bdcs.org under the School Resources downloads section. The physical form must be completed at the time of the physical by the physician.

CHRONIC REPORTABLE DISEASES

Students with a chronic reportable disease will be allowed to attend school with the approval of the attending physician and the School Nurse. Information will be released only with the approval of the student, parents, physician, and the Principal.

COMMUNICABLE DISEASES

If a student is ill and has a temperature of 100° or higher, that student must stay at home until his or her temperature has been normal for 24 hours. Students with a suspected or diagnosed communicable disease will be separated from contact with other students and sent home immediately. They will be allowed to attend school with the approval of the attending physician and the School Nurse. Bishop Dunne reserves the right to take all steps Bishop Dunne deems appropriate, up to and including exclusion of a student from contact with other students, to protect students from exposure to a known or suspected communicable disease.

If a student tests positive for tuberculosis, the Department of State Health Services will set up testing for all individuals exposed to that student.

DRUG SCREENING

To ensure the moral and physical integrity of our students and campus, Bishop Dunne and its administration reserve the right to require students to submit to school-designated drug screening at the parent's or guardian's expense. Such testing will be arranged through the school nurse in consultation with administration and the guidance department. Absolute confidentiality will be maintained. A student's refusal to submit to drug testing required by administration may be grounds for separation from the school. The administration can determine that students undergo a drug education program, approved by the administration. Students are to be reminded of the negative impact of drugs and alcohol on the brain's development and on the lives of young men and women.

EMERGENCIES

All accidents or illnesses must be reported to the Receptionist. Parents will be notified immediately. If parents cannot be reached or in the event of a life threatening emergency, an authorized person whose name appears on the Emergency Information Form will be called next. Under no circumstances shall Bishop Dunne be liable for medical expenses incurred as a result of any accident, illness, or emergency, even if Bishop Dunne requests or obtains medical treatment for a student and may notify a parent or authorized person after emergency treatment has been requested or obtained.

If no authorized person can be reached, the school may decide on appropriate medical treatment. In the event of accident or injury, an appropriate report will be filed.

Students will not be allowed to attend classes if the Emergency Information Form is not on file within one week of the first day of school. Students will not be released to any individual who is not named on this form. Any updates to Emergency Contact Information must be completed through the school's secure website at www.bdc.org in the *My Profile* section.

FIELD TRIPS - AFFILIATED

At various times the school may sanction field trips by classes or school organizations. Students may not participate on any such field trip without prior written parental permission and written authorization of each teacher whose class the student will miss. School trips are not to be organized by students. It is understood and accepted that a field trip may expose a child to an accident and that no student may participate in any field trip sanctioned by the school without the execution of an appropriate release provided by the school by 1) the student, if he or she is 18 years of age or older, or 2) the student's parent, guardian, or court-appointed conservator with the authority to execute such documents.

MEDICATION

Only medication, which is necessary for a student to remain at school, will be given during school hours. Whenever possible, administration of medication to students should take place at home.

Only medication prescribed by a licensed physician, dentist, nurse practitioner, or physician's assistant will be administered by authorized school personnel. No stock medication will be for student use. Signed parental and physician consent for either prescription or non-prescription medication must be on file in the nurse's office. Medication must be in the original container. Medication received in an unlabeled container or plastic bag will not be accepted. All medication for students in grades 6-12 must be left with the nurse. Students are not allowed to carry medication on their persons. When a student requires medication, he or she shall report to the nurse where medication will be delivered to the student and a written record kept of each date and time that a student takes the medication. Students who violate this policy are subject to disciplinary consequences.

Students with asthma are allowed to carry a rescue inhaler on their person and are required to have an extra inhaler in the clinic. Medication guidelines regarding a signed parental and physician consent on file at the beginning of each school year apply to inhalers.

Students who have severe allergies must have a current epi-pen in the nurse's office and may, with a doctor's written permission, carry one with them at all times.

Students with chronic illness, asthma, diabetes, seizure disorder etc., as indicated on the registration form, must have an individualized care plan from a physician for each school year.

IMMUNIZATIONS

Texas law requires students in Texas schools to be immunized against certain vaccine preventable diseases. Please be aware that students without the required immunizations will not be allowed to attend school. Please contact Nurse Price or Nurse Steiger at nurse@bdcs.org for any further details or questions.

ABSENCES AND TARDINESS

Since absences and tardiness cause a student to miss classroom instruction and interrupt students and teachers in class, regular and punctual attendance to class is essential. The process of education cannot take place when a student is frequently absent from the educational setting. Teachers maintain a daily record of attendance indicating absences and tardiness.

ABSENCES

If a student is absent from school, the parent or guardian must call the Dean of Students' office before 9:00 a.m. on the day of the absence and indicate knowledge and approval of the absence. If no one is available in the Dean of Students' office, the message may be left on voicemail. On the day the student returns to school, the parent must send a note indicating the reason for the absence. The student should take this note to the Dean of Students' office before school starts.

A student who becomes ill during the day is to report to the nurse. Students may not bypass the nurse and call their parent to pick them up if they are feeling ill. All calls regarding health must come from the nurse or an administrator. A parent or guardian will be notified if a student is deemed too ill to remain in school. An authorized person whose name appears on the Emergency Information Form as an Emergency Contact must pick up the student in person from the school office. Prior written parental permission is mandatory before a student can be released to a third party whose name does not appear on that form as an Emergency Contact.

Parents must, by written message to the Dean of Students, request permission for absences for unusual circumstances (weddings, graduations, etc.). No such permission will be granted during the weeks in which semester exams are given.

Students are limited to six absences in each class per semester. An absence consists of any time a student is not in class, unless the student is called to the front office. All absences, excused and unexcused, count toward the six absences per semester guideline. Students and parents are responsible for keeping track of the number of absences and tardies that occur each semester. Attendance is kept by class period. Students are responsible for work missed because of absences or tardiness.

Any student may be excused from school because of personal illness, family illness, family emergency, or for circumstances deemed appropriate by the Dean of Students of Bishop Dunne Catholic School. Any other absence will be considered truancy. If a student is truant, he or she may not make up missed work. Truancy will lead to additional disciplinary actions.

Students who are absent because of illness or injury and require medical attention must submit a doctor's certificate to the Dean of Students' office. An extended medical leave must be approved by Bishop Dunne's Dean of Students, school nurse, and advising medical personnel, with consistent communication between attending physician and Bishop Dunne administration. Athletes may not play sports after illness or an injury unless there is written permission from a doctor and from the parent clearing the student to resume participation.

Medical appointments should not be scheduled during school hours. If an appointment must be scheduled during school hours, the student is required to bring a note from parents to the Dean of Students' office prior to first period on the day of the appointment. This permission must be in writing; it is not acceptable to give acknowledgement over the phone. The student must also report to the

Dean of Students' office before leaving school. A parent or other authorized person whose name appears on the Emergency Information Form as an emergency contact must report to the Receptionist to sign out students who do not drive themselves to school.

Students who have been absent are responsible for meeting with their teachers immediately after absences to make up their work, according to teachers' deadlines.

TARDINESS

A student who is not in the classroom when the bell rings is considered tardy. Students who are tardy to class will be marked tardy in school records.

Arriving within the first 15 minutes of a class constitutes a tardy. Students who arrive after the first 15 minutes of a class will be marked as absent from that class. Three tardies to class are counted as one absence.

Repeated tardiness or absences will result in disciplinary action where students are assessed incremental fines. Excessive tardies and/or absences will be reported to the appropriate authorities.

CAMPUS MINISTRY

CHAPEL

The chapel is available for personal prayer and small group worship. Students are expected to respect this space and to behave appropriately when passing the Chapel.

Bishop Dunne is a Catholic school and, as such, is an extension of the ministry of The Roman Catholic Diocese of Dallas. School teachers and administrators are considered a party of the ministry of the faith of the Catholic Church and are responsible for performing religious duties through and throughout daily activities at the school. Because the essential functions of Bishop Dunne's teachers and administrators include ensuring the formation of faith and intellectual development of students, teaching the Catholic faith, integrating Catholic teachings in the course curriculum throughout the lessons of the day, leading students in prayer when appropriate, and attending school-sponsored church services with students, students are encouraged to use teachers and administrators at the school as resources for spiritual development and ministry.

MASS

Mass will be offered on a regular basis in the chapel and the auditorium. All-school Masses are held in the gymnasium, or St. Elizabeth of Hungary Catholic Church. Other members of the Bishop Dunne community, including parents, are invited to attend these liturgies. Students are expected to be in dress uniform for Mass with school blazer.

RETREATS

All students are to attend a class retreat each year. Information about retreats is sent to parents prior to the scheduled retreat.

SACRAMENTAL OPPORTUNITIES

All students are encouraged to be active participants in their respective parishes. Although we offer Mass on a regular basis, the Sacrament of Reconciliation during Advent and Lent, and train students to receive their first Holy Communion (through their home parish), we want to nurture and strengthen the bond between each student and his or her home parish. In addition, the local parish is a great source for service opportunities.

SERVICE THROUGH CAMPUS MINISTRY

Campus Ministry will organize one service project per month for which students can volunteer. Sign up is generally on a first-come, first-served basis, although sometimes there may be certain restrictions, such as a minimum age. Details about specific service opportunities will be announced and/or posted in the Campus Ministry office.

Students can serve the Bishop Dunne community through their participation in our weekly Masses as altar servers, extra-ordinary ministers of Holy Communion, readers, or ushers. Serving as an altar server or an extra-ordinary minister of Holy Communion requires prior training to participate. Students are to sign up in the Campus Ministry office for the training.

PEER MINISTRY CLUB

Campus Ministry will organize a Peer Ministry Club whose objective will be to nurture the spiritual life and formation of the Bishop Dunne Catholic School community through different activities and functions. The four areas of concern are spiritual life, art and environment, social justice, and Christian formation. All students are encouraged to participate in whatever capacity they are interested and are invited to visit the Campus Ministry office for more details.

COMMUNICATION GUIDELINES

Communication is essential. Please read newsletters or other communications from the school. They will keep families informed of events, changes in policy, and all matters regarding school life. All communication from any organizations or faculty and staff to students or parents must first be submitted to the Director of Communication for approval.

EFFECTIVE COMMUNICATION

While our goal at Bishop Dunne is to make every effort to ensure effective communication between families and staff, from time to time a misunderstanding may occur. If this should happen, the following procedures should be observed:

1. Concerns are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff- or faculty-related grievance, an attempt must be made to settle the matter at the point of contact where the problem occurred.
2. If a satisfactory solution is not reached, the family will direct the concern to the Department Chair or appropriate coordinator for resolution. A record of the complaint will be made.
3. If the concern is not resolved, the parent should contact the Dean of Students for disciplinary matters and the Principal for academic matters. A conference will be scheduled which will include all parties. Every attempt will be made at mediation, understanding and resolution.

We expect to resolve any concern informally in a cooperative, Christian atmosphere. In this spirit, we may model peacemaking for each other and for our children.

CLASSROOM VISITATIONS

Parents or guardians are welcome to visit the school. Parents and visitors are asked to give teachers and administrators 24 hours' notice. There will be several days scheduled for visits to the labs and to the classrooms. All visitors must enter the building through the front door, check in with the Receptionist, and receive a visitor badge. Parents are not to interrupt classes or tutoring sessions in order to meet with a teacher.

CONFERENCES WITH FACULTY AND STAFF

Our first goal is to meet with the students and help them learn how to advocate for themselves. We believe it is important that students learn self-discipline and express their concerns maturely and respectfully. As a result we want to meet with students and the teacher to help build relationships through Love and Logic®. Sometimes circumstances may exist when our best efforts to resolve the issue do not get the desired results. In the event this occurs, please know that we are here to partner with you.

All concerns relating to the student's religious, academic and social development need to be discussed first with the individual teacher. Parents are encouraged to communicate their concerns and to practice doing this in a way that promotes a positive relationship between school and family. Please see "Acceptable Adult Behavior" section of the handbook. In this way, the teacher can best review your comments, consider your suggestions, and plan for the future. Faculty and staff members are available for conferences by appointment. All faculty and staff have email addresses. All faculty and staff will attempt to return your emails within 24 hours of receipt. No conference will be recorded without expressed consent of all parties present. Administrators will regularly attend conferences. All conferences outside the parent teacher conference day must be held in a conference room or administrative office.

CONFERENCES WITH THE PRINCIPAL AND DEAN

If the issues are not resolved between the student and faculty, parents are very welcome to share concerns or to check with the Principal or Dean of Students concerning the progress of their student. Parents are encouraged to check with the guidance department concerning progress as well.

All conference appointments with the administration must be scheduled through Mrs. Dennie at sdennie@bdcs.org.

ADMINISTRATION

ACCEPTABLE ADULT BEHAVIOUR

Parents, guardians and family members are expected to treat administration, faculty, and staff as professionals. Parents, guardians, and family members who harass school personnel, discount the emotional and physical well-being of school personnel, and/or intimidate, threaten, or bully school personnel will be asked to leave school grounds, and their student or students may be separated from the school without any refund of prepaid tuition, fees, or expenses. The school maintains the right to recover attorneys' fees when incurred as a result of parent misbehavior.

BUILDING ACCESS

Bishop Dunne is a closed campus, with the doors kept electronically locked except during morning arrival time. At other times, students and visitors to the main building or St. Mary's Hall must enter by the front doors only, and only by admittance of the Receptionist. All parents or visitors must report to the Receptionist upon entering the main building. Office hours during the school year are 7:30 a.m. to 4:30 p.m., except on faculty meeting days, when the building is closed at 3:00 p.m. The school is open all summer during which office hours are 9:00 a.m. to 4:00 p.m., Monday through Thursday, and closed the week of July 4.

BUSINESS OFFICE

The Business Office handles receipt of payments for tuition, fees, extended day, athletic uniforms, etc. Payments for services are to be mailed or delivered directly to the business office.

DANCE GUIDELINES

Bishop Dunne sponsors dances for the enjoyment of Bishop Dunne students in grades 9-12. Dances held on campus are restricted to Bishop Dunne students only. For Homecoming and Prom, (both dances held off-campus), a student may register one guest. That guest must accompany the Bishop Dunne student to the dance. The guest student must be in good standing at his or her school. Students must have permission from the Dean of Students if they wish to bring a student who has graduated from our school as their guest. Students must be at least 16 years old to attend the Prom. Students who are older than 19, and who are not a graduate of Bishop Dunne class of 2015-2016, will not be allowed to attend any dance. All guests must present his or her photo ID at the event in order to be admitted. All guests are expected to follow the Bishop Dunne code of conduct, dress code and dance protocol. A guest will not be permitted to attend a Bishop Dunne dance without a signature and phone number of an administrator from his or her home school. Students must be in school the day of the dance, or the Friday before if the dance is on Saturday.

As a Catholic community we are dedicated to the moral, physical, emotional, intellectual, and spiritual growth of each student. Through the guidance of both faculty and parents, our students are taught to incorporate Christian morals and ethics into their daily lives as they acquire the responsibility and freedom that comes with young adulthood. At dances we expect our students to have fun and to express themselves creatively, but also to be respectful of themselves and others. If students are dancing inappropriately, a faculty chaperone will remind them of our expectations. If they fail to comply with the faculty member's request, they will face disciplinary consequences.

Middle school dances or socials may be offered during the year for the enjoyment of the middle school students. These dances will be held on campus, and are restricted to Bishop Dunne students only. All Bishop Dunne dance guidelines will be in effect for middle school dances. Middle school students are not permitted to attend the Homecoming Dance, the Prom, or any other dance for Grades 9 through 12. At the end of the year, an 8th grade social may be held when students from partner Catholic schools are welcome.

The following guidelines apply to school-sponsored dances:

- Students must be in school the day of the dance, or the Friday before if the dance is on Saturday.
- Middle school students may not be accompanied by high school students.
- Students wanting to attend the school dance must be cleared by the Dean of Students.
- Students must dress in a manner befitting the type of dance and in accordance with guidelines.
- Students whose dress is deemed inappropriate by the administration will not be allowed into the dance.
- Students must arrive within thirty minutes of the start of the dance unless special permission for late arrival has been obtained from the moderator.
- Students must not leave a dance prior to 30 minutes from the scheduled ending time unless special permission for early dismissal is obtained from the moderator. Students leaving the dance must sign out; once a student has left the dance, that student will not be readmitted.
- Students must have a Bishop Dunne ID card with them.
- All fines must be cleared in order to participate.
- All regulations as outlined in this Handbook are in effect for all dances.

DELIVERIES

The school does not accept deliveries to students at school of items such as floral arrangements, balloon bouquets, etc. Students will not be called out of class to receive messages or personal items except in emergencies.

The school does not allow parents to drop off lunches or other food for students without the written consent of the parent or guardian for each individual student.

DIRECTORY, SCHOOL AND FAMILY

Any updates to Emergency Contact Information must be submitted to the attendance office for updates to Mrs. Owens at aowens@bdcs.org. We respect the privacy of our school families, and make the directory available only to student families, faculty members, and the Catholic Schools Office. The directory is not to be used for business purposes or for any kind of solicitation.

Directory information is obtained from the Emergency Information Form provided by the parent(s) that is part of yearly registration. All directory information is available through the parent portal on bdcs.org.

DRIVER'S LICENSE (VERIFICATION OF SCHOOL ENROLLMENT)

The Texas Department of Public Safety requires that students under the age of 18 who are applying for a driver's license obtain a Verification of Enrollment and Attendance (VOE) form from the School, certifying that the student has been in attendance for at least 90% of the days that school was in session. This form may be obtained from Mrs. Owens and may be issued to the student or to his or her parent or legal guardian. School attendance must be verified before the form is issued; therefore, at busy times, one day's advance notice may be required.

Absence from school to obtain a driver's license is not considered an excused absence.

FINANCIAL GUIDELINES

1. BALANCES, CREDIT – A credit balance on a student's account at the end of the academic year is carried forward to the next academic year. If a student has graduated or otherwise withdrawn from the School, credit balances of \$25 or less will not be refunded unless specifically requested. Parents should contact the Business Office to request a refund of \$25 or less.
2. BALANCES, UNPAID – If accounts of returning students are not current at the time the registration fee is paid, or subsequently become delinquent, the payment received for the registration fee will be applied to any outstanding balance.
3. BUS FEE – This fee is only for students who ride the Bishop Dunne bus and must be paid by semester or annually. A discount is offered for annual payment. This fee helps to pay for all transportation costs, including repairs, toll tags, gasoline, driver stipends and maintenance. There is a non-refundable registration fee for this service. A brochure containing more specific information as well as the registration form is available in the Business Office.
4. CAFETERIA – Any unpaid balances on cafeteria accounts at the end of the School year will be transferred to the student's school account.
5. CONTRACTS – All families are required to sign a Contract of Enrollment in order for registration to be considered complete. Additionally, all families who are financing a loan at the Texas Dow Employees Credit Union are required to sign a Contract for Financing in order for registration to be considered complete.
6. CREDIT CARDS – Bishop Dunne accepts VISA, MasterCard, Discover, and American Express.
7. DELAYED START STUDENTS – Students entering BDCS after the new school year begins will be required to pay a registration fee of \$500 before the student can attend classes. Additionally, tuition prorated by month and fees prorated by semester must be paid up front by cash, cashier's check, money order, credit card and/or by obtaining a loan through the Texas Dow Employees Credit Union before the student can attend classes.

8. DELINQUENT ACCOUNTS/MISCELLANEOUS FEES – The information below regarding tuition loans made by Texas Dow Employees Credit Union is provided for convenience. Bishop Dunne is not a division, subsidiary, agent, or representative of Texas Dow Employees Credit Union and nothing herein shall be construed to create a lender/borrower relationship between Bishop Dunne and any other person.

Payments for school fees other than tuition, the student activity fee, the facility fee, e-book fee, and the technology fee, are due on the 15th of the month. If payments are not made by the 15th of the month, students will not be allowed to attend class on the following school day and will not be allowed to participate in any extracurricular activities.

Payments for loans held at the Texas Dow Employees Credit Union are due on the 5th of each month from July through April. If payments are not made by the 15th of the month, students will not be allowed to attend class on the following school day and will not be allowed to participate in any extracurricular activities.

If any student whose account is not cleared by the due date attends class after the due date, he or she will be called from class to contact a parent or guardian to pick up him or her. The student will remain out of class until he or she is picked up. If the student has driven to school, the parent or guardian must give school staff permission to let the student leave campus in his or her car.

All family accounts with the School must be settled before a student will be allowed to take exams or will be considered for registration for the next academic year.

9. DONATIONS FOR SCHOLARSHIP AND SPONSORSHIPS – Parents who wish to make a donation to the School should contact the Director of Advancement. Donations of cash or checks should be made only to the Business Office.

10. EXTENDED DAY POLICY OR AFTER SCHOOL CARE PROGRAM

All 6th through 8th grade students are allowed to remain after school until 6:00 p.m. for a fee. Middle school students must be in designated areas where they are supervised by an adult at all times. Students may attend tutoring, clubs, athletic practices, or they must sign in to the official After School Program. There will be some organized activities such as strings lessons, archery, band, choir and other activities, some of which may require an additional fee.

Schedule:

3:00 p.m. – 3:30 p.m. All middle school students are monitored outside of the gym foyer for pick-up or can attend tutoring.

3:30 p.m. – 4:00 p.m. Students who remain on campus will be monitored in cafeteria where snacks are available. Students can also attend tutoring.

4:00 p.m. – 6:00 p.m. Students will transition to classrooms for quiet study time and other activities.

There is a fee for the After School Program. Parents may choose one of three options for payment.

Option 1 \$350.00 per semester

.....Payment due 08/19/2016

*Option 1 is 100% nonrefundable, and will only be available until 08/19/2016 for the first semester and 01/13/2016 for the second semester. Parents who fail to register by this day will have to register for option 2. New students who enroll after the above date will have to enroll in the program under option 2.

Option 2 \$80.00 per month
.....Payment due 08/19/2016,
09/02/2016, 10/07/2016, 11/04/2016, 12/02/2016, 01/06/2017, 02/03/2017, 03/03/2017,
04/07/2017, 05/05/17

*Option 2 is not subject to prorating for shorter months. A late fee of \$15.00 per week will be assessed for late payments made after the due dates.

Option 3 Drop-in Fee \$15.00 per
day.....Payment billed monthly

*Option 3 should only to be used by students who will not use the After School Program on a regular basis.

The After School Care Program officially closes at 6:00 p.m., which coincides with the official time of closing for the school. Parents who have not picked up their students by 6:00 p.m. will be assessed an additional fee of \$1.00 per minute. Parents are to contact Mrs. Owens at the front desk if they expect they will be late in picking up their students.

All students are required to sign out with the front desk when they are leaving. From 3:30 p.m. to 5:00 p.m., parents will be allowed to contact their students by cell phone to let them know that they are waiting, and students may sign themselves out. Mrs. Owens will make sure that they get safely to their cars which must be waiting in the front of the school. After 5:00 p.m., all middle school students must be signed out in the front office by a parent or guardian. Students will not be allowed to simply leave the building and walk out to their vehicles after 5:00 p.m. Students will only be permitted to leave the After School Care Program after 5:00 p.m. by having the front desk attendant call down to the room and ask for their release. If the adult is not a parent or guardian, we must have a permission form allowing us to release the student to the named individual.

11. EXTENDED DAY POLICY

All 6th through 12th grade students are allowed to remain after school until 5:00 p.m. Students need to be in the following areas: the library, cafeteria, tutoring, or in a club or sport activity. There will be some organized activities such as free strings lessons, archery, and SAT refresher classes. Until 5:00 p.m., students should be picked up by parents from the north parking lot. Students will check out at the gym lobby and join their parents in the north parking lot when they are called by their parents.

After 5:00 p.m., all students remaining on campus who are not participating in a sport or club activity will be escorted to the library and signed into the extended day program. The charge for extended day is \$10 a day or \$150 per semester.

After 5:00 p.m., parents will need to come into the front office and sign their students out. This procedure is for the security of the children. It will also assist the extended day staff with accurate record keeping and provide a safe, enriching, quality environment where children can be helped with their homework and enjoy a variety of planned activities. Students will only be released to their parents or adults specified for student pick-up on the emergency forms. See the extended day parent handbook for a more extensive list of extended day procedures. Late fees of \$1 per minute apply for students picked up after 6:00 p.m.

12. EXTRACURRICULAR ACTIVITIES, CAMPS AND FIELD TRIPS, INCLUDING TRAVEL AND RELATED EXPENSES – The School wants all students to be able to participate in any and all school-related activities. However, financial obligations to the School and/or the Texas Dow Employees Credit Union must be current before the School will accept payment for any extracurricular activities, camps and field trips, including travel and related expenses (shoes, uniforms, etc.). Travel includes both in town and out of town sporting events and field trips.
13. FINANCIAL POLICY – By the December 1994 decision of the Bishop Dunne School Board, a student enrolled at Bishop Dunne may not attend class or participate in any school-related activity unless the tuition account and any other fees are current.

The School reserves the right to exclude a student from all School activities, including in-person and online classes and coursework, athletics, and extracurricular activities in the event any tuition or other payment is not timely made to the School. If a student's tuition or fee account is delinquent more than once per semester or for a period of longer than five days, the School reserves the right to separate the student from the School as provided in this Handbook.

14. FISCAL YEAR – The School's fiscal year is from July 1 through June 30.
15. FUNDRAISING POLICY – Fundraising activities that do not directly benefit the Bishop Dunne School Community will not be allowed on the campus of Bishop Dunne. Fundraising requests must be approved by the Dean of Students and placed on the School calendar at least two weeks before initiating the fundraiser. No more than two fundraising activities will be scheduled at the same time.
16. ONLINE CLASSES – Fees for online classes must be paid in full before a student will be permitted to participate in these classes.
17. PSAT FEES – Each year Bishop Dunne administers the PSAT test to all 9th, 10th, and 11th grade students and must pay a fee for the test materials and processing. Fees for these tests are billed to the parent, and due with July 1st payment or implemented in the Texas Dow Employees Credit Union monthly payment.
18. ADVANCED PLACEMENT FEES – Fees for Advanced Placement tests are billed to the parent. These tests are more expensive, and in some cases students may be eligible for government subsidy of fee. This fee will be billed second semester.
19. RECORDS RELEASE – All accounts with BDCS must be paid in full before students will be graduated or before grades and final transcripts will be released.
20. REGISTRATION FEES – The registration fee is used to secure enrollment and guarantee a position in the School upon acceptance. This fee is a financial commitment by the parents, and enables the School to gauge staffing needs and budget costs. Registration fees for returning students for the upcoming school year will be due by April 1 of each year, and are non-refundable and non-transferable. Re-registering students may not register until accounts at the

School are current. Schedules will not be generated for any student who has not paid his or her registration fee. Enrollment and class schedules cannot be guaranteed if registration fees are not paid by the deadline. If a check is returned because of insufficient funds the registration fee will automatically be increased to \$500.

21. RETREAT FEES – Retreats are a part of each student’s spiritual education, and are mandatory for each student. Retreats may be held either on or off campus. A fee will be charged to cover retreat costs. This fee is implemented into the Texas Dow Employees Credit Union for those paying tuition in advance.
22. RETURNED CHECKS – If payment of fees on any student account is delayed twice due to checks returned by the bank, the Business Office will require that cash, cashier’s check, money order or credit card be used for any future payments on that account. Statements for miscellaneous fees will be mailed to the responsible party at the time the fee is incurred, and payment is due upon receipt. If payments are not made by the 15th of the month, students will not be allowed to attend class on the following school day and will not be allowed to participate in any extracurricular activities.

If payment made on behalf of a student by a third party is returned by the bank, the responsible party will immediately become responsible for the tuition or fee intended to be paid by the third party, but not the returned check fee.

Payment of a returned check which was presented to the Texas Dow Employees Credit Union and the related fee are due immediately upon notification by the Texas Dow Employees Credit Union or BDCS. Payment of the amount of the check and any fees assessed must be paid in full to the Texas Dow Employees Credit Union with cash, cashier’s check, or money order before the student(s) will be allowed to return to class.

Two returned checks at the Texas Dow Employees Credit Union will require that all future payments to the Texas Dow Employees Credit Union be made with cash, cashier’s check, or money order, and all future payments to BDCS be made with cash, cashier’s check, money order or credit card.

23. SCHOLARSHIPS, ATHLETIC - Bishop Dunne does not grant scholarships on the basis of athletic ability.
24. STUDENT ACTIVITY, ATHLETIC, FACILITY, E-BOOK, AND TECHNOLOGY FEES - These fees are a supplement to tuition costs. They cover the cost of technology support (repairs, support lines, software licenses, Internet provider services, etc.), upkeep of the grounds, gym facilities, gym floor contract, athletic costs, security for the entire campus, maintenance of the parking facilities, student ID, free student admission to all home athletic events, support for student retreats, providing guest speakers for parent evenings, and the planner for each student. The student activity, facility and technology fees are non-refundable. The School will be purchasing all curricular materials including e-books, novels, workbooks, and any textbooks for courses without an e-book option. Parents do not need to order or buy any textbooks or e-books. The e-book and equipment fee paid at the beginning of the year covers all e-book access codes, lab equipment, supplies, printed novels, printed workbooks, and some printed textbooks. There are no class fees. Both e-book codes and all print material will be distributed the first week of class by the teachers. The textbooks, like e-books, are provided to students for the use of one school year. They must be returned in good condition to avoid paying fees, and students shall be responsible to School for any damage to textbooks or reusable course materials beyond ordinary wear and tear. The exceptions to this are individual novels and consumables such as workbooks or lab manuals.

25. TEXAS DOW EMPLOYEES CREDIT UNION – The Texas Dow Employees Credit Union offers 10 or 12 month loans for tuition purposes, with the first monthly payment due on July 5th. However, families may make arrangements with the lending institution of their choice. Tuition and the student activity, facility, e-book, graduation, retreat, and technology fees are the only costs that families may finance through Texas Dow Employees Credit Union.

Payments for loans held at the Texas Dow Employees Credit Union are due on the 5th of each month from July through April. If payments are not made by the 15th of the month, students will not be allowed to attend class on the following school day and will not be allowed to participate in any extracurricular activities.

Families who default on loans secured through the Texas Dow Employees Credit Union need to become current as soon as possible. The amount in default must be paid to the Texas Dow Employees Credit Union by the 15th of the month. If payments are not made by the 15th of the month, students will not be allowed to attend class on the following school day and will not be allowed to participate in any extracurricular activities.

Families who default on loans secured through the Texas Dow Employees Credit Union will not be approved for additional Texas Dow Employees Credit Union loans for the following school year. Additionally, the School may require direct payment of a portion of tuition before approving the new loan.

26. TRANSFER STUDENTS - Students transferring into Bishop Dunne Catholic School after the new fiscal year begins will be required to pay their tuition and fees up front by cash, cashier's check, money order, credit card, or by obtaining a loan through the Texas Dow Employees Credit Union before a student can attend class.
27. TUITION - Tuition is to be paid in full for the entire school year by June 15 prior to the start of the academic year.
28. TUITION ASSISTANCE - Tuition assistance is offered to families with documented financial need. Such assistance is provided primarily through private donations from individuals, foundations, and corporations. Private donations are usually tied to guidelines such as scholastic achievement, academic participation, discipline record, etc.

Tuition assistance is available only on behalf of students who are fully registered. The application is available online and requires a processing fee and copies of all relevant income tax information from the preceding year. The amount of tuition assistance granted each student is deducted from the total tuition bill.

Tuition assistance is granted on a year-to-year basis, and receipt of tuition assistance in one year does not guarantee continued assistance in succeeding years. Families must apply each year for tuition assistance. Students must maintain a clean discipline record and remain in good academic standing, or they may not be eligible for continued tuition assistance or may lose their tuition assistance for the rest of the year.

All families who receive financial aid will need to:

- Include all parents, guardians, partners, or stepparents' income
- Understand that students may lose the privilege of financial aid if academic behavioral standards are not met;
- Participate in a positive educational partnership with faculty and administration; and

- Meet volunteer requirements.

29. TUITION REFUNDS - If a student withdraws from Bishop Dunne Catholic School prior to the fourth week of the semester of the current academic year, the student and his or her family may, at School's sole and absolute discretion, be entitled to a refund of tuition for any unused school semester. Any unpaid fees or fines will be deducted from the refund. Additionally, there will be an administrative fee assessed to all such refunds resulting from voluntary withdrawal from the School.

GUIDANCE

The members of the guidance department are available for academic and personal counseling. Students and parents should feel free to call to schedule an appointment so that we can help students with academic and social needs.

ID CARDS

Each student will receive an identification card, and is required to have the identification card with him or her during school hours. Students may use the ID card as an admission ticket to all home regular season athletic events and in accordance with TAPPS rules. The student council sometimes requires students to use their ID card for student council sponsored activities.

School administrators will take ID card photos. The cost of these cards is included in the student activity fee. Should a student lose the ID card, he or she must report the loss to the office of the Dean of Students where a replacement will be made at a cost of \$10. When a student withdraws from school, the ID card must be returned to Bishop Dunne, or a \$10.00 lost card fee paid, before any records will be released.

INSURANCE

All athletes (including cheerleaders and drill team) must be covered by a health insurance policy. Information as to carrier and policy number must be provided in writing to the athletic department. The diocese mandates that the school carry insurance to cover school-related accidents only. This is not primary insurance. In addition, information concerning school policy is distributed to athletes when they first begin practice sessions for all sports, and is also available at athletic physicals sessions or from the athletic trainer.

Under no circumstances shall the school be responsible for damage to or destruction of any student's laptop computer or other electronic equipment. We also strongly recommend that families have insurance that covers student laptop computers. Many homeowner insurance policies have personal electronics as an option. Affordable laptop insurance can also be purchased through Student Insurance Partners at <http://www.studentinsurancepartners.com/>.

LOCKERS

Each student is assigned a locker. The locker combination must not be revealed to anyone else. Lockers are to be locked when not in use. The administration reserves the right to open lockers, if necessary, to maintain the physical or moral integrity of the school environment. Should anything be stolen from a locker, the theft should be reported immediately to the administration. Expanding locker dividers may not be installed, but stacking shelf units may be used. It is the students' responsibility to keep the locker locked at all times, as the school is not responsible for lost or stolen property.

Students will be responsible for payment of any damages to a locker, such as vandalism. Students are not allowed to go to lockers during class time without a hall pass. Students are not to share lockers. Any decorations that are placed on lockers must be removed by the end of each Friday. A fine will be given if decorations are left up during the weekend. Decorations must be in good taste, as approved by the administration.

LOST AND FOUND

Lost and Found articles are to be reported or turned in to the Dean of Students' office. Students should report there to claim their lost items. Unclaimed articles will be sold or disposed of at the end of each semester. The school is not responsible for any item placed in Lost and Found and no bailor/bailee relationship is created with respect to any property placed in Lost and Found.

LUNCH GUESTS

Parents and guardians are always welcome to eat lunch with their students. We ask that you notify the Dean of Students a day in advance if you would like to have lunch with your student. Students who attend another school may not have lunch with Bishop Dunne students unless they are on an admissions approved campus visit.

NEWSLETTER

The *Falconer* newsletter is emailed weekly and provides news of announcements, academic achievements and scholarship opportunities, school activities, athletic achievements. The weekly *Falconer* is also available online at www.bdc.org. Calendar updates are available at www.bdc.org.

NOTARY PUBLIC

The school provides notary public services at no charge for those school forms requiring a notarized signature. These services are available when athletic physicals are administered, during registration periods, and at other times upon advance request.

ORIENTATION

Orientation for all students, new or returning to the school, takes place at the beginning of the school year. All students are expected to be in attendance.

PARENT SERVICE REQUIREMENTS/VOLUNTEERS

In effect, all families receive tuition assistance, as the amount of tuition charged is lower than the actual cost to educate a student and kept as low as possible by seeking grants and other funding for operating costs. There is a significant gap between the cost of educating each child and the cost of tuition. Each parent is required to give 40 hours of community service to the school by the end of April or pay a sustentation fee of \$200. Parents must be safe environment cleared and have a current ID badge and wear it at all times while in the school.

The school solicits parents as volunteers to help with academics, admissions, concessions, and chaperoning field trips. All volunteers working directly with students must complete a Diocesan Screening Form, pass a criminal background check, and complete the Diocesan Safe Environment Training Program – *Family of Faith*. Safe environment training must be updated each year and can be done so online or in person at any of the diocesan approved training classes. Details on the Diocesan Safe Environment Program can be found at <http://www.cathdal.org/pages/a-safe-environment>. Volunteers must wear school issued ID badges at all times while at the School.

Please call the volunteer coordinator's office to make arrangements for community service. All parent service requirements must be completed by April 30, 2017, or a sustentation fee of \$200.00 paid.

PARKING AND TRAFFIC PATTERNS

- Student parking is strictly limited to the south and north parking lots. Seniors only may park in the south parking lot. Students from other grade levels are to park in the north parking lot.
- Visitor parking is in the front of the school.
- Students are not allowed to park in the front of the school. This includes the parking designated for the President, Principal, Administration, visitors, and handicapped.
- Cars must occupy only one space.

- Parking behind the school is only for authorized personnel; there is to be no student parking behind the school.
- There is to be no parking or standing at any time in areas designated as fire lanes.
- Student drop-off is allowed in the morning from the front of the school only. There may be no in-and-out traffic in the south lot in the morning.
- Students and parents are to use the middle lane and the right lane for drop-off. The left lane is for parking only.
- Student pick-up is allowed after school from the north parking lot only. There may be no afternoon pick-ups from the south lot.
- Vehicles in violation of any of these parking guidelines will be towed at the owner's expense. Police enforce all traffic rules. Any fines incurred must be dealt with directly with the Police Department.
- Vehicles should never block the pedestrian walkway in front of the school.
- All student drivers parking on school property must be licensed and covered by insurance, including liability insurance affording at least statutory minimum coverage.
- Bishop Dunne is not responsible for any car or its contents.
- Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband may be present in the vehicle.
- All student and staff vehicles using the parking lot during school hours must display a current Bishop Dunne parking permit in the left rear window. Permits will be available from the Dean of Students' office approximately two weeks after school begins.
- Students must show a current, valid driver's license and proof of insurance, including liability insurance affording at least statutory minimum coverage, to obtain a parking permit.
- Students are not to park in areas designated for Administration, Staff, Faculty, Visitor, and ECC.
- The owners of cars not properly registered may be fined \$25 a day for each day the vehicle is parked on school property.
- Noncompliance with these guidelines may result in disciplinary measures or loss of parking privileges.
- The speed limit may not exceed 10 miles per hour in the parking lot or driveways.
- Students are to keep radios at a low volume.
- Security and police strictly enforce parking and traffic regulations.
- Suspension of driving and/or parking privileges may result when violations of these guidelines occur.

POSTERS/FLYERS

Posters/flyers may be displayed in preapproved locations with the approval of the Dean of Students. Materials must be approved at least 24 hours ahead of time. In order to prevent damage to any wood surface, please refrain from hanging posters on wooden doors or display cases. Use only special adhesive substance, such as blue tape, when attaching posters or paper to metal or brick surfaces, as any other adhesive may cause the paint to chip or crack. Those who place the posters are responsible for their removal as soon as the advertised event is over. Those who place posters in non-approved areas on school grounds will be subject to disciplinary action.

RECORDS

Student records are maintained with the student's legal name as it appears on the official birth certificate. All students are required to submit a copy of their birth certificate, a completed Emergency Information Form, and proof of current immunizations. Parents who have privacy concerns may elect not to provide a Social Security number; however, as most colleges require the Social Security number for student identification, failure to provide the number may cause delays in processing of college applications. Student records are private and accessible only to authorized personnel.

RESIDENCE

Students must live with a parent, guardian, or appropriate court-appointed conservator while attending Bishop Dunne. Bishop Dunne shall be entitled to rely upon the representation of an adult who registers a student and pays that student's tuition that the requirements imposed by this paragraph have been met, and the school shall have no duty to examine or interpret any document which appears or purports to be a court order regarding custody or conservatorship before admitting a student to the school.

SCHOOL HOURS

The regular school day begins at 8:00 a.m. and ends at 3:00 p.m. The school offices normally open at 7:30 a.m. and close at 4:30 p.m. Students can have access to the building at 7:00 a.m. Unless students are actively involved in extracurricular activities, tutoring, or a specific project with a teacher, they are not to remain in the building after 3:30 p.m. Parents should consult the monthly calendar for specific details. No student is to use the school facilities or equipment without faculty or staff supervision.

After 5:00 p.m., parents will need to come into the front office and sign their students out - see Extended Day Policy.

Students are not allowed to wait for their rides on the street or away from the school. Students must wait for their bus outside in the south parking lot, unless given specific permission to stay indoors during inclement weather.

The writing lab, the math lab, and the multimedia lab are available to students from 7:30 a.m. until 7:55 a.m., and 3:05 p.m. to 4:00 p.m., Monday through Thursday. The library is available to students from 7:30 a.m. until 5:30 p.m. Teachers and coordinators will organize and post weekly schedules. Students may not use these study areas unless a teacher is present. Supervised tutoring and study time is available for students.

Bishop Dunne is a closed campus. Students may not leave the campus during school hours without adult supervision or parent notification. Students may not leave campus for fast food service and come back during school hours. Students who violate this guideline are subject to suspension. For their safety, students should not buy snacks from street vendors. Food is sold in the cafeteria from 3:00 p.m.

SPORTS EVENTS - SPECTATORS' CODE

To make sports events more enjoyable and less stressful, the following code of behavior is in place for sports spectators. Adults and students who violate this code will be asked to leave games and restricted from further entry. Any act of disrespect from a parent/guardian/adult or student to a teacher, coach, or member of the school staff will be handled on an individual basis and may call for that person being banned from further athletic events and activities for a calendar year from the date of incident. Students are subject to disciplinary action, including separation from the School.

- Bishop Dunne sports events are for our students - their personal growth, development of skills and for fun.
- Spectators are not to use profane, disrespectful, or racist language and are not to harass players, coaches, officials or other spectators.
- Respect is expected for the team and the team's opponents. All visiting teams are to be treated with the utmost hospitality.
- Athletes and coaches are not to be ridiculed or scolded during competition or practices.
- Violence in any form will not be tolerated.
- Verbal abuse is not tolerated.
- Officials' decisions are to be respected.
- Spectators are to respect the requests of school faculty or staff at any school function regarding spectator behavior.

The ultimate standard for conduct of Bishop Dunne student athletes is conduct which, in the school's sole discretion, furthers the school's Catholic mission and the greater glory of God. Accordingly, the school may, in its sole and absolute discretion, determine that a student has violated this standard of conduct and impose discipline deemed appropriate by the school upon such student, including without limitation exclusion from one or more future athletic events and/or separation from the school. Parents and students hereby agree that, under no circumstances, shall they or any of them be entitled to injunctive or equitable relief challenging school's imposition of discipline pursuant to this.

TELEPHONE CALLS

Only messages of an urgent nature from a parent or guardian will be delivered to students. Students will not be called to the phone unless it is an emergency. Parents are encouraged to call the front office when trying to reach their child.

Students are allowed to have cell phones, but cell phones may not be used during the instructional day, unless specified by the instructor. Cell phones are not to be audible or visible. Camera phones are not to be used as cameras. Cell phone usage that interferes with classroom instruction will result in the cell phone being confiscated and taken to the Dean of Students' office. See the Discipline section of this Handbook for more information.

Outside of the classroom, (before school, hallways, lunch, after school) students have the right to use their devices without restrictions as long as they adhere to appropriate etiquette and code of conduct. See Bring Your Own Technology Policy.

In a medical emergency, students are to contact the school nurse or an administrator, and parents will be called.

TOURS – NON AFFILIATED

Trips, retreats, and off-campus activities sponsored by Bishop Dunne are clearly labeled as such. From time to time, students and parents express interest in organizing unofficial off-campus trips and activities which are not sponsored, endorsed, coordinated, organized, or supervised by Bishop Dunne or Bishop Dunne employees acting in the course and scope of their employment with Bishop Dunne. Students and parents who participate in such unofficial activities and trips do so at their own risk, and Bishop Dunne shall have no responsibility or liability whatsoever for any injuries, property damage, or other consequences of participation in such unofficial off-campus activities. Any questions about whether a particular event is official or unofficial should be directed to the Dean of Students.

VISITORS, ADULT

Bishop Dunne welcomes visitors. Because of busy schedules, advance notice is requested if at all possible. All visitors must be admitted through one of the front entrances, and must report to the Receptionist for direction. Visitors will be issued a visitor badge to wear while on campus.

VISITORS, STUDENT

No student visitor will be permitted on campus during the school day except by approval of the Dean of Students upon written request from a parent or guardian of the student wishing to bring the visitor. Such written request must be made at least 48 hours in advance of the requested visit. The student visitor must be interested in making application to Bishop Dunne, or already be in the process of admission. The name of the visitor and the student responsible for the visitor will be placed on the daily attendance memo. The visitor must be dressed appropriately in attire acceptable to our school staff.

No visitors will be permitted on the day before a holiday, during the weeks of final exams, or during the first and last months of school. The visitor must follow the schedule of the host student. No visitors will be allowed on special dress days.

Students who are separated from Bishop Dunne for disciplinary reasons are not permitted to visit the school or to be present at school-sponsored events on or off campus without the prior permission of the Dean of Students.

VOLUNTEERS

The School solicits parents as volunteers to help with athletics, concessions, chaperoning field trips, etc. All volunteers working directly with students must complete a Diocesan Screening Form and must pass a criminal background check and complete the Diocesan Safe Environment Training Program: *Family of Faith*. Safe environment training must be updated each year and can be completed online or in person at any of the Diocesan approved training classes. Details on the Diocesan Safe Environment program can be found at <https://www.cathdal.org/pages/a-safe-environment>. Volunteers must wear school issued ID badges at all times while at the School.

WEATHER-RELATED CLOSINGS

Bishop Dunne will announce the closing or delayed opening of school in the event of inclement weather on television station WFAA (Channel 8), and on the school's website, bdcs.org. Parents will also be notified by the school's automated phone alert system. In case of delayed openings, bus routes will operate 60 minutes prior to school opening. If the school is closed due to weather, students are to go to online curriculum and continue the educational process via the Internet. Days will not be made up.

YEARBOOKS

The Mitre, Bishop Dunne's yearbook, costs \$30 and is delivered in the fall of the following school year so that end of the year activities such as Prom and graduation can be included.

USE OF BISHOP DUNNE FACILITIES

BOOKSTORE

The Bookstore, located in room 500, will be open to students from 7:35 a.m. - 7:55 a.m. and 3:00 p.m. - 3:30 p.m. The Bookstore is open on request for parents.

BUS EXPECTATIONS - STUDENT RULES OF CONDUCT FOR THE BUS

1. General: Every student is personally responsible for his or her own conduct at all times. Students are expected to behave in a manner that reflects favorably upon Bishop Dunne Catholic School.
2. Students wishing to ride the Bishop Dunne Catholic School bus must observe the following rules of conduct, which are necessary for the safety of all and for the maintenance of the bus.
 - Bus route times will be posted on the website and on the bus registration form. These times are subject to change based on the number of students registered for each bus route.
 - Students are to wait for the bus to come to a complete stop before entering or exiting the bus.
 - Students are to stay in their seat and refrain from changing seats or walking in the bus while it is in motion.
 - Seat belts are to be kept on (for buses that have seat belts) at all times while bus is in motion.
 - No food or drink will be consumed on the bus.
 - The tone of your conversation should be reasonably low; no screaming, yelling, or use of profanity.
 - Keep everything inside the bus. Do not place heads, hands, legs, or any other object out of the bus whether the bus is stationary or in motion.
 - Do not throw anything from the bus or within the bus.
 - Refrain from talking or distracting the bus driver while the bus is in motion.
 - Smoking or chewing tobacco is prohibited on the bus.

- In the event of bus trouble en route, students will remain on the bus until they are transferred to other means of Bishop Dunne transportation. Rear exits will be used only in case of emergencies. All students will enter and exit from the door at the front of the bus.
 - Students will not write on, deface, or damage the bus. If a student accidentally damages the bus, notices defacing or damages to the bus, he or she should report such to the driver.
 - Students are responsible for maintaining their areas and ensuring that there is no litter on the bus.
 - Only registered students may use the bus. Students will not bring other Bishop Dunne Students to ride the bus unless parents/guardians of the Bishop Dunne student inform the transportation director 72 hours prior to the Bishop Dunne student using the bus.
 - Rules of Conduct in the Student Handbook also apply on the bus routes.
 - Internet acceptable policies are in effect on buses at all times.
3. The bus driver is a representative of Bishop Dunne Catholic School and is in charge of the bus. Students will listen to the driver and obey his or her instructions. The driver is authorized to use the discipline roster for student misbehavior or failure to follow the rules of conduct. The driver is required to report the names of students violating these rules to the Dean of Students and transportation director.
 4. Following these rules will contribute to the safety of all the bus passengers and will help preserve the useful life of the bus.
 5. Violators of these rules will be appropriately disciplined in accordance with the Bishop Dunne Catholic School's discipline rules, except that such discipline will also include a student's being temporarily or permanently suspended from use of the bus with no refund. Discipline infractions on the bus will result in a suspension from riding on the bus.

CAFETERIA EXPECTATIONS

Our students will be guided by the desire to model Christ in all their behavior.

- Students are to be in proper uniform when in the cafeteria.
- Students must form a single line in the serving area. Cutting into line or saving a place for another student is not acceptable. Students violating this guideline will be sent to the end of the line.
- Students are not to purchase food items for other students.
- Food or drinks may not be taken outside the cafeteria except by students eating lunch in the arbor.
- Running, pushing, shoving, throwing food or ice, or yelling are not permissible.
- Students who spill food or drink are to clean up the spill. Students are expected to clean up after themselves, using the trash receptacles provided.
- In accordance with the fire code regulations, students are to sit four to a table, unless seated at larger tables.
- Only seniors are allowed to eat in the Langbein Courtyard.
- Dinnerware is to be returned to the appropriate area by the dishwasher.
- Students are expected to recycle plastic and aluminum products.
- Food or drink items may not be purchased during class time, or removed from the cafeteria into hallways and classrooms without prior permission of the Dean of Students.
- Disciplinary action will be taken for theft of food or drinks.

CHAPEL

Students are encouraged to make prayer an important part of their lives. All are encouraged to use the chapel for this purpose, which is located in the center back hall of the school. Out of respect, and in deference to those at prayer, students are asked to maintain silence in the immediate chapel area. The prayer book is available for special intentions.

COMPUTER LABS, CLASSROOM COMPUTERS, AND LIBRARY COMPUTERS

Students must adhere to the rules and regulations for use of computers, as detailed in the Computer and Internet Acceptable Use Policy section of this handbook.

LIBRARY

Our students will be guided by the desire to model Christ in all their behavior.

The Bishop Dunne Library represents a forum for information and ideas, and functions to meet the following needs:

- To provide a comprehensive collection of instructional materials and to provide maximum accessibility to these materials;
- To provide materials that will support the curriculum and will take into consideration the individual's needs, and the varied interests, abilities, socioeconomic backgrounds and maturity levels of the students served; and
- To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural and aesthetic appreciation, and ethical standards.

To help meet the above-mentioned goals, the following library rules apply;

- Students may not bring food or drinks into the library;
- Library books brought into or out of the library are to be checked by the librarian;
- Students who are in the library with no purpose as mentioned above may be asked to leave;
- Students are to have proper supplies before they enter the library; and
- When asked by the librarian or moderator, silence must be maintained so that other students are not disturbed.

Students may lose their library privileges if they are unable to follow these expectations.

Library hours are on Monday through Friday from 7:30 a.m. to 5:30 p.m. The library may be closed on occasions for school functions.

The library is available to all students throughout the day as a place of quiet and peaceful pursuit of reading and research. It is reserved for both individual and group study. Books and e-readers may be checked out for a period of two weeks unless specifically indicated. A fee may be assessed for overdue materials. If the materials are lost, the Librarian will determine the replacement costs that must be paid.

ACADEMICS - GRADES 6 THROUGH 12

ABSENCES AFFECTING GRADES

An absence consists of any time a student is not in class or at a school related event. All absences, excused and unexcused, count toward the six absences per semester guideline. Students and parents are responsible for keeping track of the number of absences and tardies that occur each semester. Students with excessive absences may be required to make up the time through the online curriculum with the regular fee schedule. Upon receipt of a written request from the parent or guardian, the Dean of Students' office can grant exceptions for extraordinary circumstances. Such written requests must be submitted promptly.

Please note: cases of non-school attendance will be reported to the Diocesan Office of Education and to the proper authorities. It is necessary for students to be at school for at least 90% of school days in order to receive class credit.

ACADEMIC ACHIEVEMENT RECORD (TRANSCRIPT)

A permanent record of student grades and credits earned is maintained for all students. Students and parents are asked to make a transcript request at least 24 hours in advance for the official transcript to be sent to a college, another school, etc. All transcript requests are to be made through the guidance department and the Dean of Academics.

ACADEMIC COURSE LOAD

Students in grades 6 through 11 enroll in a minimum of eight (8) courses each semester from the major areas of study. Any exceptions must be requested of the Dean of Academics. Seniors may elect a minimum of six (6) courses in order to have time to research colleges and complete the college application process.

ADVANCED PLACEMENT TESTS

Students enrolled in an Advanced Placement class are expected to take the Advanced Placement test in May. The cost of the exam is set by the College Board and is payable in the business office in February.

ACADEMIC DIFFICULTY

A student who fails one course when first semester grades are reported is placed on conditional re-enrollment for the next academic year. If the student does not fulfill the stated conditions by the beginning of the next academic year, readmission for that school year could be denied at the school's sole and absolute discretion. Students must make up credits through the Bishop Dunne Online Education Program.

Teachers, the Dean of Academic, Dean of Students, counselors, the campus minister, and administration will encourage and teach students to develop the academic skills necessary to become successful adults. Some of the assistance that will be provided when students have academic difficulty may include but is not limited to:

- Tutoring
- Conferences
- Student Outreach and Readiness (SOAR) program
- Counseling
- Mentoring
- Improvement Plans

All deficient credit must be made up before the start of a student's senior year in order to re-enroll. If a rising senior is deficient more than 1.5 credits going into the summer before the senior year, he or she will be unable to complete all deficiencies before the start of school, resulting in the inability to re-enroll. There are circumstances where a student may make up 2.0 credits in the summer provided 1.0 credit of deficiency is from a single year-long class.

50% FLOOR

Bishop Dunne Catholic School believes that the impact of a 0 on a student's grade is disproportionately high in determining the overall grade, so Bishop Dunne Catholic School has instituted a practice in which no student ever receives a grade lower than a 50% on an assignment. The failure to turn in work is still a concern; as a result, teachers and support staff will work with students who habitually miss work to help students both turn in work and learn the skills for work completion and knowledge acquisition.

ACADEMIC ELIGIBILITY

In order to remain eligible to participate in any school-sponsored extracurricular activity, a student must be in good and regular standing which includes, but is not limited to, failing no more than one course during the grading period

All students who receive a grade below 70% in two or more subjects 1st Semester Mid Term, 1st Semester, 2nd Semester Mid Term, or 2nd Semester are ineligible for a period of two weeks. At the end of the two week period, students who are ineligible must reapply to regain eligibility.

All students' grades are reviewed periodically. Those students with one or more failures are required to attend mandatory tutoring. Their failure to do so may result in their being placed on academic probation.

The Dean of Students has the option to restore eligibility to a student. The Dean of Students likewise has the discretion to allow students to remain eligible who have a documented learning difference and who have made satisfactory progress.

An ineligible student may not participate in any extracurricular activity including games, performances, competitions or field trips.

Teachers and coaches will work together to ensure that students are mastering the academic content of each subject. Teachers have the option of removing a student from a practice if the student needs to make up missed schoolwork or to attend tutorials.

The assessment periods for the 2016-2017 school year are:

First Semester Interim	October 12, 2016
End of First Semester Interim	December 21, 2016
Second Semester Interim	March 10, 2017
End of Second Semester Interim	May 26, 2017

ACADEMIC PROBATION

A student who fails two (2) or more courses when first semester grades are reported may be placed on academic probation for the remainder of the school year. The student will be placed on conditional re-enrollment for the next academic year. If a student does not fulfill the stated conditions before the beginning of the next academic year, readmission for that school year may be denied. Academic probationary status eliminates the student from election to any Bishop Dunne organization or office that requires the student to be elected or selected.

ACADEMIC REPORT CARD

Bishop Dunne Catholic School uses a 4.0 scale for reporting grades, class rank, and determination of Honor Rolls. The following table provides a breakdown of how numerical grades are calculated on a 4.0 scale.

	Regular	Pre-AP/H	AP
95-100	4.0	4.5	5.0
90-94	3.75	4.25	4.75
85-89	3.5	4.0	4.5
80-84	3.0	3.5	4.0
75-79	2.5	3.0	3.5
70-74	2.0	2.5	3.0

ADMISSION

In order to be considered for admission to Bishop Dunne, the candidate must complete the appropriate application for admission and submit all required accompanying documents. Admission to Bishop Dunne is selective, and, as a result, students with a history of academic success and a clean discipline record are more likely to be admitted. The Admission Committee, however, prides itself on evaluating the entire application and all of its elements before making a final decision. Additionally, students transferring from another academic institution must have earned the requisite number of credits for that grade level to be admitted. Bishop Dunne admits qualified students without regard to race, ethnicity, religious preference or national origin.

CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average is determined by dividing the grade points by the attempted credits. Grade point averages are rounded at the second decimal place. The semester grade is used to determine grade points. Grades earned in any course designated as a PE equivalent, SAT/ACT Preparation, and Freshman Seminar are not included in the grade point average, although credit is earned.

CURRICULUM

The program of studies at Bishop Dunne exceeds the State's requirements. Initial placement in classes is determined by the entrance-placement test at the time of admission to the community. Also taken into consideration is the previous academic achievement of the student. Subsequent placement in courses and opportunities for elective subjects is determined by the academic progress of each student. In addition, each year, students must receive departmental approval to be accepted into AP or Pre-AP level courses.

EARNING HIGH SCHOOL CREDITS

Most credits toward graduation are earned in grades 9 through 12. Bishop Dunne does recognize certain classes taught in middle school for high school credit. These classes include high school level math (Algebra I or higher), World Language, Intro to Art, Advanced Band, Strings, Speech, GIS I, and Multimedia. One (1) credit is earned for the successful completion of both semesters of each year-long course. One-half (.5) credit is earned for the semesters of each year-long course. While high school math credit may be earned in middle school, students are still required to enroll in and pass math each year of high school. In year-long cumulative knowledge courses such as Mathematics, World Language, Chemistry, and Physics, one (1) credit may be earned if a student who has failed the first semester achieves a second semester grade that, when averaged with the first semester grade, results in an average of 70% or higher.

Students must make up subjects failed during the school year through the Bishop Dunne Online Program. Credit will not be awarded for make-up work completed through programs outside of Bishop Dunne's program. One-half (.5) credit is awarded for the successful completion of each course. Specific exceptions to this guideline may be requested of the Dean of Academics.

In addition, any high school level courses successfully completed at an international school will count towards high school credit, but will not become part of the cumulative grade point average. Certified International Baccalaureate (IB) courses are an exception. This policy does not apply to students who entered Bishop Dunne before the 2007/2008 school year.

FINAL EXAMINATIONS

All students must take all scheduled end-of-year final examinations. Students are not permitted to take final exams ahead of the scheduled time. Final exam days are listed on the yearly school calendar. Students enrolled in AP classes are expected to take the AP test in May.

GRADUATION

In order to receive a Bishop Dunne diploma, a senior must be in regular attendance at Bishop Dunne and must fulfill all graduation requirements before the beginning of the next academic school year. Only those students who can fulfill graduation requirements before the end of the current academic year may participate in commencement exercises. A graduating senior must participate in the graduation exercises. These exercises include the Baccalaureate Mass as well as the graduation ceremony itself. Participation in the necessary practices for these exercises is also required. All financial obligations to Bishop Dunne must be fulfilled before teachers will grade the final exams required for graduation.

The senior class valedictorian and salutatorian must have been in regular attendance at Bishop Dunne during both the junior and senior years. In addition to these honors, only seniors who have been in regular attendance for the entire senior year will be considered for academic and extracurricular awards at graduation. Participants in the Baccalaureate Mass and graduation exercises will be decided by the students, faculty, and administration, with the President's approval.

GRADUATION CREDITS REQUIRED

English	4.0	Health	.5
Speech/Theatre	.5	World Language	3.0
Mathematics	4.0	Technology	1.0
Science	4.0	Fine Arts	1.0
Social Studies	3.5	Theology	4.0
Economics	.5	ACT/SAT Prep	.5
Physical Education	1.0		
Additional Elective	1.0	Total	28.5

Note:

1. The required credits for physical education and fine arts can be substituted for two consecutive credits of band.
2. These requirements for graduation only specify minimum standards. Some colleges may require more units of credit in specific subject areas. Checking specific college entrance requirements is the responsibility of the student. It is essential for the student to work closely with the school's guidance counselor in designing his or her high school graduation plan. To ensure adherence to the requirements for graduation, the guidance counselor and the Dean of Academics must approve any changes in a student's fourth year.
3. Students may earn up to one (1) credit towards the fulfillment of the 1.0 credit physical education requirement by virtue of completing a high school sport. Specific criteria must be met as outlined by the Dean of Academics in order to earn credit. Each season of a sport will be the equivalent of a .5 credit. No grade will accompany this credit.
4. Students may earn up to one (1) credit towards the fulfillment of the 1.0 credit physical education requirement by virtue of completing an approved off campus activity. Contact the Physical Education Department Chair for specific criteria that must be met to earn credit. No grade will accompany this credit.
5. All students must complete Algebra I, Geometry, Algebra II and Pre-Calculus to fulfill their math requirement. In addition, Biology, Chemistry, and Physics are required science classes.

ENDORSEMENTS

Students graduating in 2018 or after are eligible to earn endorsements. The Bishop Dunne standard graduation plan meets the requirements for a distinguished diploma from the state of Texas with a Multidisciplinary endorsement. Additional endorsements can also be earned in Arts and Humanities and STEM.

An Arts and Humanities endorsement can be earned through one of three strands. 1) Complete a fifth year of Social Studies. 2) Complete a fourth year of a World Language or two additional credits in a different language. 3) Complete a total of four credits in Fine Arts (Visual Arts, Music, or Theatre) - or two additional credits in a different language. 3) Complete a total of four credits in Fine Arts (Visual Arts, Music, or Theatre) – the three additional credits must be in one or two areas of Fine Arts.

A STEM endorsement is earned by completing an additional year above the standard Bishop Dunne requirement in Math, Science, or Technology.

LAB CONTRACT

All students taking a science class with a lab component will be required to sign and adhere to a lab safety contract. Failure to follow the procedures outlined may lead to disciplinary action.

LEARNING RESOURCE SPECIALIST

A learning resource specialist is available for student support in learning styles and alternative testing. The specialist is available to assist all students with a documented learning difference.

MAKE-UP WORK

It is the policy of Bishop Dunne that students with excused absences may make up class assignments and tests. Students should meet with their teachers the day they return to school to make arrangements to complete the work in a timely manner. Students with extenuating circumstances should meet with the Principal. While at home, if possible, students should email teachers or check online for missed work and due dates.

RE-ADMITTANCE

All students are evaluated regarding their re-admittance to Bishop Dunne Catholic School based on both academic and disciplinary perspectives. If a decision is made not to allow a student to re-enroll for the next academic year, parent(s) or guardian(s) will be notified at the end of the academic year or, as appropriate, at the end of the summer. The deadline for an appeal of the decision is one week after the date of the notification.

All required courses must be passed before a student can be re-admitted for the fall semester. Should a student fail a required course, he or she is required to make up the failed course before being re-admitted the following year.

REPORT CARDS

Reports will be emailed to parents at the end of first semester and second semester, and grades are always available through the class portals. At these times, parents will be able to discuss report card results with teachers. Final examinations are kept for six weeks.

Any queries or challenges to official grades must be made within three weeks of the final report being processed. All discussions concerning grades begin with the classroom teachers. Parents needing more time may call or email the classroom teacher at school to schedule individual appointments. In the case of a dispute, the decision of the Principal is final.

SCHEDULE CHANGES

Schedule changes are discouraged. Students are advised to consult with parents, teachers, and counselors before requesting a change in class schedules. If a requested schedule change can be made, it will be done only within one full week of the first school day. Second semester changes must be made by the fall date set by the guidance department.

SENIOR SERVICE PROTOCOL FOR MASS DAYS

The following guidelines for service students returning to Bishop Dunne on Mass days are in place to protect all parties concerned:

Drivers may take classmates to service as long as both driver and passenger have returned Parent Consent and Release Forms in which their parents have authorized the shared transportation. Students are expected to return to campus upon completion of their service.

On days on which there is service AND Mass at St. Elizabeth at 10:00 a.m., drivers are expected to travel directly to St. Elizabeth from their service. Drivers, returning from service, are expected to bring their regular passengers with them from service. Once at St. Elizabeth's, the Senior Service driving obligation is completed.

Mass is considered a new, separate, and distinct (from senior service) Bishop Dunne function and therefore, passengers in the automobile must return to Bishop Dunne as do the other Bishop Dunne students, with the legal and official drivers of the automobiles the only students who are granted temporary permission to travel otherwise. From St. Elizabeth's, the drivers of the automobiles must return to school by themselves, without any passengers, in the most direct manner, without any detours, unless a different procedure is approved or sanctioned by a member of the BDCS administration.

Students who do not follow the above parameters are subject to disciplinary action, up to and including suspension from school.

SENIOR SERVICE CANCELLATION PROTOCOL

Since senior service is scheduled time, students are to report to school by 8:00 a.m. Students check in with Senior Service teacher or in the Student Development office. Students who do not report will be considered absent.

SENIOR SCHEDULES

Seniors who do not have an assigned Block A or Block E class may have "late arrival" to school. Those students must arrive in time for their advisory period and should report directly to that class.

Seniors who have assigned study time during blocks B, C, F, or G may not leave campus during that block, but must report to the library, senior lounge, or the computer lab (if available) for study, or to the guidance office with approval of the guidance staff.

Students who have study time during Blocks D or H may leave campus at the end of their last scheduled block, except when an afternoon assembly is scheduled. A grade below "70" received for any marking period in any class may revoke this privilege until the next report card, previous job or transportation arrangements notwithstanding. Students are to leave the grounds immediately and quietly, or go to areas of the building designated for them at the time. Seniors who violate these privileges by being tardy for class, loitering in the halls or parking lot, etc., may lose privileges for the semester. Since this is a senior privilege, any senior whose social behavior or conduct is of such a nature as to jeopardize the good name of the school community, or which is detrimental to his or her common good, or harmful or offensive to the staff or other students will automatically lose this privilege. Students may not have their schedules revised to accommodate early dismissal or late arrival privileges. Students are expected to be aware of and to comply with this policy. Students who violate this policy and leave Bishop Dunne's campus during the

school day without permission do so at their own risk and Bishop Dunne shall not be responsible for any personal injuries or property damage caused as a result of any student leaving campus in violation of this policy. Students who are determined to have violated this policy will be subject to discipline.

TESTING DATES 2016-2017

ACT Dates

Test Dates	Registration Deadline
September 10, 2016	August 5, 2016
October 22, 2016	September 16, 2016
December 10, 2016	November 4, 2016
February 11, 2017	January 13, 2017
April 8, 2017	March 3, 2017
June 10, 2017	May 5, 2017

SAT Dates

Test Date	Normal Registration	Late Registration	Online Score Release
Oct 1, 2016	Sep 1, 2016	Sep 13, 2016	Oct 20, 2016
Nov 5, 2016	Oct 7, 2016	Oct 18, 2016	Nov 24, 2016
Dec 3, 2016	Nov 4, 2016	Nov 18, 2016	Dec 22, 2016
Jan 21, 2017	Dec 21, 2016	Jan 3, 2017	Feb 16, 2017
Mar 11, 2017	Feb 10, 2017	Feb 21, 2017	Mar 30, 2017
May 6, 2017	Apr 7, 2017	Apr 18, 2017	May 25, 2017
Jun 3, 2017	May 9, 2017	May 16, 2017	Jun 22, 2017

TEXTBOOKS and E-BOOKS

Digital versions of textbooks will be used for as many courses as possible. These e-books will be just like the physical text, but without the added weight to the backpack. E-books can be accessed anywhere there is an Internet connection, eliminating the issue of lost or forgotten textbooks. The school will be purchasing all curricular materials including e-books, novels, workbooks, and any textbooks for courses without an e-book option. Students do not need to order or buy any textbooks or e-books as these will be ordered by the School. Both e-book codes and all print material will be distributed during the first weeks of class by the teachers. The textbooks, like e-books, are provided to students for the use of one school year. They must be returned in good condition to avoid paying fees. The exceptions to this are individual novels and consumables such as workbooks or lab manuals.

STUDENT RECOGNITION

ACADEMIC

1. HONOR ROLL: At the end of each semester, the school honors those students who have achieved honor roll status. Grade point averages of 3.495 to 3.499 will be rounded up to 3.50 for honor roll recognition. A student whose average is 3.50 to 3.70 is awarded honor roll status. Those students whose grade point average for that marking period is at least 3.71 to 3.84 merit a special President's Honor Roll. At the end of each semester, a student whose average is 3.85 or higher is named to the Bishop's Honor Roll. All students who achieve honor roll status are acknowledged at school honor breakfasts and presented with appropriate honor certificates. Honor students who attend the breakfasts may have a "dress up" out-of-uniform day.

2. President's Honor Roll or Bishop's Honor Roll earn a Bishop Dunne letter. When students receive honor roll status they receive honor patches.

3. **GOLDEN FALCON AWARD:** The Golden Falcon Award is the highest award of Bishop Dunne Catholic School. The Golden Falcons for academic excellence are presented to graduating seniors who have excelled in a particular academic discipline and who have been recommended by the particular department. To be considered for academic Golden Falcons, a graduating senior must have been in attendance at Bishop Dunne from the beginning of the junior year. Specific criteria for each award are determined early in each academic year. The Golden Falcons for clubs are awarded to seniors who have been selected by their peers. Administration will have final approval.

NATIONAL HONOR SOCIETY MEMBERSHIP

Membership in the National Honor Society (NHS) and the National Junior Honor Society (NJHS) is based on meeting the high standards of scholarship, leadership, service and character (NHS) and scholarship, leadership, service, character, and citizenship (NJHS). Membership is both an honor and a responsibility. According to the official NHS and NJHS handbooks, students selected by a faculty committee are expected to continue to demonstrate these qualities. Failure to do so will result in dismissal from the NHS/NJHS Membership is both an honor and a responsibility. According to the official NHS and NJHS han

dbooks, students selected by a faculty committee are expected to continue to demonstrate these qualities. Failure to do so will result in dismissal from the NHS/NJHS.

The academic requirements set by the National Council are based on a student's cumulative scholastic average. The minimum adjusted cumulative grade point average allowable is 93%. Membership is never considered solely on the basis of grades. The "leadership" criterion is considered highly important for membership selection. The criterion of "service" is defined by the value of contributions to the Bishop Dunne community as well as to the general community.

In considering "character," negative as well as positive aspects of character traits are considered. The "citizenship" for NJHS is considered in terms of the candidate's behavior in and out of class.

The National Junior Honor Society has eligibility for 6th, 7th and 8th grade students. Grade 9 students who are members in good standing with another chapter of the NJHS may transfer their membership to the Bishop Dunne Chapter of the NJHS. Students are eligible for membership in the NHS in their sophomore, junior, and senior year of high school.

EXTRACURRICULAR

ATHLETIC PARTICIPATION FEE

There is an athletic participation fee of \$75.00 for every student-athlete who makes the final roster in any of our sports. This fee is applied on a per-student basis and is being used to offset increased operational costs directly related to athletics.

The athletic participation fee will be assessed at the time an athlete makes the final roster of a freshman, junior varsity, or varsity team in the following sports: baseball, basketball (men's and women's), cheerleading (men's and women's), cross country (men's and women's), drill (men's and women's), football, golf (men's and women's), soccer (men's and women's), softball, swimming and diving (men's and women's), tennis (men's and women's), track and field (men's and women's), volleyball, and wrestling (men's and women's).

This fee can be paid at any time. The fee is not due until the athlete makes the final roster in his or her selected sport.

ATHLETIC PHYSICALS

All student athletes must have a physical examination before they can participate in fall and spring semester athletics. Physicals are required annually for any student who participates in band, drill team, cheerleading, and/or sports. Students will not be allowed to participate until an up-to-date physical is on file. All students participating in extracurricular activities at Bishop Dunne are advised to have an ECG in addition to the annual physical. Parents are free to take their child to the physician of their choice for physicals. The athletic physical form can be found at www.bdcs.org. The physical form must be completed at the time of the physical by the physician.

ATHLETIC LETTER

The Bishop Dunne Catholic School Letter (BD) is earned by participation in varsity contests. The first time a student letters in a sport, he or she may purchase the official school varsity letter jacket. All orders, including messages, must be approved by the Athletic Director. Only students' names may appear on letter jackets. Only the official letter jacket may be worn during school hours and letter jackets may not be worn during Mass.

Subsequent letter awards are presented in the form of a varsity letter certificate. A player who is injured and because of the injury is unable to participate enough to earn a letter in the prescribed manner is awarded the BD letter based on the participation prior to the injury. Trainers and managers are athletes; therefore, they can earn a varsity school letter by participation in a varsity sport.

To be eligible to letter, the athlete must be academically eligible throughout the competitive season of that sport. (The competitive season is defined as the first through the last official practice or competition). As seniors, automatically lettering is contingent upon the student not only satisfying the academic eligibility requirement but also on their attending practices, competitions, and meetings. Any deviations may lead to withholding letters and/or certificates of participation. Lettering is different among sports. Coaches and the Athletic Director will determine the criteria for lettering for each sport.

CERTIFICATE OF PARTICIPATION

Students who participate in the athletic program but do not qualify to letter will receive a Certificate of Participation. The coach of each sport will determine the athletes who receive this recognition. A Certificate of Participation is presented in recognition of those students who have demonstrated a commitment but have not met the stated criteria as defined for lettering in a given sport.

MOST VALUABLE PLAYER AWARD

Each school year, members of each varsity sport select the Most Valuable Player for their sport. To be considered for this award, the student must have completed the entire regular inter-school competitive season. If at any time during that season a student was academically ineligible, he or she will not be eligible for this award. Most Valuable Players are given special recognition at the athletic banquets.

GOLDEN FALCON AWARD FOR OUTSTANDING SCHOLAR ATHLETE

Seniors who have participated and received Varsity Letters in two sports for two consecutive years (junior and senior years) are eligible. There must be noted athletic accomplishments. The award winner will have demonstrated sportsmanlike conduct and have been supportive of his or her teams. The athlete must have demonstrated diligence, enthusiasm, a good attitude, and a GPA of 80% or better.

BAND LETTER

Members of the Bishop Dunne Band can qualify to letter if they meet the following criteria: the band member must have participated in at least the second consecutive full year of the Marching/Concert Band; participated in the Symphonic Band (top band) for both fall AND spring semesters of a given school year.

Participants must have a grade point average in band of at least 80% for three consecutive semesters; must participate in band fundraising activities; must not have any unexcused absences from band events; and must participate in the solo/ensembles.

Middle school participants may not receive a high school varsity band letter, but will receive a middle school varsity letter and Certificate of Participation.

CHEERLEADER LETTER

Varsity cheerleaders who have performed at all varsity football and home basketball games (not including tournaments), are eligible to earn a Bishop Dunne letter for cheerleading.

DRILL TEAM LETTER

Drill team members who have participated in performances during the fall season, including varsity football games, pep rallies, competitions and shows are eligible to earn a Bishop Dunne drill team letter.

ART LETTER

Bishop Dunne students who meet definite criteria are awarded the Bishop Dunne Art Letter. In order to merit this award, the student must have completed a minimum of three semesters of art courses with a minimum average of 80% and must place in the top four in their category at state TAPPS, or have been recognized by a local or national competition that is of equal or higher caliber.

COMPUTER AND INTERNET RESPONSIBLE USE GUIDELINES

The technology department of Bishop Dunne Catholic School strives to teach the proper and ethical use of technology hardware, software and Internet resources for the betterment of the individual and the community. Bishop Dunne works to have a stable network environment that will benefit all involved. These technology resources provide additional tools for the students, faculty and staff to meet and enhance their educational goals.

INTERNET USE

Internet access is available to students of Bishop Dunne Catholic School. The Internet enables worldwide connection to electronic mail, discussion groups, software, and other information users such as libraries and museums. Bishop Dunne provides Internet access to promote educational excellence by facilitating research, innovation, and communication. Controlling all materials on the Internet however is impossible. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or controversial. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting. This risk will be offset as much as possible by trust, security software, teacher supervision and a security firewall system. The Bishop Dunne administration believes that the valuable information and interaction provided by the Internet far outweigh the possibility that users may procure material that is not consistent with our educational goals. Internet users, such as traditional library users, are responsible for their actions in accessing available resources. All students will be taught responsible use of the Internet in all classes. Violation of any of the following expectations for technology usage will result in detention, or suspension, or separation from the School, according to the severity of the violation. Revocation of computer access and privileges may also result.

SOCIAL NETWORKING

Bishop Dunne believes that Web 2.0 and social networking tools are an exciting new form of expression and collaboration, and, as an educational institution, we recognize the opportunity they offer and encourage their use.

With social networking sites, students must never post any comments, photographs or videos that humiliate, harm, intimidate, distress, or belittle themselves or any other person. Students must be conscious of the fact that damaging content can seldom be fully deleted and that social networking sites

are routinely checked by Bishop Dunne administration and can be perused by future colleges and employers.

Students must communicate through social media with the understanding that all can view and judge their postings. Legal parameters regarding sexual content and threats will be enforced.

Parents are to sign a permission form for computer use, email and Internet use.

- Food, gum and beverages are never to be taken into the computer labs or classrooms.
- Students are never to log on as an administrator, teacher or another student.
- Students will always follow appropriate shut down procedures for all equipment.
- Students are never to interfere with the computer system, network or any file server.
- Students must never read, delete, alter, copy or modify any other students' or teachers' files or electronic mail. Students must not reset any parameters.
- Students must not share their password with other students or allow other students to access the Internet or email using their password.
- Students must always take the utmost care of computers. Vandalism or theft of any equipment or software may result in immediate separation of the student involved.
- Students must respect all copyright laws and may never copy software, share software or illegally download material. Students must not submit Internet prepared information, reviews or papers and pass them off as their own.
- Students may not establish web pages or YouTube videos that are inflammatory, satirical, libelous or threatening to any student or personnel of Bishop Dunne, the Diocese of Dallas, or any other school.
- Students may not establish web pages or post videos to hosting sites that are defamatory towards Bishop Dunne Catholic School, its mission or its policies.
- Internet access will be used to provide learning and teaching consistent with the educational goals of Bishop Dunne. Bishop Dunne expects legal, ethical and efficient use of the Internet. Use of the Bishop Dunne Network and access to the Internet for commercial, income generating or "for-profit" activities, product advertisement, or political lobbying is prohibited.
- Any violation of security will lead to revocation of access. If a user identifies or has knowledge of a security problem on the Internet or network, he or she must notify an administrator immediately.
- Causing network congestion through mass consumption of system resources is prohibited.
- Transmission of any material in violation of any U.S. or any state law is prohibited. This includes but is not limited to: copyrighted material; threatening material; harassing material; material connected to trade secrets; or sexually explicit materials. Any attempt to break the law through the use of Bishop Dunne Internet access may result in litigation against the offender by the proper authorities. If such an event should occur, Bishop Dunne will fully comply with the authorities to provide any information necessary for the litigation. A confirmed violation of U.S. or state law will result in separation from the Bishop Dunne Community.
- As technology continues to progress and evolve, it is important to remain in touch with the reality of situations. A camera phone, while having many positive aspects can also result in the invasion of privacy as well as create unlawful situations for under age students. Improper use of a camera phone at any Bishop Dunne function or any Bishop Dunne facility will lead to disciplinary action that will be determined by a committee consisting of the Dean of Students and the Technology Director. If necessary, the proper authorities will be notified and action will be taken. The committee will determine the level of the disciplinary action.
- Students or parents may not use the school seal, mascot, logo, or any pictures from the website without expressed written consent from the director of communication and marketing.
- Pictures of faculty and staff may not be used without their permission.
- There is not to be any videotaping on school grounds unless for a project approved by a teacher for class use only.

- There is not to be any audio or video recording on school grounds to the Internet without express written consent from the director of communication and marketing.
- Student email accounts are to be used for academic purposes only.

DISCIPLINE

Parents and students are expected to make themselves fully aware of the rules regarding discipline, which are detailed in this Handbook. Ignorance of the rules is not an excuse for violating them, nor does it excuse rule infractions.

DISCIPLINE PHILOSOPHY

Our students will be guided by the desire to model Christ in all their behavior.

At Bishop Dunne Catholic School, we believe in an atmosphere of self-discipline and responsible citizenship. Teaching the tools to empower young people with a positive attitude towards success in all areas of life is an integral part of the education experience at Bishop Dunne. We believe that each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the student's unique situation.

The Bishop Dunne community works to nurture young people and give them the skills and attitudes that will help them to be happy, contributing members of society. As a result, students should never experience humiliation when they fail. We want to create an environment in which the five core principles of Love and Logic® are used to help students feel safe and secure knowing that administrators, faculty and staff love them enough to set limits. They should feel empowered by the opportunity to learn from their mistakes. Students should learn cooperation.

Students and teachers are encouraged to collaborate to find solutions to problems that will inevitably occur. Mutual respect is a key aspect in avoiding an environment where students are controlled and/or manipulated. We strive to create an environment that inspires excitement for life and learning where all students are seen as valuable resources with worthwhile skills and ideas. These five core principles are the tools that help Bishop Dunne Catholic School help students build strong and lasting relationships. We believe that students are entitled to:

- strong relationships with administrators and faculty,
- empathy before consequences,
- more thinking to help them learn to solve their own problems,
- shared control within limits and
- their dignity when given consequences.

Classroom discipline is the responsibility of the classroom teacher and discipline on the field and court is the responsibility of the head coach. Referred discipline issues are administered by the Dean of Students' office with support from the grade level coordinators and in collaboration with the Principal. Grade level coordinators are responsible for overseeing the implementation of discipline procedures in their respective year level and following through with students and parents.

ANTI-VIOLENCE POLICY

The way in which our students handle conflict will be guided by the desire to model Christ in all their behavior. Students will be encouraged and taught to acquire the skills necessary to resolve conflict in a non-threatening and non-violent way. The Dean of Students, counselors, and campus minister are available to assist students who may experience conflict with another student. It is the intent of Bishop

Dunne Catholic School to allow students to learn how to resolve conflict between their peers and their teachers through love and understanding.

Bishop Dunne Catholic School maintains the position that all students, faculty, and parents will uphold the spirit of self-control and cooperation when dealing with conflict. Violence of any nature will not be tolerated and students may be asked to leave the school if they exhibit behavior that is threatening to other students or faculty. We expect our students to embody love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness, and self-control. Students are not to resort to any form of bullying or intimidation. Students are encouraged to remedy all disputes and conflicts through conflict mediation with the Dean of Students.

ACADEMIC DISHONESTY: PLAGIARISM, CHEATING, AND COPYING

In line with the School's mission of guiding students towards self-discipline, honesty, integrity, and responsible citizenship, the offenses of academic dishonesty are considered serious violations of the school's "Dunne Honorably" code of conduct. These forms of academic dishonesty, and the corresponding consequences, are delineated below.

PLAGIARISM

Plagiarism is defined as the use, deliberate or inadvertent, of another person's words, ideas, opinions, theories, or other forms of expression, derived from any source without giving credit to that person or source. Bishop Dunne regards plagiarism as intellectual theft, and plagiarism has no place in any institute of learning. Plagiarism in colleges and universities is cause for serious consequences, and it is the School's intention to instruct students on its many forms and how to ensure that only original material is submitted. Included in this form of academic dishonesty is the submission under a student's name of papers or projects purchased or downloaded from the Internet or work previously submitted by former students.

So that students are equipped for success, students will receive originality tutorials in their English classes at the beginning of the school year, and, during the research paper process, will be instructed on how to find articles, paraphrase, cite, and properly embed quotations from various primary and secondary sources in preparation for writing their papers. In addition to these means, students will also be trained in the classroom on how to avoid plagiarism by utilizing the features of turnitin.com, a subscription service that helps maintain a student's academic integrity. Students will submit their work to turnitin.com for all major writing assignments, and, under the guidance of their teachers, will be allowed access to their originality reports in order to both illustrate how the plagiarism software flags improperly cited material and to also promote the pursuit of original writing. In addition, the turnitin.com software also identifies the source of any plagiarized material, and this feature will be used to educate students on intentional or inadvertent infringements. In English and other classes throughout the year, repeated emphasis will be placed on how to correctly quote, paraphrase, and embed material from outside sources. Students are also made aware of online style guides, can consult the writing lab, and can attend tutoring with their teachers for additional specific guidance. With this education and these resources provided, there is no excuse for not submitting one's own work.

Once a student submits a written assignment, the teacher will review the work for originality. If for any reason the teacher has a question regarding originality, the assignment will then be sent on to the Coordinator for Academic Integrity for further review. After reviewing the assignment, the Coordinator for Academic Integrity may need to meet with the student in order to make a determination of originality. The report from turnitin.com is considered when assessing the extent of the plagiarism, but the percentage of plagiarized material detected in no way mitigates this form of academic dishonesty or its consequence. If the paper does include any elements of plagiarism, the student will receive individual tutorials from the Coordinator for Academic Integrity in order to better understand the elements of plagiarism and how to avoid them in the future. Because Bishop Dunne takes a strong stance on plagiarism while focusing on educating the students, consequences for plagiarism may include revisions and/or point deductions for

lack of originality. If, however, plagiarism becomes a continued offense and extends beyond the elements of retraining and reeducating the student, the Coordinator for Academic Integrity will write a referral which goes directly to the Dean of Students for disciplinary action which could range from a fine to suspension.

CHEATING

Cheating refers to the act of using an unauthorized source during an in-class assessment or assignment. An unauthorized source may include, but is not limited to, unapproved notes, formulas, key words, or codes, using unapproved technology, exchanging answers with others when prohibited, or looking at another student's work. Cheating is regarded as academic dishonesty, and any incident of cheating will be handled as a disciplinary matter resulting in an automatic zero for the assignment and a referral which goes directly to the Dean of Students for disciplinary action which could range from a fine to suspension.

COPYING

Copying refers to the act of duplicating any part of another student's work (including, but not limited to, assignments such as math homework, lab reports, vocabulary homework, and so on) and passing it off as one's own. Students may collaborate on assignments when given permission by the teacher for that assignment; however, in student collaboration, each student involved must be a participant in finding the answers for the assignment. Students who willingly email, text, or provide their own work to another student to use will also be held responsible for their part in the offense. Copying is regarded as academic dishonesty, and any incident of copying will be handled as a disciplinary matter resulting in an automatic zero for the assignment and a referral which goes directly to the Dean of Students for disciplinary action which could range from a fine to suspension.

BRING YOUR OWN TECHNOLOGY POLICY

BDCS launched the Bring Your Own Technology (BYOT) initiative to allow students to take their smart phones, laptops, e-book readers, and tablets to class. Students can connect devices to the BDCS wireless network to do research and schoolwork under the teacher's supervision. Digital devices brought to school have many capabilities, some of which are and some of which are not appropriate for use at all times as educational tools. BDCS has outlined uses for digital devices that are considered rights and privileges for students as follows:

Student Rights

In the classroom, students have the right to bring and use their devices at any time in the following ways:

- Taking notes
- Using the calendar to keep track of assignments

Students also have the right to use their digital devices in the following ways if the device is used as an educational tool and ONLY if the use of the device is applicable to specific activities conducted in class:

- Research: Use the Internet to investigate questions/find strategies
- Calculator
- E-readers, including all devices containing e-reading apps/capabilities such as Kindle, Nook, iPad, Sony, laptops, tablets, and smart phones: Anytime the class is allowed to read, (i.e., library books, class novels) students may use their e-reading devices.
- Photos: (i.e., taking photos for class projects and class notes on the board)
- Videos: (i.e., video projects, videotaping lectures for study or for a student who is absent)

Outside of the classroom, (before school, hallways, lunch, after school) students have the right to use their devices as long as they adhere to appropriate etiquette and code of conduct.

Student Privileges

Any other classroom use of digital devices is considered a privilege and must be approved by the classroom teacher. For example, students may not utilize apps, play games, make phone calls, listen to music, or access Facebook, Twitter, or email unless the teacher has given permission.

Exceptions to Student Rights and Privileges

Our students will be guided by the desire to model Christ in all their behavior.

- Students are not allowed to use their devices during test administrations.
- Students are not allowed to text in the hallway during school hours.
- Students are not allowed to make calls or accept calls in the hallway during school hours.
- Students are not allowed to wear earphones/ear buds nor have their cell phones out in the hallway during school hours.
- If students wear earphones/ear buds inside or outside of the classroom, they must leave one ear bud out in order to hear instructions given in class, in the cafeteria, and other areas of school life.
- Students must notify teachers prior to taking pictures, videos, or audio recordings in the classroom.
- All phones must be on silent mode.
- Teachers have the right to ask for phones to be placed face down on the student's desk.
- Teachers have the right to exclude phone usage in his or her class.

Students are responsible for knowing their teachers' classroom management policy concerning the use of technology in that particular teacher's class. Students need to fully understand that the devices are tools for learning.

CAMPUS EXPECTATIONS

Our students will be guided by the desire to model Christ in all their behavior.

- All members of the Bishop Dunne community will be courteous and respectful of others at all times.
- Destruction or defacement of any part of the Bishop Dunne facility will not be tolerated, and restitution will be required.
- Students will have respect for others' property.
- Running in hallways or classrooms, pushing, yelling, throwing objects, or any manner of rough behavior or fighting is not permitted.
- Eating and drinking in indoor locations other than the cafeteria is not allowed.
- Inappropriate physical contact or public display of affection is not permitted.
- Unless they are involved in senior service, students may not leave the campus without permission from the time they arrive at school until they are dismissed.
- Boys are not permitted in the girls' locker room or restrooms. Girls are not permitted in the boys' locker room or restrooms. Students will not loiter or congregate in the hallways or restrooms.
- Students may not be in the hallways without a hall pass during instructional time, lunch periods, or after the 3:00 p.m. bell.
- Students are not allowed to wait for their ride on the street in front of the School, or across or down the street from the School, but must wait in the garden outside the gym lobby
- All members of the Bishop Dunne community are expected to pick up trash and place it in the proper receptacle as they come across the trash throughout the school day.
- All bags and books must be out of the aisles during class time.
- A moderate conversational voice is expected during class hours and in the cafeteria.
- Students will not engage in physical or verbal intimidation.
- Sexual harassment of any form will not be tolerated in the Bishop Dunne community.
- All members of the Bishop Dunne community will avoid the use of inappropriate language or profanity in written or spoken communications.

- Parking and traffic rules will be followed at all times.
- The Bishop Dunne community does not tolerate theft of ideas or property, or damage to another's dignity.
- In the event that a teacher is not present in the classroom, students in the classroom are expected to notify the front office and teachers in the adjoining classrooms that they are unsupervised.
- Academic dishonesty will not be tolerated.
- If a school employee corrects a student, the student will correct the behavior respectfully.
- Forging of a teacher's, parent or guardian's signature will result in disciplinary actions.
- Students are never to engage in any activity that involves gambling of any sort.
- Students will not possess, use, transmit, or be under the influence of any controlled substance (drugs listed in the current Federal Controlled Substance Act including: alcohol, abusable glue, aerosol paint, chemical inhalants, other intoxicant or mood altering or behavior altering drugs, drug paraphernalia, and tobacco) on school premises or off campus, or when involved in any school-sponsored activity.
- Only appropriate games (as deemed by the Dean of Students) are approved for the cafeteria.
- Money is not to be pinned on students' outer clothing in celebration of birthdays or other events.
- All Handbook rules and expectations are in effect when students are on field trips.

The Dean of Students will determine discipline action and consequences for any breach/violation of the above expectations.

FINES

- Students will be assessed fines for their violations and infractions.
- Fines must be paid within two weeks of notice.

Failure to pay fines will result in further disciplinary actions and loss of privileges and extracurricular activities. All fines are posted to the school website under *Reports*. Students and parents are urged to check the website for new discipline reports daily. Parents and students may also receive discipline reports through email and regular mail.

ONLINE STUDIES

The Principal, Dean of Academics, and Dean of Students may determine that the best option for a student with discipline issues is to place the student in the Online Education Program. If the student is placed in the Online Education Program, he or she will be required to complete all assignments given by the OEP Director. Attendance will be taken. Any student in the OEP for discipline reasons who does not turn in work on time, is excessively tardy to the online sessions, or is absent more than three times for his or her online sessions, may be separated from the school. If the student does not wish to continue in the OEP, the student will be asked to leave, while forfeiting his or her tuition.

DISCIPLINE ACTION AND CONSEQUENCES

Each teacher, with the help of all grade level and departmental colleagues, will establish a list of classroom expectations. These should be posted and explained carefully after administrative approval. Bishop Dunne students will conduct themselves according to Christian standards and morals. There are natural consequences to poor choices. Students are guided and helped to accept these consequences and to learn from their mistakes in a safe environment. Students may also appeal an infraction by filling out an appeal form and turning it in to the Dean of Students. Appeal forms are located in the Dean of Students' office.

Level 1: Students will be given a warning to come into compliance with the rules. Once a student has been warned by his or her teacher and does not come into compliance with the rules he or she will be issued a level one infraction and will be fined for each infraction received. Students who receive more

than five referrals may be suspended for one day. If infractions continue, students will meet with counselors, campus ministry or an administrator. If improvement does not occur, students will be placed on a Responsibility Contract which may lead to separation from the school.

Level 1 Infractions:

- Flagrant public display of affection
- Playing loud music on or near school premises
- Being in parking lot without permission
- Double parking
- Unauthorized driving to Mass
- Repeated violation of uniform guidelines
- Grooming for boys: hair below collar, designs in hair, multiple parts in hair or eyebrows, and hair coloring, spiked hair are not allowed
- Repeated shaving violation
- Refusal to accept disciplinary measures in such a way as to disrupt classroom procedures or instruction
- Rude behavior
- Disrespect to school personnel or visitor
- Copying or cheating
- Sale of unapproved items
- Misbehavior at a school sponsored event
- Horseplay or roughhousing, reckless or unsafe behavior
- Failure to clean lunch table where seated
- Leaving school campus after arrival or before pick-up
- Being removed from class for disruption
- Disruptive behavior before or after instructional day
- Possession of a cheat sheet
- Cutting in line in the cafeteria
- Gambling of any sort, possession of dice
- Lying about one's identity either orally, online, or in writing
- Unsupervised on school grounds
- Failure to follow instructions
- Failure to report to Study Hall
- Disruption or unpreparedness for Study Hall

Level 2: A Level 2 infraction means the student is subject to immediate suspension. All suspensions are to be completed at home. There are no in-house suspensions. If a parent or guardian does not pick up a suspended student immediately upon suspension, the student will be suspended for one more day. A student may be given up to four days' suspension. Students are responsible for all homework and class work. Making up tests and quizzes are at the teacher's discretion. Parents must conference with an administrator before the student will be allowed back into classes following a suspension.

While a student is suspended, he or she may not participate in or attend any extracurricular activities or events. Any student suspended may be placed on Disciplinary Probation, and serious consideration will be given to his or her continuation as a member of the Bishop Dunne Community.

Level 2 Infractions:

- Failure to pay discipline fines
- Absence from class without permission (15 minutes without teacher notification)
- Continued academic dishonesty
- Smoking or possession of any type of tobacco substances

- Sexual harassment or sexual misconduct
- Intimidation of others or encouragement of violence
- Investigation of serious discipline issue that may lead to legal consequences
- Bullying
- “Sexting”
- Inappropriate use of the Bishop Dunne name on social networks
- Slanderous comments about administration, faculty, staff, or students on social networks
- Refusal to mediate conflicts
- Horseplay or roughhousing in a lab setting or locker rooms
- Horseplay or roughhousing with physical contact
- Fighting, intimidation and/or violent behavior
- Graffiti, vandalism, or destruction of property
- Forgery of signatures or altering of school documents
- Damage to the good name of the Bishop Dunne community
- Use of profanity on the school grounds or at a school function
- Forgery of a teacher’s, parent’s, or guardian’s signature
- Flagrant disrespect to school personnel
- Dishonesty to school personnel
- Violation of athletic spectator code
- Exceeding the speed limit or driving recklessly on school property or at any school function, whether on or off campus. Stop signs must be adhered to at all times.
- Failure to notify a teacher or administrator of fights, intimidation, or violent behavior

Level 3: A Level 3 infraction means the student is subject to immediate separation from the Bishop Dunne Community.

Level 3 Infractions:

- Possession or sale of alcohol, drugs, or any drug paraphernalia at any time
- Use of or being under the influence of alcohol or drugs at any time
- Gang involvement at any time
- Possession of firearms, weapons, explosive materials, or other dangerous objects at any time
- Parent or student refusal to cooperate with administration or faculty
- Parent or student threats to administration, faculty, staff or students
- Defamation of character of administration, faculty, staff or student
- Refusal to fulfill online education obligations
- Theft
- Fighting, intimidation and/or violent behavior
- Violation of athletic spectator code
- Continued academic dishonesty
- Selling, in any form, academic essays (including research papers) and/or projects
- Possession and/or sharing and distributing of pornography, or other inappropriate magazines, pictures, writings, patches or materials
- Failure to report any Level 3 incidents
- Inappropriate texting or emailing, that includes sexual content, harassment, threats or content deemed inappropriate by the administration
- Criminal activity
- Spitting on or biting another student
- Inappropriate posting on social network sites, blogging, Twitter, etc.
- Any form of bullying

Continued failure to follow the rules may result in fines being levied, especially for unauthorized cell phone use, chewing gum, eating in class, tardies, and shaving violations. All fines must be paid before a student is allowed to participate in athletic events, school sponsored events, and to sit for final exams.

PLEASE NOTE THAT THE DEAN OF STUDENTS, DEAN OF ACADEMICS, AND PRINCIPAL WILL HAVE THE AUTHORITY TO PRESCRIBE ALTERNATIVE DISCIPLINARY MEASURES WHEN SUCH ACTIONS ARE NECESSARY. The school is not responsible for any event or activity that is not officially sponsored or approved by the administration. Other inappropriate behavior or conduct unbecoming a student in a Catholic school will have appropriate consequences. The student is a Bishop Dunne student at all times. A student may be disciplined for conduct that is detrimental to the reputation of the School, whether this conduct occurs inside or outside the parameters of the school day. A student involved in a police investigation, a criminal offense, or a student accused of a serious wrong, can be placed on a home study program until the matter is resolved.

1. Cell Phones

In accordance with the BYOT initiative, cell phones and other devices are permitted on campus during the school day. Unauthorized use of students' cell phones and other devices beyond the scope of the BYOT will result in a \$10.00 fine. Students found to be repeatedly in violation will receive a fine increased by \$5 for each successive offense. Please refer to BYOT for more information.

2. Eating or drinking outside of designated areas

Students are not to eat or drink outside of the cafeteria.

Students are also not to chew gum during school or Mass.

Students found to be in violation will receive a fine of \$5 that will increase by \$5 for each successive offense.

3. Shaving

Male students must remain clean-shaven at all times. Students who report to school unshaven will be required to shave and will pay a \$5 fine for the first offense. The fine will increase by \$5 for each successive offense. If there is a medical reason why the student cannot shave, the school must be provided with a written notice from his doctor that will be placed in his student file. If there is no medical excuse on file, the student will report to the Dean of Students where he will be provided with shaving materials and asked to shave. **The school will not be held responsible for minor shaving cuts or allergic reactions to the shaving materials.** If a student chooses not to shave, he may be kept out of class or sent home.

4. Uniform Violations

Uniform violations may result in the student being asked to go home and change into the correct uniform or a parent being required to bring an appropriate uniform to the student. The uniform code is in place before and after school, as well as during school hours. The uniform should never be worn inappropriately or disrespectfully on or off campus. Uniform violations that cannot be fixed will be assessed a fine of \$5 that will increase by \$5 for each successive offense.

Uniform violations include but are not limited to:

- Shirt un-tucked either accidentally or deliberately, whether before, during or after school
- Incorrect uniform
- Wearing Dickie shorts
- Inappropriate buttons undone
- Belt not visible
- Wallet chains
- Oversized clothing, sagging, loose pants, or shorts falling below the knees for boys

- Too-short skirts or skorts
- Non-regulation or inappropriately tight pants for girls
- Crumpled or un-pressed clothing
- Incorrect shoes or socks
- Clothing that is too revealing
- Money pinned on clothing
- Anything that is not part of the official uniform

Teachers, discipline coordinators, and the Dean of Students will determine uniform violations.

Continued uniform violations will result in the student being asked to wear his or her dress uniform for the remainder of the semester. Students will be sent home if uniform violations are not corrected.

5. Tardy Fines

Students are considered tardy to class once the bell has rung. Students will be fined \$1.00 for each tardy. Once a student has received more than 10 tardies, he or she will receive a \$5.00 fine for each tardy. Once a student has received 20 tardies, he or she will receive a \$10.00 fine for each tardy. Once a student accumulates 21 tardies, he or she will receive a \$25 fine which will increase by \$5 for each additional tardy.

6. Unauthorized class absence

- Skipping Class – Skipping class occurs when students knowingly miss their class for 15 minutes or more without the knowledge of the attendance officer, Dean of Students, Principal, or teacher while on campus. Students who skip class will receive a \$25.00 fine.
- Truancy - Truancy means any absence of part of or all of one or more days from school during which the attendance officer, Principal, Dean of Students, or teacher has not been notified of the legal cause of such absence by the parent or guardian. Truancy also means an intermittent absence carried on for the purpose of defeating the intent of compulsory education. Students will receive a \$100.00 fine for each occurrence of truancy.

DISCIPLINARY PROBATION/ RESPONSIBILITY CONTRACT

Disciplinary Probation is defined as the final probation status of a student whose past conduct indicates a serious lack of cooperation with the school policies and philosophy. This trial period is offered for those students who insist that they want to continue to be a member of the Bishop Dunne community and promise marked improvements in conduct and attitude. Disciplinary Probation may include denial of privileges such as senior privileges, athletics, participation in extracurricular, club, or organization activities, or holding an office in a club or organization. The probationary period may also include a Responsibility Contract with the school administration which spells out steps for renewed cooperation and which must be signed by the student and his or her parent or guardian. Students will be given the opportunity to meet with their advisory teacher or other mentor to help them through the process of fulfilling the contract. The contract states that the student can be separated from Bishop Dunne immediately and at the Principal's discretion if there is even one additional infraction of school policy. Refusal to sign a Responsibility Contract will result in separation from the Bishop Dunne community. A student may be placed on Disciplinary Probation and may be required to sign a Responsibility Contract without prior suspensions, or for repeated violations of rules and procedures. A student may be returned to regular admission status if positive steps are taken by the student to improve his or her behavior or if, at the end of the contract period, the student has shown sufficient progress toward cooperation with the School. A student may be given a Responsibility Contract as a condition for re-enrollment for the following school year.

INVOLVEMENT OF LOCAL LAW ENFORCEMENT OFFICIALS

State law requires Bishop Dunne to notify the Dallas Police Department if the Dean of Students has reasonable grounds to believe that any of the following activities have occurred at Bishop Dunne, on Bishop Dunne property, or at a school-sponsored or school-related activity on or off Bishop Dunne property and to include in this notice the name and address of each student the Dean of Students believes may have participated:

- (1) conduct that may constitute an offense listed under Tex. Gov't Code sec. 508.149;
- (2) deadly conduct under Tex. Pen. Code sec. 22.05;
- (3) a terroristic threat under Tex. Pen. Code sec. 22.07;
- (4) the use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana under Chapter 481, Health and Safety Code;
- (5) the possession of any of the weapons or devices listed under Tex. Pen. Code sec. 46.01(1)--(14) or (16);
- (6) conduct that may constitute a criminal offense under Tex. Pen. Code sec. 71.02; or
- (7) conduct that may constitute a criminal offense for which a student may be expelled under Tex. Ed. Code sec. 37.007(a), (d), or (e).

Additionally, Bishop Dunne employs an off-duty Dallas Police Department officer to assist with school security and to act as a liaison between the School and law enforcement. Bishop Dunne shares information with this officer from time to time as is necessary for the safety of Bishop Dunne students, faculty, and staff.

SEPARATION FROM SCHOOL

The President's and Principal's decision to separate a student from Bishop Dunne is final.

If a student is separated from Bishop Dunne by the School, for any reason, the school may, in its sole and absolute discretion, retain any and all prepaid tuition, fees, and expenses and shall not be required to refund any tuition, fees, or other expenses of any kind.

SEXUAL HARASSMENT POLICY

The Bishop Dunne Administration will not tolerate sexual harassment of students by school employees, other students, or third parties affiliated with the School in any way. Sexual harassment of students, faculty, or staff is a form of sex discrimination, and is prohibited at Bishop Dunne. The designated equal rights officer is the Director of Guidance, who will act to investigate all complaints, formal or informal, verbal or written. The Bishop Dunne community will act to discipline any student or employee who sexually harasses a student or employee. The Dean of Academics is responsible for receiving written or verbal reports of sexual harassment. Students or employees may go directly to the equal rights officer who notifies the President and Principal of the case and apprises the Dean of Academics of investigation efforts.

Sexual harassment can occur in a physical or psychological manner without regard to gender or sexual orientation. It may result from a single incident or from an accumulation of incidents. Specifically, this policy focuses on two forms of harassment: *Quid Pro Quo* and Hostile Environment. *Quid Pro Quo* sexual harassment refers to incidents where participation in an educational program, activity, the receipt of an educational decision or evaluation of performance is based on the submission to unwelcome sexual advances, requests for sexual or other favors that are of a verbal, nonverbal or physical nature. Hostile environment sexual harassment occurs when verbal, nonverbal or physical conduct is severe, ongoing, or pervasive enough as to restrict or limit the student's or employee's ability or opportunity to benefit from an educational program or activity. In addition, an educational environment may be made hostile as a result of communication or queries of a sexual nature. Submission or refusal on the student's or employee's part does not negate the act of harassment. This policy does not cover nonsexual touching or other nonsexual conduct, which does not constitute sexual harassment.

Procedurally, a student or employee may meet with the equal rights officer to discuss his or her concerns regarding sexual harassment. During the initial meeting the student or employee may elect to complete one of three forms: Unwanted Physical Contact form, Unwanted Sexual Discussion form, or the Unwanted Sexual Harassment form. If one of the three forms is completed, the Equal Rights Officer explains to the accuser that the accused will have an opportunity to respond to the allegations. It is further explained that intentional false statements by the accuser or retaliation by the accused will result in disciplinary action. Lastly, a parent of the accuser and accused is notified and a copy of the form is placed in the file of each student and/or employee.

The implementation, modification, and regulation of this policy are rooted in the commitment to ameliorate and eradicate sexual harassment in a prompt and efficient manner. Every effort will be made to achieve parental involvement. However, the primary goal and focus will be to maintain a learning and working environment that is free from sexual harassment.

Additional references and resources on the topic of sexual harassment are available in the guidance office.

UNIFORM POLICY:

All students are expected to comply with the uniform dress code at all times while students are anywhere on campus before, during, and after school, or on school sponsored trips away from campus. The uniform should be worn appropriately and respectfully on or off campus. Uniforms must be in good condition with no visible holes, cuts, tearing, fraying, marking, or alterations of any kind, and must be worn in an unwrinkled state. Students who fail to follow dress code will be subject to penalties as prescribed in the Discipline Policy. **Violating uniform policies that cannot be corrected will result in a fine. Students who continue to violate the uniform policies will lose spirit dress privileges.**

OFFICIAL UNIFORM PROVIDER

Risse Brothers School Uniforms will be our uniform provider for the 2016-2017 school year. Their store is located at 15048 Beltway Drive, Addison, Texas 75001. (Please note that the sign at the storefront says "Campus Outfitters.") For online ordering, go to: www.rissebrothers.com. The telephone number is 972-231-2903, Fax: 972-231-2906, and store hours are:

- Monday – Closed (Open Monday for the months of July, August and September)
- Wednesday, Thursday, Friday, Saturday – 10:00 a.m. through 5:00 p.m.
- Tuesday – 10:00 a.m. through 7:00 p.m.
- Thursday – 10:00 a.m. through 7:00 p.m. for the month of August ONLY
- Sunday - Closed

Risse Brothers accepts Visa, MasterCard, American Express, Discover, cash, or personal check (in-state accounts only). All orders must be paid in full at the time of ordering and before any merchandise can be shipped. All shipped orders include a non-refundable shipping fee of \$10.00.

Phone orders with a credit card are acceptable as long as you have your child's correct sizes. Orders may be faxed to your local store or order online anytime at www.rissebrothers.com.

Bishop Dunne is pleased to facilitate parents' uniform needs at the Student Store onsite with inventory provided by Risse Brothers' School Uniforms. Located on campus, the Bishop Dunne Student Store will offer uniforms, spirit wear, and assorted school-approved gear. All purchases made through Risse Bros. School Uniforms, either on campus or at their Richardson location, will benefit the school through revenue shares of 6% on all sales.

Required Bishop Dunne uniform apparel not purchased from the Bishop Dunne Student Store or through Risse Bros. must be a close facsimile in style, cut and color to that which is required and sold through the Student Store or Risse Bros.

The administration has the right to make the final decision over the appropriateness of dress code apparel.

FEMALES	Formal Dress Uniform Required: Tuesday, Wednesday, Thursday, for formal field trips: museums, colleges, etc., and as requested by the administration	Casual Uniform Optional: Monday, Friday
Skirt/slacks	plaid school skirt (max 3" above knees) or grey dress slacks, worn with a plain, solid black leather belt	khaki skirt or khaki skorts (max 3" above knees), or khaki pants worn with a plain, solid brown or black belt KHAKI JEANS ARE NOT ALLOWED
Blouse	white no-tuck dress blouse from Risse Bros. or white ¾ sleeve dress blouse (tucked in) Only top button may be unbuttoned. (optional for seniors: blue)	school polo shirt (tucked in), white no-tuck dress blouse from Risse Bros. or white ¾ sleeve dress blouse (tucked in), Only top button may be unbuttoned. Team polo shirt (optional for seniors: blue)
T-shirt	solid white undergarment or t-shirt (undershirt - with sleeves no longer than the outer shirt)	solid white undergarment or t-shirt (undershirt - with sleeves no longer than the outer shirt)
Socks	solid navy blue socks (at least crew height), or navy blue tights no leggings or leg-warmers	with athletic shoes: athletic socks (above ankles)
Shoes	plain black leather dress shoes, or Saddle Oxfords no boots or canvas shoes	with khakis: full (closed-toe, closed-heel) shoe, or athletic shoe no boots
Blazer	School blazer to be worn every Wednesdays & Wednesdays, Tuesday, and Thursdays during Second and Third semester Blazers are optional on casual uniform days	
Tie	(optional) striped silk school tie or school bow tie Top button must be buttoned and tie pushed up.	
Student ID	Student IDs must be displayed on your person and visible at all times.	Student IDs must be displayed on your person and visible at all times.

MALES	Formal Dress Uniform Required: Tuesday, Wednesday, Thursday (and as requested by the Administration)	Casual Uniform Optional: Monday, Friday
slacks/shorts belts	grey dress pants worn with plain, solid black leather belt	khaki pants or khaki shorts (no side-leg pockets) worn with plain, solid black or brown belt KHAKI JEANS ARE NOT ALLOWED
Shirt	white dress shirt (tucked in) All buttons must be buttoned. (optional for seniors: blue)	school polo shirt or white dress shirt (tucked in) Team polo shirt (optional for seniors: blue)
Tie	striped silk school tie or school bow tie	
T-shirt	solid white t-shirt (undershirt – with sleeves no longer than the outer shirt)	solid white t-shirt (undershirt – with sleeves no longer than the outer shirt)
Shoes	plain black leather shoes no boots or canvas shoes	with khakis: full (closed-toe, closed-heel) shoe, or athletic shoe no boots
Socks	dress socks (at least crew height)	with athletic shoes: athletic socks (above ankles)
Blazer	School blazer to be worn every Wednesdays, & Wednesdays and Thursdays during Second and Third semester Blazers are optional on casual uniform days.	
Student ID	Student IDs must be displayed on your person and visible at all times.	Student IDs must be displayed on your person and visible at all times.

SPIRIT DRESS	FEMALES	MALES
pants/shorts	Jeans, capris, or khaki pants No shorts No leggings No Sweat Pants	Jeans, khaki pants, or casual shorts (appropriate length, not below the knees) No athletic shorts No Sweat Pants
Shirt	Bishop Dunne shirt	Bishop Dunne shirt
Shoes	Full (closed-toe, closed-heel) shoe or athletic shoe no boots or slippers	Full (closed-toe, closed-heel) shoe or athletic shoe no boots or slippers
Socks	socks (above ankles)	socks (above ankles)

	All apparel must be clean, neat, without rips, tears, frays, etc.	All apparel must be clean, neat, without rips, tears, frays, etc.
Student ID	Student IDs must be displayed on your person and visible at all times.	Student IDs must be displayed on your person and visible at all times.

OUTERWEAR:

During the school day, the following items are appropriate to be worn with the complete uniform as indicated below.

With formal uniform: The official Bishop Dunne sweater, sweater vest may be worn at any time with the formal uniform, and may be worn under the blazer when blazers are required. The official Bishop Dunne fleece may be worn with the formal uniform but may not be worn under the blazer when blazers are required to be worn.

With casual uniform: The official Bishop Dunne club or sport jacket, sweatshirt, or hoodie (The hood may not be worn in the building at any time.) may be worn with the khakis.

Official letter jacket: Official Bishop Dunne letter jackets may be worn at any time students are not required to be wearing their blazers. Only student athletes, band members, and honor roll students who have earned a Bishop Dunne letter may wear letter jackets. Letter jackets must have the student's formal name only embroidered on the back, and, once approved by Coach Davis, must be ordered through the Balfour representative. The jacket may be worn only if the letter has been properly sewn on. Students are not permitted to wear someone else's jacket.

Scarves: Only official Bishop Dunne scarves may be worn with the uniform.

Outside jackets: Outside jackets are not to be worn in the building during school hours, and are to be kept in the lockers or in backpack.

Hats, earmuffs, etc.: Items such as hats, earmuffs, gloves, mittens, blankets, etc. may not to be used in the building during school hours, and are to be kept in the lockers.

MISCELLANEOUS UNIFORM AND GROOMING GUIDELINE

A. HAIR: Hair must be neat, trimmed, out of the eyes (not below the eyebrow), off the face, and clean. Students who have been asked to get a haircut have one full week in which to do so before being fined. There are to be no shaved designs. Unless exempted by administration, boys must wear their braids in such a manner that they are no longer than their collar

B. SHAVING: All male students 15 years old and older are required to be clean-shaven. Only students with a note from a Doctor will be exempted. Students who enter the school and are not clean shaven will be assessed a fine if they are unwilling to shave at the school. Student who not wish to use a razor supplied by the school he will be fined and have one day to come into compliance.

C. JEWELRY AND OTHER ACCESSORIES:

(Males) Only one bracelet per wrist is allowed. Rubber bands may not be worn. Necklaces are permitted if they are understated and include simple Christian crosses or medallions. Earrings, spacers, or Band-Aid covered earrings are not permitted. Males may not wear bandanas or athletic bands.

(Females) Females are allowed to wear up to two earrings per ear. Earrings are to be appropriate and are to be no more than quarter-size in length and width. Females are allowed to wear no more than two modest-sized bracelets per wrist.

Headbands are allowed, but no bandanas, headscarves, or athletic headbands may be worn.

D. TATTOOS: Tattoos are not encouraged and may not be visible at any time while on the school campus or at school sponsored events.

E. DRESS UP DAYS: When students are granted the privilege of dressing up for special events, such as Junior Ring Mass, they must dress modestly, in business or business casual attire. Shorts and jeans are not to be worn on dress up days.

F. DRESS DOWN DAY'S: Please refer to Spirit Dress Guidelines

G. MISCELLANEOUS: The following are not suitable nor in good taste for school wear:

- Tank tops, halter-tops, strapless tops, sleeveless tops, cap sleeves, tops that bare the midriff, cut-off jeans or pants, pajamas, and dresses, skirts or shorts of inappropriate length
- Jeans, pants, tights, or leggings that are too-tight or too-revealing
- Shirts and blouses should not be see-through, low-cut, and must be no longer than mid-thigh
- Spandex shorts must be covered with Bishop Dunne issued shorts when worn at athletic practice
- Pants or shirts that allow any part of the stomach or back to be seen
- See-through articles of clothing
- Hair rollers
- Clothing or bags imprinted with designs, patches, pins, or messages relating to alcoholic beverages, drugs, profanity, sex, satanic worship, or death
- Emblems, badges, insignias, scarves, or other articles of clothing worn in such a way as to identify with gangs or other groups not approved by the School community
- Wearing non-prescription dark glasses or inappropriate contact lenses while inside the building
- Articles that can be used as weapons, such as chains, belts, combs, etc.
- Undergarments worn as outerwear
- Pajama tops or pants
- Sweatpants

ATHLETIC CODE FOR SCHOLAR ATHLETES

ATHLETIC RULES

This section describes the rules that athletes must follow and parents should understand. If there is a question about any rule, please contact the Athletic Directors for clarification.

Being a Bishop Dunne athlete is a privilege and not a right, and along with being a great honor, the privilege carries with it many responsibilities. The following are expectations for all Bishop Dunne scholar athletes.

ACKNOWLEDGEMENT OF RISK

Athletes and their parents/guardians recognize that participation in interscholastic sports involves a risk of injury. In the event of an accident or injury, coaches and other school personnel are hereby authorized to provide first aid and arrange for such other emergency treatment that they consider necessary, as explained in more detail in the release form each athlete and his or her parents must sign at the beginning of each school year. A written report must be submitted within one day of the accident or injury.

CHEMICAL FREE RULES

- There will be no use or possession of any tobacco products.
- There will be no use or possession of alcoholic beverages.
- There will be no use or possession of anabolic steroids.
- There will be no use or possession of drugs (except by physician's prescription).
- There will be no attendance at any bar or party where tobacco, alcohol or drugs are being illegally used.

- Athletes who go to a party and notice tobacco, alcohol or drugs being illegally used are required to leave immediately.

ANY VIOLATION OF THE CHEMICAL FREE RULES WILL AUTOMATICALLY RESULT IN THE LOSS OF AN ATHLETE’S RIGHTS TO CAPTAINCY AND ALL POST SEASON AWARDS.

Note: State law has added steroids to the list of illegal drugs. Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery or administering of an anabolic steroid in any manner not allowed by state law. State law provides that body building, muscle enhancement or increasing muscle bulk or strength through the use of anabolic steroids or other human growth hormones by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe anabolic steroids or human growth hormones for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Corrections. The effective date of this law was September 1, 1989.

Penalties for Violating the Chemical Free Rules

First Offense - Suspension from the team for two consecutive games. If there are not two games left in the season then the suspension will be carried over to the next sport season. The athlete will also be placed into a drug care program.

Second Offense - Suspension from the team for the remainder of the season or two months. If the probation period extends into another sport season, the athlete will be allowed to start that sport season and practice. HE OR SHE MAY NOT compete in contests until the suspension period is up. The athlete will also be placed into a drug care program.

Third Offense - Dismissal from the team and suspension for 365 days from the time of the dismissal. Before being reinstated onto the Bishop Dunne athletic program, the athlete must meet with the Principal, Athletic Director, and coach. His or her parent(s)/guardian(s) must be present at the meeting. The athlete will complete a drug care program.

CONDUCT

Our scholar athletes will be intense competitors on the field or court, but are to conduct themselves as ladies and gentlemen at all times. They are always to behave in a manner that is positive, Christian, and reflective of good sportsmanship.

- Winning, involving the spirit of competition, is an immediate objective in all athletic contests, but is not an end in itself. The desire to win can and should be used to stimulate the achievement of ultimate objectives: sportsmanship and fair play.
- Our scholar athletes must show respect to everyone.
- Our scholar athletes are to display positive leadership at all times in our school and community.
- Our scholar athletes are always to strive for the highest moral and spiritual values.
- When we travel to compete against our rivals, our scholar athletes will remember who they are, and whom they are representing, and will conduct themselves accordingly.
- Our scholar athletes will be respectful toward the referees, umpires, and opposing teams, spectators, and coaches.
- Our scholar athletes have the opportunity at Bishop Dunne to receive a first-class education. Pride in the classroom will bring about pride on the playing field or court. They must maintain passing grades in order to be eligible for athletics.

- Our main objective is to instill in our scholar athletes the concept that success is brought about by determination, sacrifice, preparation, and a commitment to excellence.
- Our scholar athletes are given the tools necessary to carry their enthusiasm and success beyond the field or court and into the classroom and other areas of their lives.

Participation in the athletic program, Texas Association of Private and Parochial Schools (TAPPS), Dallas Parochial League, and/or University Interscholastic League (UIL) contests is not a right but a privilege. Students are not required to take part in the contest or activities. Therefore, it is imperative that all students taking part in the program understand the following Athletic Code and conform to the rules. They also acknowledge that there is an assumption of risk involved in participating in athletics. The coaches of the sport or activity, the Athletic Directors, and the Dean of Students have every right to remove the privilege of athletic participation should a student fail to follow any of the areas outlined in the Athletic Code.

Our scholar athletes must never use profanity or resort to illegal tactics on the field or court. They must learn that both winning and losing are part of the game. Students must be good losers as well as gracious winners. Temper fits, flagrant violations of rules, and other inappropriate behavior will not be tolerated. Total respect for officials is essential. The coach is the only person who will discuss calls made by officials. Students who do not demonstrate good sportsmanship may be removed from the competition and disciplined.

ELIGIBILITY

Eligibility to participate in Bishop Dunne Athletics is based in part on the following provisions:

- Athletes must be full-time students at Bishop Dunne.
- Athletes must be registered for the upcoming school year in order to participate in spring and summer training programs, camps, or competitions.
- Athletes must be academically eligible.
- Athletes must not be serving a suspension.

GAME AND PRACTICE REGULATIONS

- Athletes are to report to their designated practice area at the appropriate time.
- Athletes must report to their coach at the appropriate time for home and away games.
- Athletes who are suspended may not travel with the team on the day of suspension and they may not participate in practices during the suspension period.
- Athletes who are not traveling with the team on game day are to be picked up by 3:30 p.m.
- It is the responsibility of each athlete to understand and follow the itinerary given by his or her coach for game day preparation.
- If the coach is not available for supervision, the athlete must notify the Front Office.
- Athletes waiting to be picked up by parents must have supervision.
- A coach must be consulted ahead of time if any athlete must miss a practice or game. Missing a game or practice without permission may result in suspension from games or from the team.
- Athletes must obey all rules established by the coach.
- Athletes are expected to give 100% effort during practices and during games.
- Scholar athletes must be in attendance at school a minimum of two academic periods a day in order to participate in an athletic event occurring on the same day.

GOLDEN FALCON/OUTSTANDING ATHLETE CRITERIA

- Awardees must be seniors.

- Awardees must have participated in and received Varsity letters in two sports that are the same for two consecutive years (junior and senior years).
- Athletic accomplishments will be a consideration.
- Athletes must display sportsmanlike conduct, team supportiveness, diligence, enthusiasm, and a respectful attitude.
- Minimum GPA of 3.0. Eligibility shall be a consideration.

INITIATION/HAZING

Hazing or initiation by Bishop Dunne Scholar athletes is prohibited. Violation of this rule by a student will result in suspension or possible removal from the team.

INSURANCE

All athletes (including cheerleaders and drill team) must be covered by a health insurance policy. Information regarding carrier and policy number must be provided in writing to the athletic department. The Diocese mandates that the school carry insurance to cover school related accidents only. This is not primary insurance. In addition, information concerning school policy is distributed to athletes when they first begin practice sessions for all sports and is available at the athletic physicals session. Accidents must be reported in a timely manner.

LEAVING THE TEAM

Once the coach announces the official team, those athletes remaining are expected to continue on the team for the rest of the season. If a scholar athlete decides not to continue, he/she must receive permission from the Athletic Director and coach to withdraw or he/she will be ineligible to participate in another sport until the sport that he/she has quit is over. The athlete will also lose any awards for which he or she may be eligible.

If an athlete quits a team, he/she must petition the coach and Athletic Director for reinstatement. Possible reinstatement will occur if the athlete meets with the coach, Athletic Director, and parents.

A scholar athlete who quits the team (after the first contest and before the end of the regular season) will:

- Forfeit his or her award for the sport.
- Not be considered for the Golden Falcon award if the scholar athlete quits in his/her junior or senior year.
- Not be allowed to participate in another sport until the season of the sport quit is completed unless the Athletic Director approves such an exception.
- Not receive credit for the sport.
- A scholar athlete quitting the off-season program of one sport may not enter same type program for another sport that year. The student will also sacrifice his or her award for the year.

LIGHTNING SAFETY

- The Athletic Director's call is final.
- The Athletic Director or trainer will have a lightning meter.
- The Athletic Director or trainer will keep officials informed of the reading.
- A computer displaying the local weather screen will be on in the locker room.
- The first time the reading is unsafe, the teams will go into the locker room and the fans directed to the gym or cafeteria.
- If this happens more than three times, or if the weather is deemed too severe, the game will be called or scheduled for a later date.
- The head coach of the sport being played or the Athletic Director will inform the school and the officials of Bishop Dunne Catholic School's lightning safety rules before the event.

LOCKER ROOM

- No scholar athlete or student is to be in the locker room, weight room, or gym without proper supervision.
- Scholar athletes are responsible for their individual personal items left in the locker room, weight room, or gym.
- There is to be absolutely no running in the locker room or showers.
- No horseplay such as throwing towels, etc., will be allowed in shower or dressing rooms.
- The last person leaving the shower should check that all showers and lights are turned off.
- Students should not visit the training room without proper supervision.
- Students must place used towels in the proper place.
- Towels must not be shared.
- Girls and boys should not enter one another's locker room unless accompanied by a coach.
- Students may not enter the equipment room without coach's permission and/or presence.
- Before leaving, each athlete is responsible to see that his or her equipment is in the proper place.
- Only the appropriate athletic shoe is to be worn on the gym floor.
- No cleats are allowed in locker rooms except during a football or soccer game.
- All personal items and valuables are to be placed in a locker and each student must have a lock on his or her locker.

ATHLETIC TRAINING ROOM

- The athletic training room is a medical facility.
- Scholar athletes are to report all injuries to the athletic trainer.
- Athletic training room hours may vary according to the athletic trainer's teaching schedule. Students need to check with the athletic trainer for appointments.
- Scholar athletes are not to bring food or drink to the training room.
- All school rules and locker room rules apply to the athletic training room.
- No student is to be in the athletic training room unless supervised by the athletic trainer.
- No student is to operate athletic training room equipment.
- Scholar athletes with injuries cannot return to play until released by the athletic trainer.

ON THE FIELD OR COURT

The scholar athlete must never use profanity or resort to illegal tactics. He or she must learn that both winning and losing are part of the game. Students must be sportsmanlike in accepting defeat and gracious in victory. Temper fits, flagrant violations of rules, etc., will not be tolerated. Total respect for officials is essential. The coach is the only person who will discuss calls made by officials. Students who do not demonstrate good sportsmanship may be removed from the competition and disciplined.

PERSONAL APPEARANCE AND GROOMING

Uniformity: Scholar athletes often travel to other communities as representatives of Bishop Dunne. Therefore, they will be well groomed at all times. We expect our scholar athletes to set the example for our school in the area of grooming and personal appearance.

The following policy will be in effect for all scholar athletes at Bishop Dunne to be eligible to participate in any competition or practice.

- Students must follow the established grooming guidelines in the Bishop Dunne Student Handbook.
- Students must follow additional grooming directives by their coaches.
- Any tattoo must be covered at all times during practices or competitions.

- Hats, caps, head scarves or do-rags are not to be worn on athletic trips.
- Only socks issued as part of the team uniform may be worn while participating in an event.
- Jewelry and earrings are not to be worn by athletes during an athletic event or practice.
- There will be no exceptions to any part of the athletic uniform. All team members are to be dressed exactly the same while participating in an event.

RESPECT TO TEACHER, COACH AND STAFF

Any act of disrespect by a scholar athlete to a teacher, coach, or member of the school staff will be handled on an individual basis. Punishment may call for expulsion from athletic activities for a calendar year from date of incident. The scholar athlete's return would be determined by his or her conduct during the period of expulsion and must be approved by the Dean of Students. Any act of disrespect from a parent/guardian/ or adult to a teacher, coach, or member of the school staff will be handled on an individual basis and may call for that person being banned from further athletic events and activities for a calendar year from the date of incident.

SCHOOL EQUIPMENT - The scholar athlete is financially responsible for all equipment checked out to him or her. Wearing or using the equipment for personal use will be handled as theft. Equipment must not be abused. All equipment is to be worn properly. It must be kept in the proper place in the locker room or on hangers. Football shoes and helmets should be cleaned before each game.

SUSPENSION FROM SCHOOL

If a scholar athlete is suspended from school for any disciplinary reason, he or she will be ineligible during the period of removal. A second removal in the same school year may result in total expulsion from athletics for the remainder of the school year.

THEFT

Taking possessions of others will not be tolerated. Expulsion from the team and/or from school may be the penalty.

TRAINING

The following rules apply to all scholar athletes at all times:

- Obey all training rules given by the coach.
- Never use any type of tobacco product.
- Never drink alcoholic beverages.
- Never possess or use illegal drugs or drug paraphernalia.

TRAVEL

- Students must wear their Mass uniform to away games.
- Students must be on time for all trips or will be left at school.
- Students must travel in authorized school transportation driven by authorized school personnel and must have a current, signed transportation waiver and release form on file with the school before boarding any school vehicle.
- Students who wish to ride from the games with their parents must present a written notice to their coach from their parents or legal guardian.
- Students are to dress neatly as directed by their coach.
- No gambling on trips is allowed.
- No loud talking or whistling is allowed on the bus.
- Students must not stand while the bus is moving, and must keep all parts of their body inside the bus.
- Athletes traveling on the bus must return on the bus unless an emergency situation arises, or when parents are present and there is compelling reason for returning with parents. These arrangements must be made in writing in advance with the head coach. Students may never return with anyone other than their coach on the bus, or with their own parents or guardian.

- On some occasions, there will be limited seating available on the team bus for away games. The coach will determine travel arrangements.
- Each scholar athlete is responsible for returning his or her equipment to its proper place at the school.
- Students must show respect for opposing schools' songs.

NCAA CLEARINGHOUSE

In order to participate in Division I and Division II athletics, scholar athletes must register with the NCAA Clearinghouse. Please follow the instructions below to register students. Scholar athletes who will be a sophomore, junior or senior and wish to participate in Division I or Division II athletics, should contact Mr. Walter Johnson at 214 339 6561 to register in the NCAA CLEARINGHOUSE.

- Type www.ncaaclearinghouse.org in the address bar.
- Click on *Prospective Student Athlete*.
- Click on *NCAA College Bound Student Athlete*.
- Click on the phone and enter your email address to receive a verification code.
- Return to the screen and enter verification code
- Create an account (using a password).
- Complete the application. The school code is 441785.
- Transfer students must obtain the school code of each school attended.

Rules for the NCAA clearinghouse can be found by going to the NCAA College Bound Student Athlete page. Once there, click on resources and U.S. students. Please contact Mr. Johnson for assistance.

- **NCAA Divisions I and II require 16 core courses. See the charts below.**
- NCAA Division I will require 10 core courses to be completed prior to the seventh semester (seven of the ten must be a combination of English, math or natural or physical science that meet the distribution requirements below). These ten courses become "locked in" at the start of the seventh semester and cannot be retaken for grade improvement.
Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the ten-course requirement, but would not be able to compete.

Test Scores

- Division I uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on the NCAA Clearinghouse website.
- Division II requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency.
- Test scores that appear on transcripts will not be used.

Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- Division I students enrolling full time before August 1, 2016, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.
- Division I GPA required to receive athletics aid and practice on or after August 1, 2016, is 2.000-

2.299 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).

- Division I GPA required to be eligible for competition on or after August 1, 2016, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- The Division II core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

DIVISION I

16 Core Courses

4 years of English.

3 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

1 year of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, world language or comparative religion/philosophy).

DIVISION II

16 Core Courses

3 years of English.

2 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

3 years of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, world language or comparative religion/philosophy).

TAPPS/UIL RULES

General Information

All registered students may attend all athletic camps, workouts, and practices in June, July, and August on non-school days prior to August 1 when TAPPS activities begin.

School coaches may not:

- Transport, register, or instruct students in grades 9-12 from their school in baseball, basketball, football, soccer, softball, or volleyball, except during the TAPPS season, or during the approved athletic period from August 1 until TAPPS activities end in the spring (usually mid-May).
- Give any instruction or schedule any practice for an individual or a team during the off-season except during the one in-school day athletic period in baseball, basketball, football, soccer, softball, track, or volleyball.

General Eligibility Rules

According to TAPPS standards, students are eligible to represent their school in interscholastic activities if they:

- Are younger than 19 years of age on September 1 preceding the contest.
- Have not graduated from high school.
- Are full-time, day students in the School, and have been in regular attendance at the School prior to September 1 of the current school year, or have been in regular attendance for 21 calendar days before the contest or competition.

- Are in compliance with the academic eligibility rules of the TAPPS constitution, by-laws and contest rules.
- Are enrolled in a four-year, normal program of high school courses, and initially enrolled in the 9th grade not more than four years ago nor in the 10th grade not more than three years ago:
- If enrolled in an accelerated Christian education school, he or she must be proceeding toward graduation on a credit basis, and on a passing basis with a regularly checked procedure by the member school to ensure he or she is in good academic standing.
- If a home school student, meeting the requirement listed in Article V of the TAPPS Constitution.
- Have not received inducement for athletic purposes, i.e. based on athletic ability or contribution to the athletic team.
- Have not represented a college in a contest.
- Are not in violation of the Awards Rule.
- Live with their parents or legal guardian, or full-time student at a boarding school.
- Have not accepted money or any other valuable consideration for participating in any sport.
- Were withdrawn from the previous high school, enrolled in and attending the new school prior to the transfer deadlines as posted on the TAPPS website.
- Are in compliance with the provisions presented in Section 104 of the TAPPS By-Laws.
- Have not participated on a high school team, select, AAU, club, 7 on 7 team or similar organized activity coached or directed by a staff member at the new school in the past 12 months.
- Have not been paid for allowing their name to be used for promotion of any product, plan or service relating to TAPPS athletic activities.
- Were eligible for varsity competition according to the 21-day rule prior to district certification.

If a US citizen, the student must be in compliance with the rules set forth in Section 80 of the TAPPS By-laws and approved by TAPPS prior to varsity participation in fine arts or athletics. If not a US citizen, the student must be in compliance with the rules set forth in Section 102 of the TAPPS By-Laws and approved by TAPPS prior to varsity participation in fine arts or athletics.

Participation in the athletic program, TAPPS, and or University Interscholastic League (UIL) is not a right but a privilege. These rules, along with all student handbook policies, apply to all scholar athletes at all times during their school careers. Violations may result in suspension of games, suspension from the team, or expulsion from the team and/or other athletic teams. A coach, the Athletic Director, the Dean of Students, and the Principal will determine the disciplinary consequences for a Scholar Athlete in violation of any rules.

For a complete list of rules please visit the official Internet site for TAPPS at www.tapps.net.

MIDDLE SCHOOL ATHLETICS

In addition to the general policies above regarding athletics, the following policies apply to athletic participation by middle school scholar athletes.

The Bishop Dunne Athletic Code of Conduct is part of the Middle School Athletic Handbook. Please refer to the athletic forms (physicals, insurance, TAPPS and UIL eligibility). Athletic forms must be complete before a scholar athlete can participate in practices or competitions.

Academic Requirements (refer to the student handbook for requirements and eligibility dates)

Sports offered by the Dallas Parochial League for Grades 6, 7 and 8:

Baseball	Softball
Basketball	Swim
Cross Country	Soccer
Cheerleading	Tennis
Football	Track
Golf	Volleyball

Other Sports offered by Bishop Dunne for grades 6, 7, and 8:

Wrestling

TAPPS rules state that sixth, seventh and eighth grade students are not eligible to participate on a high school team.

Sixth, seventh and eighth grade students are not eligible to participate in or against varsity teams (TAPPS rule).

If there are not enough players to form a team, the athletic department will try to place players with other Diocesan Catholic middle schools.

Sports will be made available to other Diocesan Catholic middle school students only if Bishop Dunne cannot fill a team. In such cases, scholar athletes from other Diocesan Catholic middle schools must have the approval of the school in which they are enrolled.

Middle school athletic teams may meet for practice, games, or any other activity no more than two times between Monday and Thursday of each week.

Practices cannot be more than one hour and thirty minutes in length. Games and practices for Friday, Saturday and Sunday will be determined by the League Middle School Athletic Director.

The Middle School Athletic Program is funded independently of the School budget. All expenses (uniforms, league fees, equipment, referees, gym rental, trophies, awards, etc.) are paid through the athletic registration fee for each sport. The Athletic Director and the vice-President of finances set the participation fees annually. Participation in athletic activities is dependent upon payment of the participation fees; however, the school will ensure that no student is denied participation in athletics due to inability to meet the fee requirements. Requests in this regard should be made to the President.

The school and the Dallas Parochial League reserve the right to remove an adult from the premises of a practice or game if, in the opinion of the Athletic Director, Coach, or Dallas Parochial League Representative, the adult is behaving in a manner that encourages poor sportsmanship or otherwise reflects poorly on the School.

It is the responsibility of the scholar athlete to take care of and return any issued uniforms and equipment. Uniforms and equipment must be returned to the head coach within two weeks of the end of the season. A fee will be charged for damaged or lost uniforms and equipment, or uniforms and equipment that are not returned. Grades may be withheld until accounts are clear.

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.

GROUNDINGS FOR EXPULSION

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

Examples of behavior that will generally result in expulsion include but are not limited to:

- Actions gravely detrimental to the moral and spiritual welfare of other students;
- Incurable or disruptive behavior which impedes the progress of the rest of the class;
- Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- Habitual or persistent violation of school regulations;
- Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- Use or possession of firearms or other potentially harmful objects or weapons;
- Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors,

- hazing/initiations, and hand signals commonly associated with gangs;
- Theft, extortion, arson;
- Habitual truancy;
- Malicious damage or destruction of real or personal property at school;
- Hazing;
- Serious bullying and/or harassment;
- Conduct which may damage the reputation of the school or parish;
- Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

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

PROCEDURE FOR EXPULSION

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

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

TUITION AND FEES

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

PARENTAL ACCESS TO STUDENT RECORDS

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

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must

provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

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

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

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

BISHOP DUNNE STUDENT AND FAMILY HANDBOOK 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.

is also a condition of the student’s continued enrollment in the school.

Parent Signature:
Parent Printed Name:
Date:
Parent Signature:
Parent Printed Name:
Date:
Student Signature (if age 18 or over):
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