

**Santa Clara of Assisi  
Catholic Academy**



**Parent/Student  
Handbook  
2018-2019**

**Administrator: Reverend Cruz Calderon  
Principal: Stephanie Matous**

**321 Calumet Avenue  
Dallas, Texas 75211**

**Mascot: Knights  
Colors: Royal Blue, Scarlet Red, and White**

August 1, 2018

Dear Parents and Students,

Welcome to Santa Clara Catholic Academy! What a pleasure it is to welcome you to our school and parish community. We hope you will find your years with us rewarding and enriching. By selecting Santa Clara you have made a conscious decision and commitment to excellence in Catholic parochial education. You will not be disappointed.

Our school, which has been in existence since 1994, was developed to better serve the southwest corner of Dallas County by Bishop Charles Grahmann. In 2007, Santa Clara Academy received its accreditation from the Texas Catholic Conference Education Department.

This Parent/Student Handbook contains all the information parents and students need for a successful school year. We hope it answers any questions you may have about life at Santa Clara Academy. As parents, you are the primary educators of your children, and we know that you choose to send your children to Santa Clara because we share the same values. We at Santa Clara Academy are partners with you in your children's education.

May the 2017-2018 school year be filled with the Lord's blessings and may everything you do this year bring you closer to Jesus, our role model and savior!

Sincerely in Christ,

Stephanie Matous  
Principal

Rev. Cruz Calderon  
Pastor

Mrs. Vaknesha Walton  
Advisory Council  
President

### **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.

## **History of Santa Clara of Assisi Catholic Academy**

As a Diocesan Catholic School, Santa Clara of Assisi Academy is nestled in the southwest corner of Dallas in the Oak Cliff area. It was built in 1994 in response to the call to minister to the growing Hispanic population and the need for a better education. Santa Clara is accredited by the Texas Catholic Conference Educational Department.

## **Mission Statement**

Santa Clara of Assisi Catholic Academy collaborates with families to provide an excellent, multi-cultural, bi-literate academic program rooted in the joy of prayer and a faith-filled community to empower the future.

## **Vision**

The vision of Santa Clara of Assisi Catholic Academy is to graduate bi-literate and bilingual students who are prepared for the high school, college and career of their choice, to reverse the cycle of poverty in our community.

## **Philosophy**

Santa Clara of Assisi Catholic Academy strives to provide a safe, bicultural, Catholic environment in which teachers and parents collaborate to develop students who faithfully follow God's call to grow spiritually, academically, physically, and emotionally. It is the goal of Santa Clara of Assisi Catholic Academy to instill the values of prayer, community, joy in students so that they may be enlightened and perpetually seek Truth and the common good. Students of Santa Clara of Assisi Catholic Academy will live by the words of Saint Claire and "see God in all things."

## **School Name and Logo**

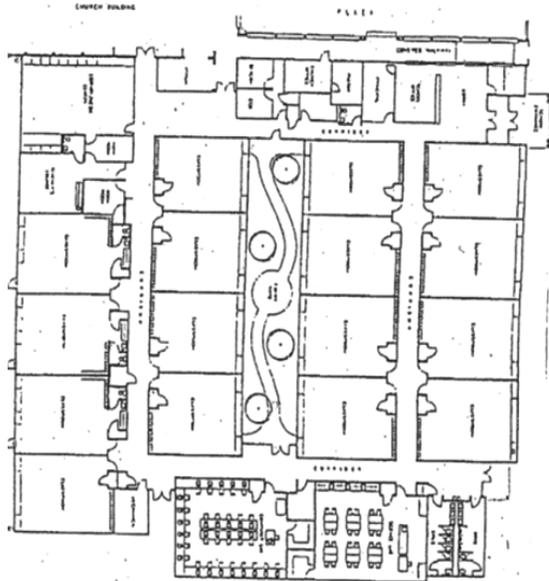
The school's name and logo belong to Santa Clara Catholic Academy. No parent or student is allowed to use the school's name for any purpose (includes web sites, web pages, advertising, etc.) without written permission from the administration. In the same way, any pictures, videos, movies, etc. made at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

## School Goals

Santa Clara of Assisi Catholic Academy is dedicated to providing the educational stimulus to encourage intellectual growth and spiritual development. Excellence in every aspect of the educational process is expected to achieve these results. Santa Clara promotes the following ideals:

- Integrated Catholic values into the curriculum and expectations of the school community.
- Establish an educational environment that challenges each student to develop his/her intellectual powers to the greatest limits of their potential.
- Develop leadership qualities and an awareness of the needs of the culture of the school and community.
- Promote creativity in all areas of learning.
- Encourage trust and a spirit of Christian unity.

## Map of Building



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## 1 Accidents

All student accidents and injuries on school premises and at school sponsored events should be reported to the school office immediately. The school does not have a nurse on staff. A member of the faculty or school personnel will administer first aid only in minor cases. Parents will be notified immediately in all cases when medical treatment is required. If parents cannot be reached, the Student Emergency Card will be used to contact the next emergency contact person listed. In any emergency, when time is an important factor, the student may have to be transported to the hospital before parents can be notified. The school is not liable and cannot be held responsible for any costs associated with any accident.

### Authorization of Consent to Treat Minor

By signing this Handbook, I/We, the Parents listed on Acknowledgment page, are the \_\_\_ parent(s) / \_\_\_ guardians of the Student listed, 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.

#### Student Accident Insurance:

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

## **2 Administration**

The principal with the approval of the Pastor, is the Chief Administrator of the school. Administrative matters pertaining to teachers and students, curriculum and extra-curricular activities, programs, etc. originate with the principal.

## **3 Admissions**

Admission or denial to Santa Clara of Assisi Catholic Academy shall be determined by the principal, after consideration of the following criteria:

1. A child must be three years old on or before September 1, to be admitted to 3 year old Pre-Kindergarten.
2. A child must be four years old on or before September 1, to be admitted to 4 year old Pre-Kindergarten.
3. A child must be five years old on or before September 1, to be admitted in Kindergarten.
4. A child must be six years old on or before September 1, to be admitted in First Grade.
5. Admission is open to all current families and community members between the months of March and August.
6. In the event a class has filled, a waiting list will be kept on a first come first serve basis.
7. All outstanding debts to the school must be cleared.
8. Parent/Guardian must be willing to cooperate with the administration, teachers, and staff in completing the admissions and registration process and in all subsequent activities and projects throughout the school year.

**REQUIREMENTS FOR REGISTRATION OF EXISTING STUDENTS**

Registration of existing students for the following school year occurs on a designated day in mid November and December of the current school year. Each family must pay a non-refundable registration fee. In addition, families that desire to register children must be in good standing.

If a family is not in good standing at the time of registration, the family will have two weeks to achieve good standing status and register. If such registration has not occurred within the two-week period, the student's space will be offered to another student that does meet the registration and admission requirements of the school.

**REQUIREMENTS FOR ADMISSION OF NEW STUDENTS**

The Advisory Council's Admissions Committee assists the principal with the admissions process upon request.

New students are admitted to the school in the following priority:

1. Families that are Parish Tuition Families in good standing on the date of registration with a sibling currently enrolled at the school are given first priority.
2. Families that are Parish Tuition Families in good standing on the date of registration are given next priority. Within this group of families, priority is given to the family with the longest tithing history at Santa Clara Catholic Community. The date of good standing for purposes of determining tithing history, the family must be registered in the parish and using their envelopes for 3 months.

3. Non-Parish Tuition Families are given admission only if room permits after admission of Parish Tuition Families. Within this group of families, priority is given first to those families with siblings currently enrolled in the school that are in good standing; next to those families that had a parent or sibling that graduated from the school; and finally to new applicants that meet the registration requirements.
4. Non-Catholics will be admitted only if there are openings after the admission of all Parish families and non-parishioners from other parishes. Non-Catholics will receive no sibling priority and will pay tuition at the non-Parish tuition rate.

#### **REQUIREMENTS FOR REGISTRATION OF NEW STUDENTS**

New families and families enrolling siblings must provide the following information to register a new student: a birth certificate, a Roman Catholic baptismal certificate or, in the case of children in RCIC, a letter from the Office of Religious Education at Santa Clara Catholic Church stating that the child is enrolled in the RCIC program. Where applicable, the following information must also be provided: the report card from the year preceding desired enrollment, transcripts and documentation of First Communion and First Reconciliation. A family recommendation is a requirement for all students, even if the family has other children enrolled at Santa Clara.

A family interview with the principal, a student interview with the principal, as well as student enrollment testing may be required at the time of registration.

#### 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.

#### **4 Advisory Council**

The Advisory Council is composed of eleven people, six from the school, two from the parish, and three from the community.

When in operation, the Santa Clara Advisory Council will serve in an advisory capacity and assist with formulating policies pertaining directly to the school.

#### **5 Appointments**

Conferences with the principal and/or teachers are by appointment only. A request for an appointment should be made through the school secretary or with the teacher via e-mail.

#### **6 Assemblies**

Part of the student's education is preparation for entrance into adult life. Since growth in community is one of the three integral elements of Christian education, the assemblies offered at school provide an excellent opportunity to exercise what has been learned about the duties owed to others based on their dignity as individuals loved by God. The student's behavior should be refined and courteous at all times.

#### **7 Athletic Director/Coaches**

The Athletic Director is appointed by the school principal. This person is in charge of all activities and coaches under the Dallas Parochial League Rules (grades 5-8 only). The Athletic Director reports to the school principal and works closely with the Diocesan Athletic Director.

Coaches are volunteer positions, that work closely with the Athletic Director and follows all Dallas Parochial League Rules.

The Athletic Director and coaching staff will be trained and meet all Safe Environment guidelines.

#### **8 Attendance**

Absence: A parent/guardian must notify the school office by 8:30 AM on the day of the absence by e-mailing [mmercado@santaclaraacademy.org](mailto:mmercado@santaclaraacademy.org) or calling the front office. The student must bring a written excuse from parent, addressed to

the teacher, indicating the day(s) absent and reason. The written excuse must be signed by a parent and include a telephone number. If a note is not received within two days of the absence, then the absence becomes unexcused.

Any student may be excused from school because of personal illness, family illness, family emergency, or for circumstances deemed appropriate by the principal.

When a student's absences for personal illness exceeds five consecutive days, the student shall be required to present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school.

Any student who is absent because of injury and requires medical attention must submit a doctor's certificate to the teacher of the day the student returns to school. A student may not play after illness or injury unless there is a written permission from a doctor or from the parent.

Parents must, by written message to the principal, request permission for absences for unusual circumstances (weddings, graduations, etc.). No such permission will be granted during the weeks in which mid-term and final exams are conducted for the Middle School.

Medical appointments should not be scheduled during school hours. If an appointment must be scheduled during school hours, the student must bring a note from the parents to the teacher before 8:00 AM on the day of the appointment. In addition to a note, parents may also notify the school office by telephone, provided it is done before 8:00 AM on the day of the appointment. This is done to avoid disruption of classes. The teacher will send the student to the front office at the scheduled time to leave the school campus. A parent or other authorized person, whose name appears on the emergency information form, must report to the school secretary to sign out the student. This is considered an excused absence.

Examples of unexcused Absences:

- Being out of town without principal's prior approval.
- Being absent for personal reasons other than illness without principal's prior approval
- Oversleeping
- Parent failing to contact the school by note within two days of the excusable absence.

- Any reason for which extenuating circumstances are not found by the faculty/administration.

Tardiness: A student who is not present during the morning announcements is considered tardy. If a student is not in school by 10:00 AM, he/she is considered absent for the day.

### **Three Tardies = One Absence**

State Law requires all students to be in attendance at least 90% of the school year (18 school days). **If students are absent more than 18 days, excused or unexcused absences, during the school year, the student will be retained.** The teacher and principal may impose conditions for promotion to the next grade level such as Saturday school and/or off-campus summer school to make-up any absences/tardies over the 18 day maximum. A student will not be given credit for a class if he/she has been in attendance less than 90% of the semester (9 school days per semester).

Repeated unexcused absences will be fined and may be considered grounds for Saturday school, summer school, suspension, retention, or even dismissal.

The principal may promote a student if absences are due to extenuating circumstances.

### **Sanctions/Disciplinary Action for Absences:**

1. 5-7 absences in 1 quarter = \$30 & Saturday School
2. 8-10 absences in 1 quarter = \$50 fine & Saturday School
3. 11+ absences in 1 quarter = \$100 fine & Saturday School

Students are responsible for any work missed because of the absence. Teachers have the option of giving make-up tests.

If a student is absent, the parent/guardian must call the school to request homework assignments. Classes will not be interrupted for this purpose. The teachers will have the homework assignments and books at the front office of the school after 4:00 PM.

**Eighth graders must remember that the entire year's attendance record transfers to High School and could affect admission.**

## **9 Bicycles**

Bicycles cannot be ridden on the school campus on playground, walkways, or in the plaza. The school accepts no responsibility for bicycles brought to school.

## **10 Books & Laptops Fees**

Books are rented to the students for \$50 per school year; technology is rented to the students for \$100 per school year. Therefore, the students are responsible to reimburse the school for the cost associated with damaged or lost books & technology.

Books must be covered and laptops, for grades 6-8, must be carried in a protective carrier at all times for protection. Books & laptops must be carried in a book bag.

## **11 Cafeteria**

The cafeteria is provided as a lunch room for the student body. Attendance in the cafeteria during the assigned lunch period is mandatory. A student may bring a sack lunch or buy his/her lunch. The lunch menu is posted on the website at the beginning of each month.

Students are to abide with the following Cafeteria rules:

- Observe good dining room manners at the tables
- Leave the table and surrounding area clean and orderly
- Replace chairs and put litter in proper containers
- First 10 minutes are silent to ensure students are eating.
- Keep noise down to a minimum
- No running in the cafeteria
- Food must be put away before leaving the cafeteria
- Stay seated and remain in the cafeteria the entire lunch period

Silent Lunches may be issued by the teacher for cafeteria and classroom misconduct.

**No Microwaves will be available for student use.**

## **12 Change of Address or Telephone**

The school should be notified immediately when there is a change of address or telephone number. The office maintains a file of names and addresses of persons who may be contacted for all purposes; in an emergency and when the home number cannot be reached. It is the responsibility of the parent/guardian to insure the office personnel maintains accurate and current information on file.

Failure to notify the school of changes in address, telephone or email address does not exempt the student from any requirements or actions taken by the school for disciplinary actions or grading policies.

## **13 Clarification Process**

Parents who would like clarification from the child's teacher regarding the progress of their child and/or class policies should communicate directly with the teacher. (See appointment) All conferences with teachers are made by appointment only.

## **14 Class Hours**

All classes at Santa Clara of Assisi Catholic Academy will begin at 7:45 AM and end at 3:30 PM, Monday through Friday. Teachers will be ready for Morning Prayer in their class at 7:45 each morning and for the afternoon prayer at 3:25, and will remain on the campus until at least 4:00 PM.

The United States and Texas Flags are honored each morning. At 7:45 AM the school routine is initiated by the principal or acting administrator. A student who arrives after 7:45 AM is considered tardy. Tardiness will be recorded by the teacher, as well as the school office assistant, in the attendance book. **3 tardies = 1 absence.** Children should not arrive at the school before 7:15 AM, as there is NO SUPERVISION before that time. Children should not remain on the school grounds after 4:00 PM, as there is NO SUPERVISION, unless the child is in after-school tutoring or extra-curricular activities. **Students who are not picked up by 4:00 PM will be charged a daily fee of \$6.00.**

After-School Care services are held across the street at Catholic Charities and students must be registered, with Catholic Charities, in order to attend. Or they will be kept at the school for a cost of \$6.00 per day.

## **15 Class Interruption**

No one may enter any classroom for any reason during regular school hours. This includes all buildings. Everyone (parents, guardians, visitors) must come to the office first and state his/her business. Any books, homework, projects, lunches, etc. must be left at the front office to be delivered by school personnel at a convenient time. Parents that have not completed the Safe Environment Program will not be allowed past the school office to ensure the safety of all students. You must be issued a visitor's badge to be in the building.

## **16 Classroom Rules**

All teachers are responsible to develop a set of rules and consequences for their classroom before the beginning of the school year. The set of rules and consequences developed shall be approved by the principal before posting. The discipline plan as stated in the Teacher and Parent/Student Handbook delineates the procedural policy of the school. Students must adhere/follow the rules/regulations for use of computers, as detailed in the Technology Use Policy and Publicity Release of this Handbook.

## **17 Collection of Money**

Money may not be collected in the school by parents, students, and/or staff members without the permission of the principal (see fundraising projects). The school will not accept responsibility for lost money.

## **18 Communication Guidelines**

Communication through RenWeb, e-mail, website, and social media will keep families informed on policies and procedures, schedules, and events and other information applicable to students, parents, and teachers.

Please take time to check the school your teacher's link to stay informed of current information. The School Newsletter comes out every monthly on the school website. Each teacher will have their own class link to keep parents informed of classroom activities and news. Teachers will post homework assignments at the beginning of each school week or daily as assignments are not completed during class.

## **19 Conferences (Parent/Teacher)**

Conferences are extended only to the student's parent or legal guardian. Conferences give the parent/guardian and teacher an opportunity to work together for the benefit of the child. Mandatory Parent-Teacher conferences are held one time during the school year and must be attended by at least one parent/guardian of the student.

Parent-Teacher Conferences serve three purposes:

1. Review academic progress
2. Address behavior
3. Build a relationship between teacher and parent/guardian

## **20 Curriculum/Extra-Curricular Activities**

The curriculum is developed according to the State of Texas, the National Standards, and the Diocese of Dallas. Religion is an integral part of the curriculum as well as a separate subject. The curriculum can be found on the school website.

Language Arts (English, Spelling, Reading/Literature, Writing, Oral Communication, and Library) Mathematics, Religion, Science, Social Studies, Physical Education, Music, and Art are covered in the curriculum. Technology/Computer Literacy is integrated into every content area.

### **Extra-Curricular Activities**

Santa Clara of Assisi Catholic Academy offers students the opportunity to participate in various extra-curricular activities. The goal of all extra-curricular activities is to provide students opportunities for enjoyment and fun, opportunities to develop talents, skills and qualities of responsibility. Extra-Curricular activities may include PSIA Academic teams, choir, yearbook, robotics, athletics (volleyball, soccer, basketball, and football).

All extra-curricular coaches are volunteers and must first be cleared by a background check and Safe Environment Training.

For all extra-curricular activities, the following criteria will apply:

1. The student must maintain a passing grade average of 70 (D) or above, in all core subjects.
2. A student with below a 76(C) grade average must attend mandatory tutoring in the subject with the low grade at least 1 day per week.
3. The student's discipline record must be in good standing.
4. The student must have a signed parental consent form on file in the school office before he/she participates in any extra-curricular activity.
5. Students participating in any school sport or in cheerleading must have a signed medical release and a physician's examination (sports physical) on file in the principal's office.
6. Students participating in a competitive school extra-curricular activity or sport, must comply with the school's "No Pass/No Play" policy as defined in this Handbook.

#### Parent consent and release form

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

## **21 Discipline Policy**

### **CATHOLIC SCHOOL DISCIPLINE**

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

the term used to describe the process of growing up and becoming productive members of society.

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

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

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

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

#### **GENERAL**

As a member of a Christian community, the school expects every student to observe a code of conduct compatible with Gospel values. An orderly environment permits the teachers and students to work together to promote a positive academic and spiritual atmosphere. The school's goals of discipline are:

- to provide the best possible teaching and learning atmosphere,
- to help each student achieve self-discipline,4e
- to help students develop a sense of responsibility for their own behavior, and
- to ensure respect for each member of the school community.

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

#### **CODE OF CONDUCT**

The following five standards of conduct are offered as guidelines to the development of responsible, civic-minded, Christian students.

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

#### **MISCONDUCT**

Students are responsible for following the school's code of conduct. As further described in "Disciplinary Measures" below, misconduct could result, among other measures, in the expulsion of the student from the school. Behaviors that are considered misconduct include, but are not limited to, the following:

- tardiness to any class without permission from the previous teacher, the school nurse or the school office;
- talking in class without permission from the teacher or any other disruptive classroom behavior;
- failing to follow classroom rules or procedures;
- chewing gum on the school premises;

- uniform violations;
- dress code violations at school functions;
- failing to cover hardbound textbooks;
- failure of a student in grades 5-8 to return an eligibility notice for extracurricular activities, a conduct or disciplinary slip in a timely manner;
- failing to maintain appropriate decorum in church or at Mass;
- horseplay;
- gambling;
- writing or passing notes;
- failing to follow carpool procedures;
- name-calling, bullying, hazing, harassing or otherwise showing disrespect to other students or to school employees, visitors, volunteers or any other persons;
- disobeying school employees or volunteers;
- using profane language, signs or symbols;
- stealing, lying or cheating, which includes forging signatures or grades, plagiarism and sharing or copying school work;
- leaving school property without prior permission;
- skipping class;
- making statements, joining in activities or engaging in criminal conduct, whether on or off the school premises, that are perceived by the school administration to be detrimental to the school or its reputation;
- displaying inappropriate affection;
- violating the school's computer Acceptable Use Policy;
- possessing or bringing walkmans, electronic game devices, pagers, palms, Ipods, mp3players, pda's, laptops and all other devices that allow electronic communication on the school premises or on field trips unless an exception has been made by the teacher;
- Using a camera during the school day unless taking pictures for the yearbook or working on a classroom project with a teacher's approval;
- violation of the school's cell phone policy; See #62 Telephone Calls/Cell Phones
- possessing or bringing pornographic or other inappropriate material on the school premises or at any parish or school function; this includes materials that may be dangerous or harmful to others or promote harm to others (i.e. recipes to build bombs);

- possessing or bringing matches, lighters or similar items on the school premises or at any parish or school function;
- vandalizing school, parish or personal property;
- possessing, transmitting, using or being under the influence of tobacco, alcohol or any controlled substance while on the school premises or at any parish or school function (a controlled substance is any drug listed in the current Federal Controlled Substance Act, alcohol or any alcoholic beverage, unauthorized abusable glue, aerosol paint or other chemical substance for inhalation, any other intoxicant or mood-altering or behavior-altering drug, or drug paraphernalia);
- possessing, transmitting or using a weapon of any kind or other dangerous item while on the school premises or at any parish or school function;
- physical violence or threats of physical violence directed at another student or a school employee, volunteer, visitor or any other person. This includes hitting, pushing, or any other intentional touching;
- writing on self or others, including on skin, clothes, and shoes; or
- any other behavior while on the school premises or at any parish or school function that is considered by a school employee or volunteer to be misconduct.

### **DISCIPLINARY PROCEDURES**

When a student disturbs the teaching/learning environment of the school and/or is disruptive to others, school personnel will take appropriate action in order to promote the individual student's positive development and self-discipline. However, the primary consideration in all disciplinary decisions is the obligation of the school to maintain an acceptable learning environment and a safe place for students.

### **DISCIPLINARY GUIDELINES**

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

- seriousness of the offense;
- student's age;
- grade level;
- ability and functioning level;

- frequency of misconduct;
- student's attitude; and
- effect of misconduct on the school environment.

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

#### **DISCIPLINARY MEASURES**

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

1. Withdrawal of Privileges—a time apart from classmates for a portion of a day.
2. Removal from class - a time when students are asked to leave the classroom due to disrupting the teacher or other classmates and keeping them from teaching and learning.
3. Silent Lunch—students will be placed in a designated area and must remain silent and seated the duration of the lunch period.
4. Conference—a discussion with the student, the student's parents and the teacher and/or principal or assistant principal.
5. Grading Penalty—a lowering of the grade on school assignments or a test. Any student that cheats on a test by copying another student's work or sharing his/her work with another student receives a zero on the test. Parents are notified of any incidents of cheating.
6. Detention (issued by the teachers in grades 4-8) - **a period of time assigned to the student on a Tuesday afternoon or Saturday morning to give the student an opportunity to evaluate the misconduct. Students receive detentions based upon receipt of online disciplinary notices.** *See paragraphs 6 and 7 below for details about when students receive detention due to receipt of conduct or disciplinary notices.* Students also receive a detention if they are tardy three times in a quarter. *See "Attendance and Absences-Tardy Rules and Procedures."* Students are given a notice of detention at least one day before the detention is to be served. Parents must pay a fee of \$10 for every hour served. This fee must be paid in cash the morning of the detention to the teacher/teachers in charge. **Attendance at detention is mandatory. If a student misses detention without an approved excuse, the detention will be made up as In-School Suspension and will lose all extra-curricular privileges.** Parents must

call the school office in the case of an emergency that will cause the student to miss the scheduled detention.

- 7. Online Discipline Notice (issued by the teacher in RenWeb)—issued for the purpose of an office referral, communicating the student's misconduct to the parents, and/or tracking student conduct in RenWeb. Online Disciplinary notices will be sent by the faculty member who issues it. The online notice will be sent to the principal and the parent immediately. Disciplinary notices are cumulative and may lead to detention, in-school suspension, out-of-school suspension or expulsion.**

**Disciplinary notices may also affect a student's grade on the report card.**

#### **CORPORAL PUNISHMENT**

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

#### **PROBATION**

A student may be placed on probation for a relatively serious offense or for continued misconduct after a warning, when the misconduct does not require more serious action. The principal will observe the following procedures and guidelines.

- a) A formal probation must be approved by the chief administrator or designee.
- b) A conference with parents, student, and school administrator shall be held to discuss and create a student behavior plan.
- c) When a student has been placed on probation, the parents or guardians shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
- d) A written record of student probation shall be kept for reference should more serious action be necessary later.
- e) Effort should be made to assist the student through constructive counseling in order to forestall further sanctions.

## **SUSPENSION**

At-Home Suspension – a serious disciplinary measure that requires a student to remain apart from school for a period of one or more days. Only the principal, the assistant principal or, in the absence of the principal or assistant principal, the middle school coordinator may place a student on at-home suspension. At-home suspension demonstrates that the student, because of his/her behavior, must be separated from the school community. A student may receive an at-home suspension without previously receiving a conduct slip. During the at-home suspension, the student is prohibited from attending any school-sponsored activities. In addition, the student receives a grade of zero for all exams and tests missed during the suspension. The student must turn in all school assignments, however, before being readmitted to school. A student that receives an at-home suspension achieves a conduct grade of "U" for the grading period during which the suspension occurs. A student that receives an at-home suspension is rendered ineligible for all extracurricular activities for the remainder of the school year. See *"Extracurricular Activities-Eligibility."*

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation.

Official suspension may include any of the below-listed sanction examples. However, this list is not intended to be all-inclusive.

- a) The student may attend class but lose the right to participate in any school activity on or off campus.
- b) The student may be suspended from a particular class and required to report to a specific place on campus during that time.
- c) The student may be sent home for the entire period of suspension provided that the student is assigned academic work to make up the loss of class time.

In all cases the administrator must prudently decide on the most efficacious and appropriate terms of suspension.

### **Procedures for Suspension**

- a) Ordinarily the student shall be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story. However, in exceptional cases, the chief administrator /designee may suspend a student without affording the student an opportunity for a conference if an emergency situation

exists. An emergency situation is defined as a situation determined by the chief administrator or designee to constitute a clear and present danger to the lives, safety or health of students or school personnel. In the event of such an emergency suspension, requirements as to the notice, meeting, and the necessity of keeping a complete written record must be followed as soon as is practical after the emergency condition dissipates.

- b) The gravity of a suspension requires that notice shall be given to the parents by telephone or other appropriate method within a reasonable time, followed by a written notice signed by the chief administrator or designee.
- c) A written form of suspension must be signed by the parents and student. On this form the exact length of the suspension period shall be specified and the reason for the suspension clearly noted, as well as the behavior modification necessary for reinstatement.
- d) The chief administrator or designee is required to maintain dated documentation of the facts, procedures, and parent conference.

### **Guidelines**

The length of any suspension is left to the discretion of the chief administrator or designee in accord with the nature of the conduct and all circumstances. A student may be afforded an opportunity to do make-up work, (including tests). Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion must be clearly stated to the student and parents. (See 5177.3, 5177.4)

### **Expulsion**

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including without limitation parents and siblings) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (e.g., parents and siblings) may result in the expulsion of the student from the

school when, in his or her sole discretion, the chief administrator determines that such action is appropriate.

#### Grounds for Expulsion

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

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

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

- Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child
- 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.

#### o 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.

## **22 Dress Code**

The school implements a dress code to assist the parents financially and to set an atmosphere of simplicity among the students. All students are expected to honor this dress code as described below.

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

The school reserves the right to monitor and establish rules regarding new fashions in dress during the school year.

### Uniform Guidelines

Flynn-O'Hara is the official supplier of uniforms for Santa Clara of Assisi Catholic Academy.

#### *General*

- Students will maintain appropriate personal hygiene and cleanliness.
- Students may not write on hands, legs, arms, etc. Tattoos and body piercings are not permitted.
- Students may not change or alter their uniforms before leaving school property.
- Uniforms may not show excessive wear and tear. Uniform pieces are to be replaced when they become ripped or soiled beyond cleaning.
- Uniforms are to be worn with Christian modesty in mind. Skirts may not be shorter than 3 inches above the back of the knee at any time during the school year.
- All blouse or shirts buttons, excluding the top button, must be fastened.
- Undershirts worn under the blouse/shirt must match the top shirt.
- Long sleeve shirts may not be worn under uniform shirts

- Only school logo jackets may be worn inside the buildings.
- No jackets or hooded sweatshirts may be worn to church.
- Students may wear jackets to school when cold weather begins, but all jackets will be hung up in the classroom immediately upon entering.
- **No SMARTwatches allowed in school.**
- All removable outerwear must be clearly and permanently marked with the student's name.
- Students who need a haircut or skirt lengthening will be given one week to conform to the uniform requirements. If still out of compliance after one week, the student will be sent home until their appearance conforms to the requirements. See below for guidelines.
- Dress Code Violations will be recorded and parents will be notified of each violation. After 3 violations, a detention and a fine of \$10.00 will be charged. It is the responsibility of the parent to make sure the student follow the dress code.

#### *Hair*

- Girls' bangs must be above the eyebrow or hair must be secured away from the face.
- Girls may wear solid navy, black, red, or school plaid hair bows or headbands.
- Boys' hair must be above the eyebrows and collar with hair no longer than mid-ear. No fad haircuts, shaved heads or other unacceptable hair designs are permitted. The Principal will determine if a hairstyle is appropriate. If in doubt, ask.
- Boys' sideburns are to be no longer than the middle of the ear.
- Hair must be of a color and style that does not hinder learning or distract other students. Bleached hair or two-toned hair color is not permitted.

#### *Jewelry & Make-Up*

- Girls may wear simple stud earrings. No other kind of piercing is allowed. Boys may not have any kind of earring or piercing.
- Medical identification bracelets may be worn.
- A simple cross or other religious symbol may be worn.
- No make-up or fake nails are permitted.

## Mass Dress Code -

### **Girls**

#### *PK3 -Kindergarten*

- Plaid Jumper
- White oxford blouse
- Black or navy modesty shorts under jumper
- Mass Shoes: Saddle Oxford with black/navy stripe, black/navy flats with no decorations
- Black/Navy/White knee socks with jumper/skirt
- Sweater, Cardigan or sweater vest with school logo (optional)

#### *1<sup>st</sup>-4<sup>th</sup> Grade*

- Plaid Jumper
- 3<sup>rd</sup> & 4<sup>th</sup> Grade may choose uniform skirt -vs- jumper
- White oxford blouse
- Black or navy modesty shorts under jumper/skirt
- Mass Shoes: Saddle Oxford with black/navy stripe, black/navy flats with no decorations
- Black/Navy/White knee socks with jumper/skirt
- Sweater, Cardigan or sweater vest with school logo (optional)

#### *5<sup>th</sup>-8<sup>th</sup> Grade*

- Skirt
- White oxford blouse
- Black or navy modesty shorts under skirt
- Mass Shoes: Saddle Oxford with black/navy stripe, black/navy flats with no decorations
- Black/Navy/White knee socks with jumper/skirt
- Sweater, Cardigan or sweater vest with school logo (optional)
- MANDATORY FOR MIDDLE SCHOOL: Navy blazer with crest (Not required for 5<sup>th</sup> grade)
- MANDATORY FOR MIDDLE SCHOOL: Ties (All Day on Mass Days)

\*\*\*Optional navy, black or white tights in cold weather.

### **Boys**

#### *PK3-Kindergarten*

- White oxford button down shirt
- Khaki uniform pants

- Navy or black crew socks
- Shoes: black Oxford shoes
- Sweater, Cardigan or sweater vest with school logo (optional)
- Solid Navy Tie

#### *1<sup>st</sup>-4<sup>th</sup> Grade*

- White oxford button down shirt
- Khaki uniform pants
- Black belt
- Solid Navy Tie
- Navy or black crew socks
- Shoes: black Oxford shoes
- Sweater, Cardigan or sweater vest with school logo (optional)

#### *5<sup>th</sup>-8<sup>th</sup> Grade*

- White oxford button down shirt
- Khaki uniform pants
- Black belt
- Navy or black crew socks
- Shoes: black Oxford shoes
- Sweater, Cardigan or sweater vest with school logo (optional)
- MANDATORY FOR MIDDLE SCHOOL: Navy blazer with crest (Not required for 5<sup>th</sup> grade)
- MANDATORY FOR MIDDLE SCHOOL: Ties (All Day on Mass Days)

### **Daily Uniform**

#### **Girls**

##### *PK3-Kindergarten*

- Red or Navy polo shirt with School Crest
- Khaki uniform pants or
- Khaki uniform shorts/skort (knee length)
- Black, Navy, white or grey tennis shoes (small logos or stripes allowed) with shorts/skort or pants
- White crew socks (above the ankle) with shorts/skort or pants
- Sweater, Cardigan or sweater vest with school logo (optional)

- School sweatshirt or hoodie (optional)

#### *1<sup>st</sup>-4<sup>th</sup> Grade*

- Red or Navy polo shirt with School Crest
- Khaki uniform pants or
- Khaki or plaid uniform shorts/skort (knee length)
- Black belt with shorts and pants (1<sup>st</sup>-8<sup>th</sup> grade only)
- Black, Navy, white or grey tennis shoes (small logos or stripes allowed) with shorts/skort or pants
- White crew socks (above the ankle) with shorts/skort or pants
- Sweater, Cardigan or sweater vest with school logo (optional)
- School sweatshirt or hoodie (optional)

#### *5<sup>th</sup>-8<sup>th</sup> Grade*

- Red or Navy polo shirt with School Crest
- Khaki uniform pants or
- Khaki or plaid uniform shorts/skort (knee length)
- Black belt with shorts and pants (1<sup>st</sup>-8<sup>th</sup> grade only)
- Black, Navy, white or grey tennis shoes (small logos or stripes allowed) with shorts/skort or pants
- White crew socks (above the ankle) with shorts/skort or pants

### **Boys**

#### *PK3-Kindergarten*

- Red or Navy polo shirt with School Crest
- Khaki uniform pants or
- Khaki uniform shorts (knee length)
- Black, Navy, white or grey tennis shoes (small logos or stripes allowed) with shorts or pants
- White crew socks (above the ankle) with shorts or pants
- Sweater, Cardigan or sweater vest with school logo (optional)
- School sweatshirt or hoodie (optional)

#### *1<sup>st</sup>-4<sup>th</sup> Grade*

- Red or Navy polo shirt with School Crest
- Khaki uniform pants or
- Khaki or plaid uniform shorts (knee length)
- Black belt with shorts and pants

- Black, Navy, white or grey tennis shoes (small logos or stripes allowed) with shorts or pants
- White crew socks (above the ankle) with shorts or pants
- Sweater, Cardigan or sweater vest with school logo (optional)
- School sweatshirt or hoodie (optional)

#### *5<sup>th</sup>-8<sup>th</sup> Grade*

- Red or Navy polo shirt with School Crest
- Khaki uniform pants or
- Khaki or plaid uniform shorts(knee length)
- Black belt with shorts and pants
- Black, Navy, white or grey tennis shoes (small logos or stripes allowed) with shorts or pants
- White crew socks (above the ankle) with shorts or pants

#### ***Physical Education***

Students in 6<sup>th</sup>-8<sup>th</sup> grade are expected to wear PE uniforms during PE classes unless otherwise specified. Students out of PE uniform will receive a lowered daily grade. Students will not be allowed to participate without their PE uniform. Students must change back into their full uniform before returning to classrooms.

#### ***Spirit Days***

Spirit Shirts and shoes of your choice may be worn once a month on a day designated by the principal with blue jean pants (no skinny jeans) or appropriate length shorts. Students will pay \$1 to wear jeans and a spirit shirt and \$1 to wear shoes of choice on Spirit Day. All spirit shirts must support the Santa Clara Knights. Please ask the school office if shirt is questionable.

### **23 Emergency Conditions/Inclement Weather**

In case of severe weather conditions, Santa Clara of Assisi Catholic Academy will contact parents using the School Messenger phone system, send e-mails via RenWeb and will post all closings or late arrivals on WFAA Channel 8. Please make sure the school has your correct phone number and listen to the television. If

students will unexpectedly be dismissed early, the school office will contact parents/guardians.

## **24 Fees and Tuition**

A non-refundable registration fee of \$250.00 per child is due at the time of registration. Your child will not be considered for the ensuing school year, unless the registration fee is paid at the time of registration. (see registration)

Payment for the tuition will be accepted **ONLY** through FACTS Tuition Management System in the following manner:

- Full payment prior to the first day of school
- Half payment in June and the balance in January
- Monthly
- Through automatic bank withdrawal or credit card

**A late fee of \$30.00 will be applied to each account that is past due.**

The annual cost of education at the school is determined by the Business Administrator's office, the parish Finance Committee and the pastor, after consulting with the Advisory Council. The tuition of families that enter the school during the school year is pro-rated as determined by the school Business Administrator. Families that withdraw their children during the school year will not be refunded once the monthly payment has been made for the month of the family's departure.

All tuition and outstanding fee accounts must be cleared by May 15<sup>th</sup> of each year. Any student whose family is not in good standing will not be allowed to take final exams and, if they are in 8<sup>th</sup> grade, to participate in graduation activities.

The tuition schedule for the 2018-2019 school year at Santa Clara is as follows:

	<b><u>Parishioner</u></b>	<b><u>Non-Parishioner</u></b>	<b><u>Pre-K</u></b>
1 Student	\$4,580	\$5,260	\$4,735
2 Students	\$8,910	\$10,270	
3 Students	\$13,040	\$15,280	
4 Students	\$17,570	\$20,290	

To be eligible for Parishioner Rate, a family must be registered with Santa Clara Catholic Church, contribute at least \$10 per week to the church (\$520/year) and be approved by the pastor at the time of registration.

The tuition rate for parishioners is for children or legal guardian of a registered family.

The school is supported by the generous tithing of the parish community. Parish families with children in our school are asked to consider their yearly tithe as a member of the parish community. It is important for families to continue to give to the community, according to their means, in order to help with the pastoral services they receive.

The financial responsibility of the school is under the direction and supervision of the pastor, the parish Finance Committee and the Advisory Council. Only the pastor may grant exemptions to the financial responsibility policies of the school. Any family, whether a Parish Tuition Family or Non-Parish Tuition Family, is expected to pay, when due, all tuition obligations and fees. Failure to meet this responsibility may result in the refusal by the principal to re-admit a student for the semester following such failure.

#### **Diocese of Dallas Past Due Payments Policy**

Late payments - If a tuition payment does not clear after the second attempt (15 days after first attempt) from your account, your child will be removed from class and required to go home until past due tuition payment has been paid in full.

Incidental bills - If a bill in FACTS is not paid by 4pm on the due date, the child will be removed from class the following school day and required to go home until the past due bill has been paid in full.

#### **25 Field Trips**

Field Trips are initiated and scheduled by the teachers to serve as learning experiences. Parents are requested to sign a written permission slip allowing the student to leave the school premises and releasing the school, parish, accompanying teachers, and other adults from responsibility, in case of accident. If parents refuse permission or fail to send permission slips on time, the child will remain in school. Parents are requested to fill out a chaperone form if they would like to join the class on the field trip. The teacher will

determine the number of chaperones required for field trips. All permission slips, chaperone forms, and money will be turned into the student's teacher.

All students must ride on the bus to and from a field trip, unless written consent is given to the principal prior to leaving the school on the trip.

**Parents must have a copy of their Driver's License and a background check (Safe Environment clearance) on file in the school office, at the time they sign up, in order to chaperone students during field trips.**

## **26 Financial Assistance Program**

It is the mission of this program to seek out and qualify families with special circumstances to receive financial assistance. Tuition assistance may be awarded by the Diocesan Education Endowment Fund or Santa Clara of Assisi Catholic Academy.

Interested families should contact the school office for a copy of a financial aid application and/or questions. Applications are given out at the time of registration each year. All families requesting financial assistance must have plans to pay all registration fees to insure a spot is reserved for each child, while their application is being reviewed. Registration fees will be subject to the criteria stated in this Handbook. (see Admissions and Registration)

The school's tuition assistance committee will review applications and make recommendations for approval or denial, based on the contents of the application, and availability of funds. All decisions of the Tuition Assistance Committee are final.

## **27 Fire/Tornado/Lockdown Drills**

Santa Clara of Assisi Catholic Academy conducts fire and tornado drills during the course of the school year in compliance with the State of Texas. Evacuation routes and directions are posted in each room. Students shall move to designated areas quickly and in silence.

Fire/Tornado/Lockdown drills are for the purpose of practicing behavior in the event of an emergency.

Fire Drills: When the fire alarm sounds, there is to be immediate silence. Evacuation routes and the directions posted in the classrooms are to be followed. Students proceed silently forming 2 lines along halls and corridors to assigned places outside away from the building. Students return to their rooms in silence. All adults in the building at the time the fire bell rings, must leave the building quickly and quietly. All remain outside the building until the signal is given to return.

Tornado Drills: When the tornado alarm sounds, there is to be immediate silence. Evacuation routes and directions posted in the classrooms are to be followed. Everyone should be away from windows or other glass objects. Students shall move to the designated areas quickly and in silence upon hearing a tornado bell signal. All adults in the building at the time of the tornado bell must move to a safe area quickly and quietly. All remain in the designated area until the signal is given to return.

Lockdown Drills: When the lockdown alarm sounds, there is to be immediate silence. Evacuation routes and directions posted in the classrooms are to be followed. Students shall move to the designated areas quickly and in silence upon hearing a lockdown bell signal. All adults in the building at the time of the lockdown bell must move to a safe area quickly and quietly. All remain in the designated area until the signal is given to return.

## **28 Fundraising Projects**

All school fundraising projects are organized by the Home & School Association and must receive the principal's approval. Each family is required to participate in fundraising events. Families will be responsible to sell a specific amount or buy out, as outlined in the Fundraising Calendar.

In situations where school sponsored fundraiser necessitate the attendance and assistance of the parents, each family is responsible for contributing their time and help to the school, as outlined in the Fundraising Calendar.

All money earned from fundraising activities goes toward the elimination of the school budget deficit.

## **29 Grade Level Advancement**

Students must have a minimum grade of 70% (D) in any core subject and a minimum of 90% attendance (no more than 18 days of a combination of absences and tardies) at the end of the school year in order to be promoted to the next grade. The principal may promote a student with failing grades in no more than 2 subjects, to the next grade level upon successful completion of summer school. Students who fail more than 2 classes must be retained in the current grade.

## **30 Graduation**

Graduation for students who have completed the Eighth Grade will be held within the last week of school immediately following the morning Mass at Santa Clara of Assisi Catholic Church. Certificates are presented to the students and a small reception is held. This is a privilege cancelable for good cause and is not a student right. Any student who does not meet the grade, attendance or behavior requirements will not be allowed to participate in graduation.

## **31 Grievance (Problem-Solving)**

The goal of the school is to make every effort to ensure effective communication among parents, staff and administrators. Should a problem or misunderstanding occur, please refer to the following guidelines and procedures. Hopefully, any problem can be resolved in an open, cooperative and Christian manner.

1. Any problems or concerns should first be voiced to the person closest to the problem. Accordingly, if a student is having difficulty in class, the first person to be contacted should be the child's classroom teacher.
2. If no satisfactory solution is reached, the parent or guardian should schedule an appointment with the principal.
3. If the concern involves a teacher or other school employee and no satisfactory solution is reached after the grievant follows the guidelines in 1-3 above, the grievant may request that the principal set up an appointment for the grievant with the Superintendent of Catholic Schools of the Diocese of Dallas. The opinion of the Superintendent of Catholic Schools is final.
4. Any problems or concerns involving an allegation of sexual harassment should be addressed in the manner described in the "Sexual Harassment and Bullying" Section of this Handbook.

Parents who have suggestions for the improvement of school policies or programs are encouraged to discuss their suggestions with the principal.

### **32 Home and School Association**

The Home and School Association is an organization whose membership consists of parents and teachers who wish to serve the students and the school in various ways. The purpose of this organization shall be to promote the spiritual, educational, and physical welfare of the children of Santa Clara of Assisi Catholic Academy. It is also the aim of the organization to bring into closer relationships the home, school, and church. The Home and School Association reports directly to the principal.

All parents are expected to attend the meetings and support actively the fundraising efforts of this organization. Home and School Meetings will be listed on the monthly calendars sent home from the school office. The Home and School Association handles all school fundraising efforts.

### **33 Homework Assignments**

It is the philosophy of Santa Clara of Assisi Catholic Academy that homework is necessary independent practice, which is a method of reinforcing skills for long-term retention. Homework assignments are an extension of the lessons and materials covered during the day. These assignments will consist of study, research, memorization, reading, drill, etc.

Since some form of homework is given daily, parents should expect their child to do some studying at home every night. The support of parents in this area is very important for the child's learning development. Provision for a quiet place to study, in an area where the child can be observed, and get help is desirable. Teachers will post homework on RenWeb at the beginning of each week.

Homework assignments must be completed on time by all students. Student's homework assignments are recorded daily in their assignment books and will be available on the school website.

Homework is assigned in all grades and must be monitored by the parent/guardian. The teacher shall send all homework assignments via their assignment book or weekly memo.

Late Work Guidelines:

1. The student is given a minimum of one day to make up work for each day that the student is absent. The teacher may give more time, but not less than one day per day of absence.

2. Missed homework

Grades PreK-3<sup>rd</sup>:

One Day Late - Maximum grade of 80

Two Days Late - Maximum grade of 70

Three or More Days Late - Maximum grade of 60

Grades 4<sup>th</sup>-7<sup>th</sup>:

One Day Late - Maximum grade of 50

Two or More Days Late - Zero

8<sup>th</sup> Grade

No late work accepted in preparation for entering high school.

**34 Immediate Feedback**

On time work, will be graded by the teacher within 1 week and recorded in RenWeb. Late work or corrections will be graded by the progress report or report card, whichever occurs first.

**35 In-Service**

In-Service days are those designated to provide additional training for teaching staff. On these days, students will be released early or will remain home the entire day. (see school calendar)

**36 Knights Lab**

Remediation and Special Services

## **Remediation**

Santa Clara Academy provides some remediation services through the Knights Lab. Students with standardized test results falling below the 30% mark in the areas of Reading, Language Arts, English, and Math will be referred by the teacher to the Knights Lab for individualized work in small groups.

Students will review the standard curriculum, as well as participate in diversified instructional activities to help them achieve mastery in areas of deficiency. Parents are encouraged to carefully review homework, help the child with difficult material and, if necessary, seek outside tutoring assistance to further improve skills. Open communication between the teacher and parents helps ensure the child's needs are met.

Santa Clara Academy also works with Dallas ISD and other local school districts to provide Title I Services for those students who qualify.

## **Learning Differences**

The Knights Lab provides additional instruction in Math and Language Arts to those students in grades 4 through 8 who have been diagnosed with a mild learning difference and need a little extra guidance in order to achieve success. Students need to have current testing results and a current diagnosis on file to qualify for the Knights Lab services.

Math and Language Labs work to reinforce instruction based on the curriculum at each grade level. Math Lab strengthens comprehension of new concepts and terminology, concentrating on basic skill building, properties of operations, problem-solving and basic number facts. Language Lab reinforces language and grammar based concepts taught in the classroom, as well as giving students additional practice in phonemic awareness, reading, test taking skills, writing, organization, and reading comprehension. Our Instructional Specialist utilizes the Scottish Rite Take Flight Program to assist students who have a Dyslexia diagnosis. Most importantly, we individualize our instruction and stress areas of need for each student.

Students in PreK through 3rd grade may utilize the Resource Lab services with a referral from a teacher while initial testing is completed or have a documentation learning difference,

behavioral diagnosis or a documented other health impairment (OHI).

### **37 Library**

The school library is an integral force in the educational program. Students are responsible for the books issued to them on a weekly basis. A fine of \$0.25 per day will be charged for each overdue book. Books must be turned in to the librarian during library hours. Every middle school student must have a library card from the public library for additional independent reading and research.

### **38 Liturgy**

Santa Clara students attend Mass once per week (on Friday) and Holy Days of Obligation. Students must wear Mass uniform. Students in grades 2<sup>nd</sup>-8<sup>th</sup> also pray the rosary in church once a week. Mass buddies will be assigned to grades PreK3-K to help assist with Mass parts and understanding.

### **39 Lost and Found**

Any articles or items found should be turned in to the school office. Articles and items with legible names will be released only to the appropriate person. We are not responsible for lost items.

### **40 Media**

Media equipment (television, music, videos, etc.) used for non-educational purposes will not be allowed. Entertainment videos are not appropriate for classroom use.

### **41 Medication**

Any medication to be taken by any student during school time must be sent to the school office and administered by the school secretary, or other designated person.

All medication must have a doctor's prescription on the bottle and a written note from the parent/guardian explaining the time and dosage to be given, and must be turned into the office.

No over-the-counter medication will be given to students. Any student with a temperature of 100-Degrees or above will be sent home. Students are to be kept home when they have a bad cold, sore throat, elevated temperature, eye infection, unusual skin eruptions, swollen glands, nausea, vomiting, head lice, or diarrhea. The principal shall determine when or if students go home.

Santa Clara has a head lice free school policy. Any child exhibiting such symptoms will be sent home.

**A sick child must not be in the classroom. If any indications of a contagious disease are present, the student is sent to the school office.**

All communicable diseases shall be reported to the school immediately.

Texas law requires everyone under 18 to be immunized. No student may attend classes without immunization records. Students that do not have immunization records updated and on file by September will be sent home and will not be allowed to return to school until all records are updated.

State law mandates vision, hearing, and scoliosis testing. In compliance with state law, screenings will be performed on an annual basis, unless the school has documentation from a physician that testing has been performed.

#### **42 No Pass, No Play/Extra-Curricular**

Any student who participates in competitive sports/activities must maintain a passing grade average equivalent to a 70 "D" or above in all core subjects (Religion, Reading, Language Arts, Math, Science, and Social Studies) and an "S" in conduct. The Athletic Director and Coach will check with teachers for student eligibility.

Academic eligibility will be determined every grading period (progress reports and report cards) by the school staff and Athletic Director. Students who do not maintain a passing average will not be allowed to practice or participate in competition for two weeks. At the end of the two weeks, academic eligibility will be reviewed.

Students who earn below a 76%(C), will be required to attend mandatory tutoring one time per week in each subject(s) with a low grade (below 76%).

For serious acts of misconduct, the student will be suspended immediately from extra-curricular activities:

- 2 detentions in one week - Miss the next practice
- In-school Suspension - Miss 1 week of activity (2 practices and game, if game is scheduled during this time)
- Out-of-School Suspension - Minimum of 2 weeks suspension from activity, and mandatory parent conference with principal.

The principal may suspend any student from extra-curricular activity if necessary.

Students not completing homework on time will not be allowed to participate in extra-curricular activities.

All practices and games (Monday-Thursday) must end by 8:30 pm.

### **43 Parent/Student Handbook**

All parents/guardians and students are responsible for reading the materials contained in this Parent/Student Handbook. Student admission at Santa Clara of Assisi Catholic Academy is complete when parent/guardian and students have read this Handbook together and returned a signed copy of the Handbook Covenant.

The Handbook Covenant is located on the last page of this Handbook. Please contact the principal for any questions.

### **44 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.

#### **45 Parties**

Three class parties are allowed per school year. The parties will be determined by the teachers and notification will be sent home to parents. All grades will celebrate the same party days. Room parents will be asked to help organize the class parties. A class party fee will be asked of each family at the beginning of each school year. No other funding will be required towards class parties.

#### **46 Permission to Leave School**

Good attendance and academic achievement have a direct correlation. All students are to remain on the school grounds from 7:45 am until 3:30 pm. However, emergencies sometime require that a student be dismissed from school early.

To obtain permission for special dismissal, a student must present a written request from the parent to the teacher the morning of the early dismissal or a day in advance. All students excused from school should report to the office and should be picked up at the office where the identified parent/guardian must sign them out. **Students picked up early 3 times within a Quarter will receive a fine of \$30. This does not include students going home for being sick or Doctors' Appointments with a note provided the next day.**

Frequent early dismissals interfere with the educational process of the school. Parents are encouraged to schedule appointments after school whenever possible. The principal will approve the dismissal of children who become ill during the school day. The secretary will inform the child's parents of his/her illness. In every case, when a child is to be taken from the building, the teacher will send the child to the office personnel. At no time will the teacher release the child to a parent.

**Teachers, staff and substitutes may not leave school during school hours without notifying the principal in advance.**

#### **47 Progress Reports**

Progress Reports are emailed through RenWeb every Sunday evening. During the 4<sup>th</sup> week of the quarter, any students with a failing grade will receive a paper copy to be signed by a parent or guardian and returned to school within three (3) days.

#### **48 Registration**

Registration begins during the month of November of each year for the following school year. Registration fees are due at this time and are non-refundable. (see "Admissions" and "Fees and Tuition")

Registration is first offered to children who are currently enrolled at Santa Clara of Assisi Catholic Academy and in good standing. During subsequent months, registration is open on a first-come, first-serve basis.

The administration reserves the right to review each application for admission.

Any family wishing to apply for tuition assistance must be registered by March 1<sup>st</sup>.

#### **49 Report Cards**

Report Cards are e-mailed through RenWeb at the end of the first and second semesters for the PreK and K classes, and at the end of every nine weeks for grades 1-8. A Parent Conference is required at the end of the first nine weeks. Report cards must be picked up in the front office following the last quarter. Any family owing a past due balance at the time of report cards and the end of the year will not be allowed to take exams, tests, or have work graded until the past due balance is paid in full. The student will receive a incomplete (INC) on their report cards.

Parents/guardians are encouraged to contact the teacher and make an appointment for a conference. Teachers will be unable to discuss student grades/conduct without an appointment, to protect the confidentiality of the student.

If a student is failing in any subject, or is not achieving satisfactorily, the teacher will notify the parents/guardians via telephone, email, progress report, or report card. Paper copies of the failing report card will be given to the student.

Progress Report and Report Cards must be signed by the parent/guardian and returned to the teacher within three (3) days if there is a failing grade present.

Middle School students are required to take mid-term and final exams. (see school calendar for dates)

## **50 Reporting System**

Middle School grading procedure:

- (First Quarter and Second Quarter grades X 2) + Mid-Term Exam grade divided by 5 = First Semester Grade
- (Third Quarter and Fourth Quarter grades X 2) + Final Exam grade divided by 5 = Second Semester Grade
- First Semester grade + Second Semester grade divided by 2 = Final Year End Grade

### Grades 1-8

A minimum of 15 grades will be taken per subject area each quarter.

Achievement Code

A = 94-100

B = 85-93

C = 76-84

D = 70-75

F = 69 & Below

Modified, Below or Above Level Grades will be identified accordingly.

### PreK-4

- 4- Exemplary: A '4' signifies that the student's work exceeds the standard and expectations, and can be used as an example to show other students how to appropriately complete the task at hand. It not only demonstrates significant understanding of the content, but also demonstrates a careful, thoughtful, analytical, and/or creative completion of the task. All the components necessary to move forward are present.

- 3-Proficient: A '3' signifies that the student's work is adequately meeting the standard and expectations, however there is room to grow. It demonstrates a general, but not necessarily profound, understanding of the topic at hand. The task is completed in a somewhat appropriate and accurate manner, and all or most of the components necessary to move forward are present.
- 2- Developing: A '2' signifies that the student's work is approaching the standard and expectations; however the student is still developing in this area. It demonstrates a vague understanding of the topic at hand. The task is completed in a less than adequate manner and is missing some of the components necessary to move forward.
- 1-Emerging: A '1' signifies that the student's work is below the standard and expectations, and that the student is at the beginning stages of development in this area. It demonstrates little to no understanding of the topic at hand. The task is completed in an inadequate manner and is missing the majority of the components necessary to move forward.
- 0-No Evidence: A '0' signifies that the student's work is non-existent; therefore the student's performance is non-assessable.

Students who take their academic and behavioral responsibilities seriously and achieve superior grades, will be recognized with appropriate honors notes on their permanent record. Students (grades 1-8) who achieve all A's and B's on their quarterly report cards will be placed on the Honor Roll.

Grades for conduct are counted when determining student eligibility for Honor Roll.

#### Honor Roll

"A" Honor Roll: All "A" in academic subjects

"A-B" Honor Roll: "A" or "B" in academic subjects

"B" Honor Roll: All "B" in academic subjects

#### Special Awards

- Certificate of Perfect Attendance given to students who have not been tardy or absent from school during the quarter, semester, and all year.
- Scholar Athlete of the Year - student athletes who participate in 3 or more sports and maintain an 90 or above average in all subjects. Scholar Athlete is selected by the school administration.
- Athlete of the Year - student athlete who participates in 3 or more sports and demonstrates leadership, good conduct and is nominated by all coaches.

### Promotion/Retention

Each student enrolled in the school shall be classified and placed at the point/level on the school program continuum which the student's academic, social, and emotional development indicates the student would be most successful.

To be promoted from Pre-K and Kindergarten, promotion is based on an overall average with a majority of the assessment items being at the "Progressing" category.

To be promoted to the next grade level in grades 1-8, a student shall attain an average of 70 or above for the year in all content areas.

The teacher and principal may impose conditions for promotion to the next grade level such as after-school tutoring and/or off-campus summer school.

A student who earns a failing average in Math or Language Arts for the year is required to attend an approved summer school program or documented private tutoring to remediate the failing grade.

A failing average in more than two major subjects is cause for retention. Continued poor class performance in math and reading and below grade level performance on standardized tests are reasons for retention. Parents will be notified in advance if there is a possibility of retention. The student's progress and ability to succeed within such an environment will be monitored and evaluated.

### Student Records

A cumulative record of each student's attendance and academic history at the school is kept in the school office. All student records are treated as confidential. Only teachers,

administrators and school staff have access to student records. By law, both parents, whether married, separated or divorced, have access to the records of their children. A parent whose parental rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating those rights. Unless required by law, no student records are released to anyone without the prior written permission of a parent. Any forms or student records requested by a diagnostician or other professional will be sent by the school directly to the diagnostician or professional upon receipt of a parent's written permission. In addition, student work is treated as confidential. Anyone who corrects student work must treat the work as confidential

#### 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
- 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.

## **51 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.

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

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

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

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school

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

### **52 Right to Amend**

Santa Clara Catholic Academy reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents through e-mail communication or via the family packet.

### **53 Room Parents**

Teachers need to enlist the help of one or more parents of students to assist as Room Parent. Their duty will be to assist in putting together class parties, field trips, fundraising activities, clean-up days, etc.

Room Parents, as well as all other classroom volunteers, must be trained and meet all Safe Environment requirements. (Criminal Background Check)

### **54 Sacraments**

All students will attend Mass weekly. Students in 2<sup>nd</sup>-8<sup>th</sup> grade will participate in Reconciliation during Advent & Lent.

Second Grade students receive the Sacrament of Reconciliation and the Sacrament of Holy Eucharist.

Eighth Grade students receive the Sacrament of Confirmation.

### **55 School Functions**

Parents, Students, and Teachers must attend all school-sponsored activities in which they are expected to participate. If a

student cannot attend, a note to that effect should be sent to the homeroom teacher as soon as possible.

## **56 School Rules**

In addition to classroom rules, the school will provide rules to be observed by the entire student population.

- **Keep God First**
- **Nurture a Positive Attitude**
- **Identify Your Strengths**
- **Gain Knowledge Daily**
- **Hallways Remain Quiet**
- **Treat Everyone with Respect**
- **See God In All Things**

Rules and consequences will be posted in each homeroom.

Lockers & Personal Belongings - students may use the school lockers to store their textbooks and classroom materials. Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect desks and lockers at any time. In addition, the school reserves the right to inspect the personal possessions of students at any time, including backpacks, gym bags and purses, and may require students to empty their pockets upon request any time without probable or reasonable cause.

Locks may be placed on lockers in grades 6-8, as long as the homeroom teacher has been given the combination. Lockers must be properly fastened on the lockers at all times. Students should not give out their locker combinations to other students. Students in lower grades may not place locks on their lockers.

Students must keep their own locker clean and orderly. Students will only be allowed into their lockers at designated times.

## **57 Service Projects**

Santa Clara of Assisi Catholic Academy participates in service projects throughout the school year. The entire school

community is required to take part in at least two service projects.

Families are required to complete 25 hours of community service to the school or make a \$250 contribution to the school.

## **58 Sexual Harassment and Bullying**

### **SEXUAL HARASSMENT**

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

A student that believes that he/she has been subjected to sexual harassment must bring the matter to the attention of the principal. If the principal is the subject of the complaint, the student must bring the matter to the attention of the pastor. The student must put the complaint in writing, including the date and the circumstances of the harassment. Students may receive assistance from their parents in writing their complaint. Notice of the alleged harassment is not official unless it is put in writing and delivered to the appropriate party for investigation.

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

## **ANTI-BULLYING POLICY**

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

We define bullying as an act which:

1. Persistently hurts another individual either
  - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
  - b. Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.
  - c. Indirectly (such as intimidating, excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments including notes and unflattering pictures, intentionally damaging another student's property), etc.
  - d. Through use of technology (such as cyber bullying - using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense
4. Is unprovoked

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

Bullying can take many forms including: isolation, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. Bully is an intentional act and it will be treated as such. No one forces a person to be a bully.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment,

intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

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

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

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

school suspension, expulsion, community service, and referral to law enforcement.

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

1. Teachers of Santa Clara Catholic Academy students are expected to:
  - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and way to report bullying.
  - b. Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.
  - c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.
  - d. Have a designated area and method for students to report bullying and to leave messages discretely and anonymously for the teacher's attention.
  - e. Teachers will take every incident reported by the students. Student reports will not be dismissed as tattling. Every incident will be taken seriously. The teacher will determine if the report is unfounded or if further action should be taken.
2. Parents of Santa Clara Catholic Academy students are expected to:
  - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in grievance procedures of the school handbook.
  - b. Understand and support the school's anti-bullying policy and actively encourage their child to avoid bully behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.
3. Students of Santa Clara Catholic Academy should:
  - a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
  - b. Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
  - c. Treat others with the respect and dignity that is expected of any Catholic school student.

- d. Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending Santa Clara Catholic Academy.

## **59 Sports**

Santa Clara of Assisi Catholic Academy participates in the Dallas Parochial League, an organization of the Catholic Schools in the Diocese of Dallas, which fosters and promotes athletic programs. Athletics include basketball, soccer, volleyball, softball, baseball, football, and track at the grade levels determined by the Athletic Director, the principal and the pastor. This athletic program is a privilege and not a right. The school reserves the right to determine if one or more of these sports will not be offered as part of our Athletic Program.

All volunteers must be trained and meet the Safe Environment guidelines.

Athletic fees are due at the time of registration and are non-refundable. The school must pay fees to the DPL and if a student decides to quit a team, the fees must still be paid.

## **Medical Requirements**

Santa Clara of Assisi Catholic Academy will require a physical report for anyone participating in athletics and updated immunization records for all students. Any student wishing to participate in athletics or other activity that demands physical exertion must obtain and provide the school with a "Physician and Parent Certificate" which constitutes a complete physical examination prior to participation each year.

## **60 Student 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.

## **61 Supervision**

Students are not to be left unsupervised anywhere (classroom, grounds, church, field trips, etc.) at any time. Teachers are responsible by law for the student's safety and welfare.

## **62 Telephone Calls/Cell Phones**

Telephone calls may be made to the school office between the hours of 7:45 am and 4:00 pm Monday through Friday. The office is not open on Saturday, Sunday, or holidays.

All calls made to the school after hours may be left at the faculty members voice mail extension.

Students will not be called to the office for a phone call. Messages will be delivered to students at an appropriate time.

Students are not allowed to have cell phones or other electronic devices such as Gameboys, iPods, CD players, etc.

Cell Phones- students in 5-8 grades may bring cell phones to school, but students must adhere to the following guidelines:

- Cell phones must be turned off from 7:30 a.m. until after 4 p.m.
- Cell phones are not to be used during Extended Day or any extra-curricular activities unless the student has been given permission by the sponsor or a teacher to do so.

Violations of the cell phone policy will result in loss of the phone privilege for the year and a \$25 fine to retrieve the phone. The phone may only be retrieved by a parent or guardian. Improper use of a camera phone, including the posting of pictures or videos taken at Santa Clara Academy functions on Internet websites, will lead to serious consequences, including but not limited to suspension (See p. ii of this handbook).

**All electronic devices will be confiscated from students if they are seen by a staff member. A \$25.00 fee will be assessed before the device can be recovered.**

### **63 Testing Program**

Achievement tests, Iowa Test of Basic Skills, are given annually to students in Kindergarten through 8<sup>th</sup> grade. Results of these tests will be shared with parents/guardians.

EasyCBM is administrator at the beginning, middle and end of the year to monitor student progress in Reading and Math.

High School Entrance Tests are administered to 8<sup>th</sup> grade students by the high schools. Parents should contact the High School directly for times and dates.

### **64 Traffic Procedures**

In order to minimize the traffic problem in the morning and afternoon, traffic procedures will be established at the beginning of the school year. Your cooperation is required. All families must use their carpool tag at all times. Please refrain from using your cell phone in the car line to help ensure our student's safety.

Carpool tags- each family will receive 2 official tags at the beginning of the school year. Additional tags can be purchased for \$1 in the Front Office. Please allow 24 hours before

receiving your Carpool Tag. If a vehicle does not have an Official Carpool Tag, they must park in the parking lot and present a valid I.D. to the front office. In order to pick up students, you must be on the list approved by parents during the first week of school. A temporary Tag will need to be purchased for that day, and we require that the vehicle get in line and pick up the students through the Carpool Line. No student will be called to a car without an official Carpool Tag.

### **65 Transfer**

A student who transfers from Santa Clara of Assisi Catholic Academy may request copies of his/her records to be sent to the receiving school. A \$10 charge per occurrence, as determined by the principal, may be assessed for transferring records.

### **66 Withdrawal**

When students withdraw from Santa Clara of Assisi Catholic Academy, teachers must check all books and make sure they are returned in appropriate condition. Grades must be sent to the office.

**COMPUTER AND INTERNET USE AND STUDENT PHOTOS ON THE WEB**

**DENIAL FORM**

If you **DO NOT** want your son or daughter to have Network access, please return this form to: Santa Clara Academy, 321 Calumet Ave., Dallas, TX 75211(**Print clearly**).

Name of Student \_\_\_\_\_ Grade: \_\_\_\_\_

Homerroom \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Phone # \_\_\_\_\_ Date \_\_\_\_\_

- As the parent or legal guardian of the student named above, I do not grant permission for my son or daughter to access the school network services including Internet services provided by Santa Clara Academy.
  
- As a parent or legal guardian or the student named above, I do not grant permission for my son or daughter's photo to appear on the Santa Clara Academy website or publications.
  
- As the parent or legal guardian of the student named above, I do not grant permission for my son or daughter to Web 2.0 tools provided by Santa Clara Academy.

Parent (Guardian) Signature: \_\_\_\_\_

\*\*You will be sent confirmation of receipt of this form. Please e-mail us if you do not receive confirmation within two weeks.

## Acknowledgement and agreement

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

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

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

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

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

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

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

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

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

<b>Parent(s) initials:</b>	Yes:	No:
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**Transportation to/from Athletics: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student’s use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

<b>Parent(s) initials:</b>	Yes:	No:
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**Extra-curricular Activities: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student’s participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

<b>Parent(s) initials:</b>	Yes:	No:
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**Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student’s use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

<b>Parent(s) initials:</b>	Yes:	No:
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**Video/Image Release: Subject to the Release and Consideration and Indemnification terms below**, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

<b>Parent(s) initials:</b>	Yes:	No:
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<b>Student: <i>If age 18 or over, initial appropriate box to the right:</i></b>	Yes:	No:
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**Release and Indemnification:** For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnitee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.