



## SCHOOL AND FAMILY HANDBOOK

2020-2021

### BISHOP DUNNE CATHOLIC COMMUNITY

#### MISSION AND OBJECTIVES

## MISSION

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

#### **Cornerstone Philosophy**

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

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

#### **Explore:**

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

#### **Inquire:**

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

#### **Lead:**

Bishop Dunne is dedicated to building relational and team leadership through active involvement in the students' school, local, and global community, encouraging fellowship, social justice advocacy, and community service. Students are taught to be involved citizen leaders who work with integrity and perseverance; treat people with compassion, justice, and respect; and demonstrate leadership and initiative by taking responsibility for one's own actions in a courageous and honorable manner.

#### **Serve:**

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

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## GENERAL ADMINISTRATIVE ORGANIZATION

### BISHOP

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

### SUPERINTENDENT OF CATHOLIC SCHOOLS

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

### BISHOP DUNNE BOARD OF DIRECTORS

Bishop Dunne Catholic School is a corporation owned by the Bishop. The board of directors is composed of a group of volunteers. They are a board of limited jurisdiction and report to the Bishop. They select new members, who must be approved by the Bishop. Through the work of committees, they provide guidance and oversight to Bishop Dunne Catholic School. The Chair of the Board for 2020-21 is Mrs. Shannon Cerise.

### THE PRESIDENT

The president is the chief executive officer of Bishop Dunne Catholic School and, as such, has the general charge and control of its personnel and budget; of its educational and development programs; of its business affairs; and of its facilities. The president provides leadership of the school in order to achieve the fullest attainment of the mission statement. Mrs. Mary Beth Marchiony is President of Bishop Dunne Catholic School.

### 2020-2021 Learning

In the fall of the 2020-2021 school year, we will begin the year with all students learning remotely. School will begin on August 17, 2020. We anticipate bringing students to campus starting September 8, 2020. That date is subject to change, and parents will be notified if a change is necessary. In August 2020, families were given the option of choosing remote learning (synchronous) or on campus learning. Families will be sent another survey at the end of the first quarter. If the health situation warrants, Bishop Dunne may return to full on-campus learning, where all students return to learning on campus, at some point during the school year. We may also go to all remote learning, if necessary. Families choosing on campus learning will sign a waiver written by the Diocese of Dallas.

In the world of remote learning, we have many of the same expectations for student behavior as we do in the classroom. All students should be respectful of their classmates and their teachers. Each classroom will establish its own norms, but some expectations will be consistent throughout all classes. We expect all students to have reliable internet and computers that have a working camera and audio. They will need them every day for classwork, assignments, homework, and assessments. Assignments will be posted on Plus Portals, as will grades. Students and teachers will interact during class through Microsoft Teams. At the beginning of the 2020-21 school year, all students will learn remotely and will sign the following eLearning agreement.

As I begin eLearning I agree to the following:

- I will be engaged in the class.
- I will arrive on time, ready to learn. (Students should not begin the day still eating breakfast.)
- I will be sitting at a desk or other table, ready to participate, where there will be minimal distractions.
- I will not attend class sitting in bed.
- I will be dressed appropriately for class. (No PJs.)
- I will come to class prepared with the required work and materials.

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- I will log in to Teams at the beginning of each class block.
- I will be present for at least 90% of my class in order to earn credit for the course.
- I will not use additional devices, outside of the one I use for Teams unless instructed to do so by my teacher.
- I will not go to sites other than Teams, or one required by my teacher, during class.
- I will not be listening to music during class.
- I will TURN ON my camera at the beginning of class and leave it on throughout the class.
- I will enter class meetings with my microphone on mute and unmute to participate actively in class discussion.
- I will be prepared to respond in the Teams chat feature when asked by my teacher.
- I will stay on task throughout class.
- I will participate in class in a positive manner, using clear and respectful language. There will be no yelling or disrespecting the comments of others.
- I will be responsible for checking email, Plus Portals and Teams for assignments and messages.
- I will communicate with teachers through school-assigned e-mail or Teams.
- I will use professional and formal language in my communication.
- I will submit assignments by the due date in the way the teacher requires. (Work submitted after the due date will be penalized in the manner deemed appropriate by the teacher and/or department. Students need to make sure they know how each assignment should be submitted.)
- I will have back-up plan in case I am unable to access the Internet in my regular place of study.
- I will participate in online tutoring as needed or required.
- I will participate in Monday tutorials.
- I will have a plan for testing situations to ensure uninterrupted time to complete the test or assignment.
- I will not plagiarize the work of others and claim it as my own. (Collaborative work is allowed only if the teacher has assigned it as such.)
- I will let my teacher know immediately if I have difficulties completing an assignment because of a technical problem.
- I understand it is my responsibility to make sure my technology is working properly.
- I understand it is my responsibility to follow the usual Bishop Dunne procedures to report an absence if I am sick.
- I understand it is my responsibility to make up work according to the policy in the Bishop Dunne handbook if I miss school due to an illness.

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## DAILY LEARNING SCHEDULES

MONDAY MEETINGS ONLINE	
9:30 – 10:00	Advisory*
10:00 – 12:00	Faculty Office Hours and Tutorials
12:00 – 1:00	Lunch Break
1:00 – 2:30	Faculty Office Hours and Tutorials
2:30 – 3:30	Faculty Meetings

\*Daily attendance taken during Advisory

REGULAR SCHEDULE (TUESDAY - FRIDAY)		
	RED DAY (Tues/Thurs)	BLUE DAY (Wed/Fri)
7:00 - 8:20	<b>0 Hour</b>	<b>0 Hour</b>
8:30 - 9:55	<b>A Block</b>	<b>E Block</b>
10:05 - 11:25	<b>B Block*</b>	<b>F Block*</b>
11:35 – 1:25	<b>C Block</b>	<b>G Block</b>
(11:35 - 12:00)	1 <sup>st</sup> Lunch	1 <sup>st</sup> Lunch
(12:15 - 12:40)	2 <sup>nd</sup> Lunch	2 <sup>nd</sup> Lunch
(1:00 - 1:25)	3 <sup>rd</sup> Lunch	3 <sup>rd</sup> Lunch
1:35 – 1:55	<b>Advisory</b>	<b>Advisory</b>
2:05 - 3:30	<b>D Block</b>	<b>H Block</b>

\*6<sup>th</sup> grade lunch 11:00 a.m.

MASS SCHEDULE - WEDNESDAY	
	BLUE DAY
7:00 - 8:20	<b>0 Hour</b>
8:30 - 9:50	<b>E Block</b>
10:00 - 11:25	<b>F Block*</b>
11:35 – 1:25	<b>G Block</b>
(11:35 - 12:00)	1 <sup>st</sup> Lunch
(12:15 - 12:40)	2 <sup>nd</sup> Lunch
(1:00 - 1:25)	3 <sup>rd</sup> Lunch
1:35 – 2:05	<b>Mass**</b>
2:05 - 3:30	<b>H Block</b>

\*6<sup>th</sup> grade lunch 11:00 a.m.

\*\*Students will attend Mass in H Block

HALF DAY SCHEDULE		
	RED DAY	BLUE DAY
8:30 - 9:20	<b>A Block</b>	<b>E Block</b>
9:30 - 10:20	<b>B Block</b>	<b>F Block</b>
10:30 - 11:30	<b>C Block w/ Break</b>	<b>G Block w/ Break</b>
11:40 - 12:30	<b>D Block</b>	<b>H Block</b>

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EVACUATION PROCEDURES

Fire Signals:

Fire.....Fire alarm rings continuously

Return.....Fire alarm rings once

Obstruction Signals:

Raise one hand for the line to stop.

Raise both hands for the line to reverse.

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

Table with 2 columns: Area and Responsible Person. Rows include Auditorium (Stephen Guerrero), Band hall/cafeteria (Walter Johnson), P.E. Teachers, Girls' locker room (Rebecca Sivinski), Gym (Rebecca Sivinski), Library (Melanie Gibson), 100 hall (Michael Alfery/Erica Culton), 100 hall boys' bathroom (Michael Kistner), 100 hall girls' bathroom (Aurora Owens), 200 hall, faculty lounge, workroom (Kathryn Perry), 300 hall (Adrian Brewster), 400 Mandy Osborne, and 400 hall girls' bathroom (Leslie Folz).

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<b>St. Mary's Hall 1<sup>st</sup> Floor</b>	Mary Gracheck– Exit back of St. Mary to east side
<b>2<sup>nd</sup> Floor</b>	Mark Lawrence – <b>Exit back of St. Mary to the east side</b>
<b>Administrative area</b>	Mary Beth Marchiony– Check offices and exit west side (front lot)
<b>ECC</b>	Nurse Evans– Exit with ECC
<b>Boys' locker room</b>	Rodney Butler Check locker room
<b>Field house</b>	Tye Burch-Bowser Check field house and exit north lot.
<b>South lot</b>	Rodney Butler check Red/Green status of all classes. Report to Mr. Guerrero via radio.
<b>ECC/St. Mary</b>	Mark Lawrence check Red/Green status. Report to Mr. Guerrero via radio.
<b>East</b>	Rebecca Sivinski check Red/Green status. Report to Mr. Guerrero via radio.
<b>North side</b>	Erica Culton/Michael Alfes check Red/Green status. Report to Mr. Guerrero via radio.
<b>West side</b>	Brian Muth check Red/Green status. Report to Mr. Guerrero via radio.
<b>Rooms 101, 103, 105:</b>	Leave room, turn right, use right side of front corridor. Exit through north front entrance. Keep to the right side of sidewalk, turn right, and walk to end of north parking lot.
<b>Rooms 102, 104, 106:</b>	Leave room, turn left, use left side of front corridor. Exit through north front entrance. Keep to the left side of sidewalk, turn right, and walk to end of north parking lot.
<b>Rooms 107, 109, 111:</b>	Leave room, turn left. Exit down the ramp and turn left through the gym lobby. Keep to left of sidewalk and walk to end of north parking lot.
<b>Rooms 108, 110, 112:</b>	Leave room, turn right. Exit down the ramp and turn left through the gym lobby. Keep to right of sidewalk and walk to end of north parking lot.
<b>Room 114:</b>	Leave room through side door to outside. Proceed down the sidewalk toward the stadium. Continue into stadium if necessary.
<b>Room 116:</b>	Leave room through ramp door and turn right down the ramp. At the end of the ramp, turn right and exit the building through the side doors. Turn left down the sidewalk and proceed toward the stadium. Continue into the stadium if necessary.
<b>Room 205:</b>	Leave room, turn right and exit front entrance. Keep to left side of walk and go to the end of the north parking lot.
<b>Rooms 209, 211:</b>	Leave room, turn left. Proceed down the ramp toward the cafeteria. Exit left through the senior lounge doors and down the sidewalk toward the stadium. If necessary, proceed into the stadium.
<b>Rooms 304, 306:</b>	Leave room, turn left to front south exit. Keep right to sidewalk and turn left and move to end of south parking lot.
<b>Room 308:</b>	Leave room and turn right, turning right again at the back hallway. Use back south exit to sidewalk, turn right at St. Mary's Hall sidewalk, and walk to end of south parking lot.
<b>Room 310:</b>	Leave room by rear door. Use back south exit to sidewalk, turn right at St. Mary's Hall sidewalk, and walk to end of south parking lot.
<b>Rooms 407, 409, 411:</b>	Leave room, turn right, and keep right through corridor. Use front south exit to sidewalk, turn left and walk to end of south parking lot.
<b>Rooms 413, 415, 417:</b>	Leave room, turn left, and keep to left through corridor. Use back south exit to sidewalk, turn right at St. Mary's Hall sidewalk, and walk to end of south parking lot.

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

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

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

**Administration:** Use front exits and accompany students and teachers to either the north (if using the principal's office exit) or south (if using the admission office exit) parking lots.

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

**Kitchen:** Exit the loading dock door and proceed to the stadium.

**Band hall, cafeteria and student lounge:** Use doors facing gym (north exit). Walk toward stadium between student lounge and gym.

**Strings room:** Use doors facing gym (north exit). Walk toward stadium between student lounge and gym.

**Chapel:** Exit through rear door, turn left in rear corridor. Turn right down the ramp toward the cafeteria. Exit the lounge doors by the arbor and proceed to the outside. Turn right down the sidewalk and proceed toward the stadium.

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

**Boys' and girls' locker rooms and weight room:** Exit to the east end of the locker rooms and proceed toward the football stadium.

**Multipurpose room:** Exit through the east stadium door, turn right and proceed to stadium.

**Field house weight room:** Exit through the east stadium door, turn right and proceed to stadium.

**Field house locker rooms/bathrooms:** Exit through the east stadium door, turn right and proceed to stadium.

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

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

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

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

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

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

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

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

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

## SEVERE WEATHER DRILL

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

The School will use the normal public address system to alert students, faculty and staff about the possibility of severe weather and will review the action that will be taken in the event a severe weather warning is signaled for the area near the School. In

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In addition, a special alarm will be sounded over the intercom system to warn the students, faculty and staff to move to the assigned shelter areas. In the event there is no electricity, air horns will be used. Faculty should bring class lists with them.

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

- Persons in the 100 hall will gather around rooms 105, 107, and 109.
- Persons in room 114 and 116 are to proceed downstairs to the boys' locker room.
- Persons in the 200 hall will gather around room 209.
- Persons in the 300 hall will gather around rooms 306 and 308.
- Persons in the 400 hall will gather around rooms 411 and 413.
- Persons in the library will gather in the 300 hall.
- Persons in room 503 will gather in the 300 hall.
- Persons in the cafeteria or band hall will gather in the 200 hall.
- Persons in St. Mary's Hall will move to the downstairs interior hallway.
- Persons in the gym or on the track will move into the boys' locker room.
- Persons in the field house will gather in the locker rooms.
- Persons in the administration suite will move into the interior offices and foyer.
- DO NOT GATHER IN ANY HIGH CEILING AREAS.

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

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

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

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

In the event of a severe weather drill, unassigned teachers should report to their classroom hallways. The following areas of responsibility have been assigned: Mary Gracheck and Mark Lawrence - St. Mary's Hall; Kathryn Perry - administration area; Michael Kistner - 100 hallway; Stephen Guerrero - 200 hallway; Mary Beth Marchiony - 300 hallway; Walter Johnson - 400 hallway; Rodney Butler – Becky Sivinski – gym and locker room areas; Tye Burch-Bowser - field house; Mr. Guerrero and Mrs. Voigt will walk through the entire facility.

## **GENERAL POLICIES**

### **ATHLETIC PHYSICALS:**

Physicals and medical history are required annually for any student who participates in band, drill team, cheerleading, and/or sports. Students will not be allowed to participate until an annual physical is on file. All students participating in extracurricular activities at Bishop Dunne are advised to have an ECG in addition to the annual physical. Parents are free to take their child to the physician of their choice for physicals. TAPPS requires all athletes to have an account on Rank One Sports. Athletic physicals and medical history are to be uploaded by the parent or guardian to Rank One Sports, [www.rankonesport.com](http://www.rankonesport.com). The athletic physical form can be found at [www.rankonesport.com](http://www.rankonesport.com) under Online Forms.

### **CHRONIC REPORTABLE DISEASES**

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

### COMMUNICABLE DISEASES

If a student is ill and has a temperature of 100° or higher, that student must stay at home until his or her temperature has been normal for 72 hours. Students with a suspected or diagnosed communicable disease will be separated from contact with other students and sent home immediately. They will be allowed to attend school with the approval of the attending physician and the school nurse. Bishop Dunne reserves the right to take all steps Bishop Dunne deems appropriate, up to and including exclusion of a student from contact with other students, to protect students from exposure to a known or suspected communicable disease.

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

### POSITIVE CASES AND TEACHERS, STAFF, OR STUDENTS SHOWING COVID-19 SYMPTOMS

If a positive case of COVID-19 is identified, whether the teacher, staff, or student, we will identify any individuals who had regular or close contact with the affected participant. This will include the entire class (students, teachers, and staff) and potentially other teachers and staff (if multiple teachers work regularly with the student or staff member). If those teachers or the students interacted with other students or staff on a regular basis or came in close contact with them, those students and staff should be considered potentially exposed as well. Anyone who is considered to have regular or close contact with someone who may have been exposed to COVID-19 must stay at home for two weeks. In some cases, this may necessitate closing only a single grade. In other cases, it may require closing multiple grades, or even the entire school, for two weeks.

We will notify the school community of a positive case of COVID-19. The school must also notify its local health department.

Any teacher, staff member, or student who experiences any of the symptoms of COVID-19 (listed below) should self-isolate until the below conditions have been met.

In the case of an individual who was diagnosed with COVID-19, the individual may return to campus when **all three** of the following criteria are met: at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 14 days have passed since symptoms first appeared.

Any student, teacher, or staff member living with someone who experiences any of the symptoms of COVID-19, whether they have a positive COVID-19 test or not, should self-isolate for two weeks. If they do not experience any COVID-19 symptoms during that period, they can return to school. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

#### COVID-19 Symptoms

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Shortness of breath or difficulty breathing
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Known close contact with a person who is lab-confirmed to have COVID-19

If a positive case of COVID-19 is identified, whether the teacher, staff, or student, we will identify any individuals who had regular or close contact with the affected participant. This will include the entire class (students, teachers, and staff) and

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potentially other teachers and staff (if multiple teachers work regularly with the student or staff member). If those teachers or the students interacted with other students or staff on a regular basis or came in close contact with them, those students and staff should be considered potentially exposed as well. Anyone who is considered to have regular or close contact with someone who may have been exposed to COVID-19 must stay at home for two weeks. In some cases, this may necessitate closing only a single grade. In other cases, it may require closing multiple grades, or even the entire school, for two weeks.

We will notify the school community of a positive case of COVID-19. The school must also notify its local health department.

Any teacher, staff member, or student who experiences any of the symptoms of COVID-19 (listed below) should self-isolate until the below conditions have been met.

In the case of an individual who was diagnosed with COVID-19, the individual may return to campus when **all three** of the following criteria are met: at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 14 days have passed since symptoms first appeared.

Any student, teacher, or staff member living with someone who experiences any of the symptoms of COVID-19, whether they have a positive COVID-19 test or not, should self-isolate for two weeks. If they do not experience any COVID-19 symptoms during that period, they can return to school. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

#### DRUG SCREENING

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

#### EMERGENCIES

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

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

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

#### FIELD TRIPS - AFFILIATED

During the 2020-21 school year, there will be no field trips.

At various times in the future the school may sanction field trips by classes or school organizations. Students may not participate on any such field trip without prior written parental permission via Operoo (formerly CareMonkey) and written authorization of each teacher whose class the student will miss. School trips are not to be organized by students. It is understood and accepted that a field trip may expose a child to an accident and that no student may participate in any field trip sanctioned by the school without the execution of an appropriate release provided by the school by 1) the student, if he or she

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is 18 years of age or older, or 2) the student's parent, guardian, or court-appointed conservator with the authority to execute such documents.

#### CLINIC VISITS DURING THE 2020-21 SCHOOL YEAR:

- Students with symptoms of illness will be sent to the Nurse in St. Mary's.
- Parents will be called and will need to pick up the student in St. Mary's within the hour.
- Any time a student or staff member has a fever (for any reason), they will remain at home until they are fever-free, without the use of fever-reducing medications, for 72 hours.

Only **essential** visits to the clinic will be permitted. Essential is defined as one of the following:

- Any true emergency
- Uncontrolled or severe bleeding
- Trauma: head, eye, ear, bone
- Breathing difficulties
- Allergic reaction
- Insect stings
- Suspicious rash
- Altered level of consciousness
- Fever
- Severe Pain
- True migraine
- Diabetic emergencies
- Vomiting/diarrhea
- Fainting

The Following conditions should **not** result in a visit to the clinic:

- Small cuts, abrasions (band aids will be given to teachers)
- Mild nosebleed
- Cough drops
- Bruises – uncomplicated
- Lost teeth – without bleeding
- Hangnails
- Headaches
- Anxiety - if not affecting breathing or overall health
- Contact lens issues
- Chapped lips
- Blister/minor sunburn
- Mild itching
- Cramps
- Stomach aches
- Localized bug bite
- Mild nausea

Clinic Isolation Room Procedures: Isolate symptomatic individuals

- Anyone who presents with suspect or infectious symptoms, fever, vomiting or persistent dry cough
- Provide new and/or reinforce existing mask
- If 2 or more students need isolation, they will be placed as far apart as possible
- There will be a separate area for non-infectious student needing to go home
- The room will be cleaned and disinfected after the individual leaves

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## MEDICATION

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

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

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

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

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

## IMMUNIZATIONS

Texas law requires students in Texas schools to be immunized against certain vaccine preventable diseases. Please be aware that students without the required immunizations will not be allowed to attend school. Please contact Nurse Evans [nurse@bdcs.org](mailto:nurse@bdcs.org) for any further details or questions.

## ABSENCES AND TARDINESS

The State of Texas provides by law for compulsory school attendance by all children from the age of six until their eighteenth birthday unless subject to a stated exemption. Each school will be in session according to the number of days required by Texas Catholic Conference of Bishops Education Department Standards. The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep and maintain an accurate record of daily attendance for each student. Since absences and tardiness cause a student to miss classroom instruction and interrupt students and teachers in class, regular and punctual attendance to class is essential. The process of education cannot take place when a student is frequently absent from the educational setting. Teachers maintain a daily record of attendance indicating absences and tardiness in each class.

## ABSENCES AND EXTRA-CURRICULAR ACTIVITIES

Students must be in attendance a minimum of two full academic periods in the school day (either on campus or remotely) in order to participate in a school-sponsored event (dances, athletics, meetings) occurring on the same day. To be eligible to participate in an event occurring on the weekend, the student must be present on the preceding Friday.

## MEDICAL ABSENCES

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

Students who are absent because of illness or injury and require medical attention must submit a doctor's certificate to the student development office. An extended medical leave must be approved by Bishop Dunne's dean of students, school nurse,

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and advising medical personnel, with consistent communication between attending physician and Bishop Dunne administration. Athletes may not play sports after illness or an injury unless there is written permission from a doctor and from the parent clearing the student to resume participation.

Medical appointments should not be scheduled during school hours. If an appointment must be scheduled during school hours, the student is required to bring a note from parents to the student development office prior to first period on the day of the appointment. This permission must be in writing; it is not acceptable to give acknowledgement over the phone. The student must also report to the front office before leaving school. A parent or other authorized person whose name appears on the Emergency Information Form as an emergency contact must report to the receptionist to sign out students who do not drive themselves to school.

### **EXCUSED ABSENCES**

In addition to medical absence, students may be absent due to illness, accident, quarantine, or attendance at the funeral services of a member of the student's family. In such cases of short-term absence, the school staff should assist the student to make up the schoolwork missed according to the school's local policy.

Reporting late arrival and/or absence is now done online. Please report either event by 9:00 a.m. each day of your child's exception event. Each child must be reported independently. Details of the event are noted in the reporting system as well.

The online reporting system is found at Operoo (formerly CareMonkey) in the Form Library. New families will receive an email invitation to make an account soon. This is also the same system that we will use for field trip permission forms and to keep track of emergency contact and medical information.

### **ABSENCES FOR OTHER REASONS**

When parents wish to take their child out of school for several days for personal reasons, the assistant principal should discuss the student's progress with the parents and advise them of the effect such an absence would have on the student's schoolwork. The assistant principal is advised to keep on file a record of the recommendation made to the parents at the time the request was submitted. The final decision, however, is the responsibility of the parents. The school is not under obligation to provide tutoring, make-up work, or special testing schedules for this period of absence. The assistant principal has final and absolute discretion to determine the conditions and terms governing such absences.

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

Parents must, by written message to the dean of students, request permission for absences for unusual circumstances (weddings, graduations, etc.).

Bishop Dunne is a closed campus. Students may not leave the campus during school hours without adult supervision or parent notification. Students may not leave campus for fast food service and come back during school hours. Students who violate this guideline are subject to suspension. For their safety, students should not buy snacks from street vendors. Snacks may be purchased from vending machines after school.

### **STUDENT ATTENDANCE**

Classes include both remote and in person classes. During remote learning, students will follow a regular daily schedule and must follow the same requirements for attendance as when they are on campus. Each student will attend classes, either on line or in person, for a minimum of 90% of the attendance days of a given school year in order to be promoted to the following grade level. A student who does not attend 90% of the attendance days of a given school year may be required to repeat the grade at another school or may not receive credit. The president will make the final decision.

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

When a student has three unexcused absences for any class, a member of the Bishop Dunne administration will speak with the student to discuss the issue and set a plan to improve attendance. This plan will be communicated with the student's parents.

If the student has six unexcused absences for any class, a member of the Bishop Dunne administration will call a meeting with the student and his/her parents to discuss a plan to improve attendance. The meeting will include a behavior contract in which the student agrees to stop missing class and to make up time missed for unexcused absences. Failure to follow the agreement could lead to more serious disciplinary action including required make up time in affected class or service, loss of free periods (juniors and seniors), and loss of credit. A student will not pass a class in which they have more than six unexcused absences.

### EXTENDING VACATIONS DURING BREAKS

Parents and students especially need to understand that any choice to extend vacation times, whether at the start of school, in October, Thanksgiving, Christmas or Spring Break, will bring about serious issues regarding attendance. Students and parents who choose to extend vacation periods could be jeopardizing the student's grade because of absenteeism and should seriously consider those choices ahead of time. Bishop Dunne Catholic School will not accept responsibility for providing special assignments and examinations for students not in attendance because of family vacations.

### APPOINTMENTS/LEAVING CAMPUS

If students leave campus during the day, they will need to be screened when they return at the front desk. Students should avoid scheduling appointments during school hours, including Mass times. When such an appointment is made, the Student Development office must be notified by phone or note **prior** to the student's appointment. For physician's appointments a student must bring a physician's note upon returning to school.

- The student should present the note to the teacher, if the appointment time is during class.

### ACCUMULATED ABSENCES

A student will be sent a letter after three absences in a class per semester (excused or unexcused) requesting a written explanation of absences and plan for improvement. After ten absences in a class (excused or unexcused), a student will only be eligible to receive a Pass/Fail grade in the course. After twenty absences in a single class, a student will be withdrawn from the course and receive a failing grade. Special consideration will be given to medical-related absences; as always, all attendance scenarios will be reviewed on a case-by-case basis.

### MAKE-UP WORK DUE TO ABSENTEEISM

This policy must be followed whether students are learning remotely or on campus. Students who have been absent are responsible for meeting with their teachers immediately after absences to make up their work. Students have one day for each day absent (excused absence) to complete any missed class work, with the exception of tests and major assignments. Tests must be scheduled with the teacher the day students return. Major assignments must be submitted on the original due date regardless of excused/unexcused absence, unless there is written evidence of a medical or personal emergency. Students are responsible to obtain class notes and any review materials when they are absent.

### MAKE-UP EXAMS

Missing tests or quizzes should be scheduled on the day the student returns to school. Students missing days prior to a test or quiz are responsible for meeting with the teacher and getting notes and will take the test/quiz on scheduled day. If a student is observed missing test days on a frequent basis a conference will be required.

### UNEXCUSED TARDIES/ABSENCES

- Students are expected to arrive to class on time, whether they are learning remotely or on campus.

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All students who arrive after the first fifteen minutes to school must report to the front desk for screening and sign in prior to being admitted to class. The Dean of Students will determine whether the tardy will be excused.

- All students who are tardy for other classes after the first fifteen minutes during the day will report to the Student Development office and may receive Saturday School and fined \$25.00.
- Students who are late fifteen minutes or more for a class will be given an unexcused absence.
- When dropping a student off in the morning a parent may excuse up to 6 tardies per semester for car trouble, traffic, weather, etc. Once a student has 7 tardies, a mandatory meeting with the parent, student, and Dean of Students will be arranged to discuss a plan for improvement. Any additional tardies will be unexcused unless a student has a medical appointment and brings a note from his/her doctor upon coming to school. Additional academic consequences may occur depending on individual teacher classroom policies.
- If a student has an absence that is not supported by a parent (e.g. a skipped class, sleeping in, missing class to complete homework) the following disciplinary consequences shall be applied:
  - Please review the fine policy in this handbook

### SICK ROOM POLICY

Students who report to the main office due to illness, must immediately sign in with office staff and contact their parents or guardians to receive permission to miss a limited amount of class time in the sick room. If parental approval is granted, students may remain in the sick room for no longer than 20 minutes before being sent back to class. If the student is still ill, they must contact parents or their emergency contact for approval to be dismissed or picked up. We cannot keep ill students in the sick room for extended time. If you are unable to get your student, you will need to make arrangements for another trusted adult to pick up your student with one hour.

### HOMEBOUND STUDENTS

If a student has a condition or illness where school attendance either endangers the student or exacerbates the condition or illness, he or she may request an extended period of home schooling from the assistant principal and guidance department. This policy is separate from our COVID 19 eLearning protocol.

1. The condition or illness must be diagnosed and confirmed by a doctor or mental health professional in writing, along with a recommendation of homeschooling for a period from five school days to a maximum of twenty school days. This communication must occur within five school days of the event or illness that caused the request.
2. To return to classes on campus, a written clearance stating that the student is no longer a danger to himself or herself and/or has recovered from the illness or accident must be received from a doctor, psychologist, or psychiatrist ahead of return. Communication about action and support plans must have occurred between the school counselor and a mental health professional in case of psychological issues and the school nurse and doctor for medical issues before the student returns.
3. A student who is homebound cannot participate in athletics or extracurricular activities, including the homecoming dance or prom.
4. A homebound student cannot remain in Advanced Placement or honors classes but must transfer to a regular class if one is available. If the AP or honors class is the only one option available, taking the exam will be an administrative decision.
5. A student who is homebound must take tests and finals at the school and be proctored. These tests can be taken between 2:30 p.m. and 5:00 p.m. on a school day in a designated space.
6. Homebound programs cannot extend beyond four weeks. If treatment does not allow the student to return to school during this time period, the student will be effectively withdrawn with the final day defined by the school. All grades will be considered final upon that date.
7. If the therapist/doctor is recommending a slow return (half days) to school, the recommendation and a plan of action to return to class full time must be in writing and approved by school personnel and parents.
8. If a therapist/doctor recommends re-entry to the school schedule to begin with half days, this period of time cannot extend beyond ten school days. During half days, the student is restricted to the offices of the director of learning services and learning labs, unless given specific permission by the director of learning services or director of guidance.

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## RELEASE FROM SCHOOL

A dated written request or an authorization signed by the parent or guardian is required for a student to leave the school before the time of dismissal. Students may be released to persons other than parents only under conditions specified in this handbook.

## TARDINESS

A student who is not in the classroom, or signed in remotely, when the bell rings is considered tardy. Students who are tardy to class will be marked tardy in school records. Teachers may have their own policy that states, "students are to be seated in their seats when the bell rings or they will be marked tardy." It is imperative that each student know his or her teacher's tardy policy.

Arriving within the first 15 minutes of a class constitutes a tardy. Students who arrive after the first 15 minutes of a class will be marked as absent from that class and must report to the Student Development office for admittance into class. Three tardies to class are counted as one absence.

Repeated tardiness or absences will result in disciplinary action where students are assessed incremental fines and may be placed in Saturday School. Excessive tardies and/or absences will be reported to the Dean of Students. Please note, free periods may be taken away from Juniors and Seniors due to excessive tardies and absences.

## SKIPPING CLASS

Skipping class, whether when learning remotely or while on campus (unexcused absence) occurs when students knowingly miss their class for 15 minutes or more without the knowledge of the attendance officer, dean of students, assistant principal, or teacher while on campus. Students who skip class will receive Saturday School and a \$25.00 fine.

## TRUANCY

- Truancy means any unexcused absence of part of or all of one or more days from school during which the attendance officer, principal, dean of students, or teacher has not been notified of the legal cause of such absence by the parent or guardian. Truancy also means an intermittent absence carried on for the purpose of defeating the intent of compulsory education. (Please refer to attendance policy for more information)
- If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the chief administrator or designated administrator should investigate the situation and apply appropriate remedies.
- Any student who is absent from school without a valid excuse on 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period is a truant.
- Students who leave school without permission will receive a \$100.00 fine.

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the dean of students should investigate the situation and apply appropriate remedies.

A student considered a truant may be subject to disciplinary action in accord with applicable provisions of this handbook.

## EARLY DISMISSALS

The dean of students may grant early dismissal to a student provided a dated request is made in writing by the parents. These requests will usually be made for medical and dental appointments, but petitions for other important and appropriate reasons may also be honored. If a student leaves campus for an appointment, they will need to be rescreened at the front desk when they return later in the day.

## EMERGENCY DISMISSALS

Emergency dismissals may be made at any time by the dean of students when a serious condition such as sickness, accident, emergency home conditions, etc., warrant it.

If conditions justify early dismissal, the student shall leave the school under conditions requested by the parents or specified on the emergency notification card. A student dismissed for illness shall be accompanied by a responsible adult.

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## **CAMPUS MINISTRY**

### **CHAPEL**

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

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

### **DISCIPLESHIP GROUPS**

Once a week Campus Ministry will host special meetings of small groups of students to come together in prayer, scripture study, and fellowship. In this way, students will be able to check in with each other on a weekly basis and help each other in their spiritual growth. The meetings will occur from 3:50 p.m. - 4:30 p.m. in various classrooms, and groups will be divided by age and gender. Students are encouraged to make the commitment to stay with their groups the entire year as brothers or sisters in Christ.

### **MASS**

Mass will be offered on a regular basis during the school year. During 2020 – 21, students will participate in mass in small groups.

### **RETREATS**

All students are to attend a class retreat each year. Information about retreats is sent to parents prior to the scheduled retreat. Retreats will be held on campus during the 2020-21 school year.

### **SACRAMENTAL OPPORTUNITIES**

All students are encouraged to be active participants in their respective parishes. Although we offer Mass on a regular basis, the Sacrament of Reconciliation during Advent and Lent, and train students to receive their first Holy Communion (through their home parish), we want to nurture and strengthen the bond between each student and his or her home parish. Since Bishop Dunne is not connected to a Catholic parish, students seeking the sacrament of Confirmation must attend classes and meetings as required by their individual parishes to receive the sacrament. In addition, the local parish is a great source for service opportunities.

### **SERVICE THROUGH MASS OPPORTUNITIES**

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

### **PEER MINISTRY**

Each year a number of Juniors and Seniors are selected to be Peer Ministers to the school. These students take a year-long elective course that trains them how to help students in their walk with Christ. Peer Ministers organize the set-up of Masses and prayer services, plan and execute retreats, and design events throughout the year to aid students in spiritual growth.

## **COMMUNICATION GUIDELINES**

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

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### PROTOCOL FOR EXPRESSING A CONCERN

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

1. Concerns are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff- or faculty-related grievance, an attempt must be made to settle the matter at the point of contact where the problem occurred.
2. If a satisfactory solution is not reached, the family will direct the concern to the department chair or appropriate coordinator for resolution. A record of the complaint will be made.
3. If the concern is not resolved, the parent should contact the dean of students for disciplinary matters and the assistant principal for academic matters. A conference will be scheduled which will include all parties. Every attempt will be made at mediation, understanding and resolution. Conferences will be held utilizing Microsoft Teams or Zoom during the 2020-21 school year.

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

### CLASSROOM VISITATIONS

During the 2020-21 school year, we will not be able to accommodate parent requests to visit classrooms.

### CONFERENCES WITH FACULTY AND STAFF

The best educational atmosphere that can be set up for the students is one of family, teacher, and school working to complement one another. Our commitment is to work professionally and constructively for the education of our students. Our lines of communications need to be open and direct. Family/school relations and communications that are handled confidentially and sensitively are important. All concerns relating to the student's religious, academic and social development need to be discussed first with the individual teacher. Parents are encouraged to communicate their concerns and to practice doing this in a way that promotes a positive relationship between school and family. Please see "Acceptable Adult Behavior" section of the handbook. In this way, the teacher can best review your comments, consider your suggestions, and plan for the future. Faculty and staff members are available for conferences by appointment. All faculty and staff have email addresses. All faculty and staff will attempt to return your emails within 24 hours of receipt. Conferences and meetings with teachers during the 2020-21 school year will be held by phone or through Microsoft Teams or Zoom.

### CONFERENCES WITH THE ASSISTANT PRINCIPAL, OR DEAN

Parents are very welcome to share concerns or to check with the assistant principal, or dean of students concerning the progress of their student. Parents are encouraged to check with the guidance department concerning progress as well.

All conference appointments with the assistant principal must be scheduled through Mrs. Dennie at [sdennie@bdcs.org](mailto:sdennie@bdcs.org). Conferences and meetings during the 2020-21 school year will be held by phone, Microsoft Teams or Zoom

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## **ADMINISTRATION**

### **ACCEPTABLE ADULT BEHAVIOUR**

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

### **BUILDING ACCESS**

Bishop Dunne is a closed campus, with the doors kept electronically locked except during morning arrival time. At other times, students and visitors to the main building or St. Mary's Hall must enter by the front doors only, and only by admittance of the receptionist. All parents or visitors must report to the receptionist upon entering the main building. Office hours during the school year are 7:00 a.m. to 4:30 p.m. During the 2020-21 school year, we discourage visits to campus. Please arrange all visits in advance by calling the school. Visitors will be screened upon entry to the building, including having their temperature taken.

### **BUSINESS OFFICE**

The business office handles receipt of payments for tuition, fees, extended day, athletic uniforms, etc. Payments for services are to be mailed or delivered directly to the business office or submitted through the [bdcs.org](http://bdcs.org) portal.

### **DANCE GUIDELINES**

Bishop Dunne sponsors dances for the enjoyment of Bishop Dunne students in grades 9-12. A student may register one guest. That guest must accompany the Bishop Dunne student to the dance. The guest student must be in good standing at his or her school. Students must have permission from the dean of students and a parent if they wish to bring a student who has graduated from our school as their guest. Students must be at least 16 years old to attend the prom. Students who are older than 19, and who are not a graduate of Bishop Dunne class of 2019 or 2020, will not be allowed to attend any dance. All guests must present their photo ID at the event in order to be admitted. All guests are expected to follow the Bishop Dunne code of conduct, dress code and dance protocol. A guest will not be permitted to attend a Bishop Dunne dance without a signature and phone number of an administrator from his or her home school and parent permission from both sets of parents. Students must be in school the day of the dance, or the Friday before if the dance is on Saturday.

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

Middle school dances or socials may be offered during the year for the enjoyment of the middle school students. These dances will be held on campus and are restricted to Bishop Dunne students only. All Bishop Dunne dance guidelines will be in effect for middle school dances. Middle school students are not permitted to attend the homecoming dance, the prom, or any other dance for grades 9 through 12.

The following guidelines apply to school-sponsored dances:

- Students must be in school the day of the dance, or the Friday before if the dance is on Saturday.
- Middle school students may not be accompanied by high school students.
- Students wanting to attend the school dance must be cleared by the dean of students.
- Students must dress in a manner befitting the type of dance and in accordance with guidelines.
- Students whose dress is deemed inappropriate by the administration will not be allowed into the dance.
- Students must arrive within thirty minutes of the start of the dance unless special permission for late arrival has been obtained from the moderator.

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- Students must not leave a dance prior to thirty minutes from the scheduled ending time unless special permission for early dismissal is obtained from the moderator. Students leaving the dance must sign out; once a student has left the dance, that student will not be readmitted.
- All regulations as outlined in this handbook are in effect for all dances.

## DELIVERIES

Parents who need to drop an essential item off for their child, will go to the South entrance (by the Flag Pole) and buzz the front desk. They will tell the receptionist their name and put the item in the box on the bench with the item already labeled with the child's name.

The school does not accept deliveries to students of items such as floral arrangements, balloon bouquets, or food deliveries unless from the parent of students receiving deliveries. The school will not allow any food to be delivered to a student by any delivery service at any time of the day. Students will not be called out of class to receive messages or personal items except in emergencies.

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

## LUNCH GUESTS

During the 2020-21 school year, we will not be able to allow lunch guests, including parents.

## DIRECTORY, SCHOOL AND FAMILY

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

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

## DRIVER'S LICENSE (VERIFICATION OF SCHOOL ENROLLMENT)

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

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

## FINANCIAL GUIDELINES

1. **BALANCES, CREDIT** – A credit balance on a student's account at the end of the academic year is carried forward to the next academic year. If a student has graduated or otherwise withdrawn from the School, credit balances of \$25 or less will not be refunded unless specifically requested. Parents should contact the business office to request a refund of \$25 or less.
2. **BALANCES, UNPAID** – If accounts of returning students are not current at the time the registration fee is paid, or subsequently become delinquent, the payment received for the registration fee will be applied to any outstanding balance.
3. **BUS FEE** – This fee is only for students who ride the Bishop Dunne bus and must be paid by semester or annually. A discount is offered for annual payment. This fee helps to pay for all transportation costs, including repairs, toll tags,

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gasoline, driver stipends and maintenance. There is a non-refundable registration fee for this service. A brochure containing more specific information as well as the registration form is available in the business office.

4. CAFETERIA – Any unpaid balances on cafeteria accounts at the end of the school year will be transferred to the student's school account.
5. CONTRACTS – All families are required to sign a Contract of Enrollment in order for registration to be considered complete. Additionally, all families who are financing a loan at the Texas Dow Employees Credit Union are required to sign a Contract for Financing in order for registration to be considered complete. TDECU requires all families financing a loan to use ACH automatic payments.
6. CREDIT CARDS – Bishop Dunne accepts VISA, MasterCard, Discover, and American Express.
7. DELAYED START STUDENTS – Students entering Bishop Dunne after the new school year begins will be required to pay a registration fee of \$500 before the student can attend classes. Additionally, tuition prorated by month and fees prorated by month must be paid up front by cash, cashier's check, money order, credit card and/or by obtaining a loan through the Texas Dow Employees Credit Union before the student can attend classes.
8. DELINQUENT ACCOUNTS/MISCELLANEOUS FEES – The information below regarding tuition loans made by Texas Dow Employees Credit Union is provided for convenience. Bishop Dunne is not a division, subsidiary, agent, or representative of Texas Dow Employees Credit Union and nothing herein shall be construed to create a lender/borrower relationship between Bishop Dunne and any other person.

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

Payments for loans held at the Texas Dow Employees Credit Union are due on the 5<sup>th</sup> of each month from July through April. If payments are not made by the 20<sup>th</sup> of the month, students will not be allowed to attend class on the following school day and will not be allowed to participate in any extracurricular activities.

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

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

9. DONATIONS FOR SCHOLARSHIP AND SPONSORSHIPS – Parents who wish to make a donation to the School should contact the advancement office. Donations of cash or checks should be made only to the business office.
10. EXTRACURRICULAR ACTIVITIES, CAMPS AND FIELD TRIPS, INCLUDING TRAVEL AND RELATED EXPENSES – The School wants all students to be able to participate in any and all school-related activities. However, financial obligations to the School and/or the Texas Dow Employees Credit Union must be current before the School will accept payment for any extracurricular activities, camps and field trips, including travel and related expenses (shoes, uniforms, etc.). Travel includes both in town and out of town sporting events and field trips.
11. FINANCIAL POLICY – By the December 1994 decision of the Bishop Dunne School Board, a student enrolled at Bishop Dunne may not attend class or participate in any school-related activity unless the tuition account and any other fees are current.

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

12. FISCAL YEAR – The School's fiscal year is from July 1 through June 30.
13. FUNDRAISING POLICY – Fundraising activities that do not directly benefit the Bishop Dunne School Community will not be allowed on the campus of Bishop Dunne. Fundraising requests must be approved by the dean of students

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and placed on the School calendar at least two weeks before initiating the fundraiser. No more than two fundraising activities will be scheduled at the same time.

14. ONLINE CLASSES— Fees for online classes must be paid in full before a student will be permitted to participate in these classes.
15. PSAT FEES – Each year Bishop Dunne administers the PSAT test to all 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students and must pay a fee for the test materials and processing. Fees for these tests are billed to the parent, and due with July 1<sup>st</sup> payment or implemented in the Texas Dow Employees Credit Union monthly payment.
16. ADVANCED PLACEMENT FEES – Fees for Advanced Placement tests are billed to the parent. These tests are more expensive, and in some cases, students may be eligible for government subsidy of fee. This fee will be billed second semester.
17. RECORDS RELEASE – All accounts with BDCS must be paid in full before students will be graduated or before grades and final transcripts will be released. A graduating senior will not receive a diploma until all fees are paid in full.
18. REGISTRATION FEES – The registration fee is used to secure enrollment and guarantee a position in the School upon acceptance. This fee is a financial commitment by the parents, and enables the School to gauge staffing needs and budget costs. Registration fees for returning students for the upcoming school year will be due by April 1 of each year, and are non-refundable and non-transferable. Re-registering students may not register until accounts at the School are current. Schedules will not be generated for any student who has not paid his or her registration fee. Enrollment and class schedules cannot be guaranteed if registration fees are not paid by the deadline. If a check is returned because of insufficient funds, the registration fee will automatically be increased to \$500.
19. RETREAT FEES – Retreats are a part of each student’s spiritual education, and are mandatory for each student. Retreats may be held either on or off campus. A fee will be charged to cover retreat costs. Fees are non-refundable and non-transferable. This fee is implemented into the Texas Dow Employees Credit Union for those paying tuition in advance.
20. RETURNED CHECKS – If payment of fees on any student account is delayed twice due to checks returned by the bank, the Business Office will require that cash, cashier’s check, money order or credit card be used for any future payments on that account. Statements for miscellaneous fees will be mailed to the responsible party at the time the fee is incurred, and payment is due upon receipt. If payments are not made by the 15<sup>th</sup> of the month, students will not be allowed to attend class on the following school day and will not be allowed to participate in any extracurricular activities.

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

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

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

21. SCHOLARSHIPS, ATHLETIC - Bishop Dunne does not grant scholarships on the basis of athletic ability.
22. E-BOOK, AND TECHNOLOGY FEES - These fees are a supplement to tuition costs. Technology fees cover the cost of technology support (repairs, support lines, software licenses, internet provider services, etc.). The School purchases all curricular materials including e-books, novels, workbooks, and any textbooks for courses without an e-book option. Parents do not need to order or buy any textbooks or e-books. The e-book and equipment fee paid at the beginning of the year covers all e-book access codes, lab equipment, supplies, printed novels, printed workbooks, and some printed textbooks. There are no class fees. Both e-book codes and all print material will be distributed the first week of class by the teachers. The textbooks, like e-books, are provided to students for the use of one school year. They must be returned in good condition to avoid paying fees, and students shall be responsible to the School for any damage to textbooks or reusable course materials beyond ordinary wear and tear. The exceptions to this are individual novels and consumables such as workbooks or lab manuals. Fees are non-refundable.

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23. TEXAS DOW EMPLOYEES CREDIT UNION – The Texas Dow Employees Credit Union offers 10 or 11 month loans for tuition purposes, with the first monthly payment due on July 5th. However, families may make arrangements with the lending institution of their choice. Tuition and the e-book, graduation, retreat, and technology fees are the only costs that families may finance through Texas Dow Employees Credit Union.

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

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

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

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

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

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

All families who receive financial aid will need to:

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

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

#### GUIDANCE

The members of the guidance department are available for academic and personal counseling. Students and parents should feel free to call to schedule an appointment.

#### ID CARDS

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

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

## INSURANCE

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

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

## LOCKERS

Each student is assigned a locker. Students should only bring to school essential items. Access to lockers during the 2020-21 school year will be limited. The locker combination must not be revealed to anyone else. Lockers are to be locked when not in use. The administration reserves the right to open lockers, if necessary, to maintain the physical or moral integrity of the school environment. Should anything be stolen from a locker, the theft should be reported immediately to the administration. Expanding locker dividers may not be installed, but stacking shelf units may be used. It is the students' responsibility to keep the locker locked at all times, as the School is not responsible for lost or stolen property.

Students will be responsible for payment of any damages to a locker, such as vandalism. Students are not allowed to go to lockers during class time without a hall pass. Students are not to share lockers. Any birthday decorations that are placed on lockers must be removed within a week. Decorations must be in good taste, as approved by the administration. Stickers or decorations with adhesive cannot be used as this damages the lockers. The only tape that can be used is painters' tape.

## LOST AND FOUND

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

## DAMAGED ITEMS

Personal items that are damaged by other students is not the responsibility of the school. Students will be advised to contact the parents of the other student to resolve these issues.

## NEWSLETTER

The *Falconer* newsletter is emailed weekly and provides news of announcements, academic achievements and scholarship opportunities, school activities, athletic achievements. The weekly *Falconer* is also available online at [www.bdcs.org/falconer](http://www.bdcs.org/falconer). Calendar updates are available at [www.bdcs.org](http://www.bdcs.org).

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## NOTARY PUBLIC

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

## ORIENTATION

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

## Volunteer Support - Making a Difference!

### Volunteer Program:

Welcome back Bishop Dunne families! As members of the school community, we all share in the opportunity to volunteer our time. Unfortunately, given the challenging time we are in, and being that the health of our families is most important, non-essential visitors and volunteers will be limited.

The Volunteer Program at Bishop Dunne helps to reduce costs and to maintain efficient day-to-day operations. Volunteers play a huge role in our Bishop Dunne community, by giving their time, support, commitment and donations. The beginning of the school year is a time when we rely heavily on supply donations. Families can begin this show of support by donating the following much needed supplies.

Donations can be dropped off at the front of the school in the donation box. Please be sure to label the donation with the student's name and grade.

- 1 LARGE size Hand Sanitizer (33 oz.)
- 2 Clorox wipes
- 1 Lysol disinfecting spray
- 1 pack Expo dry erase chisel-tip black markers with eraser
- 1 box of blue pens
- Staples (pack of 5 boxes)

Bishop Dunne is so grateful for your donation and appreciates your support.

More information on the Volunteer Program and it's development is forthcoming. Stay Tuned...

For questions please contact Norma Echavarria, Volunteer Liaison, [nechavarria@bdcs.org](mailto:nechavarria@bdcs.org) or by calling the school office.

**We are working on developing ways parents can volunteer during the 2020-21 school year. We will not be able have visitors on campus in the same ways we have in past years. We will send out an update to describe how you can volunteer.**

As members of the school community, we all share in the opportunity to volunteer our time. What does this mean? Volunteering means that you are giving of your time and talent for the good of the school administration, teachers, parents and students. To volunteer means that you are working side by side with others. This connects you to other Bishop Dunne parents and friends as you are working toward a common goal.

Volunteers are a tremendous resource! The Volunteer Program helps to reduce costs and to maintain efficient day-to-day operations. Volunteer hours can be earned by giving of your time, talent, and treasure.

Families are asked to volunteer 40 hours or more of service per school year or make a donation to help with supplies, program/department needs.

**All volunteers are required to be Safe Environment Clear. Please see the tab below for more details.**

Your actions and involvement will benefit your child along with the entire Bishop Dunne Community.

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For more information, please contact Norma Echavarria at [nechavarria@bdcs.org](mailto:nechavarria@bdcs.org) or call 214.339.6561 X 4073.

### How Can You Help?

Volunteer or Donate to any of the following:

- Academic Program
- Admissions
- Advancement
- Arts Program
- Athletic Program
- Events
- Library
- School Community Service Projects
- Student Clubs
- Teacher and Office Supplies

If you are unable to commit to 40 hours of volunteer service, or support the programs listed above, please consider a \$200 tax deductible donation to the Fund for Bishop Dunne.

**Your presence is important in building a strong Bishop Dunne community.**

***"When Together We Are One" Bishop Dunne Alma Mater***

For more information, please contact Norma Echavarria at [nechavarria@bdcs.org](mailto:nechavarria@bdcs.org) or call 214.339.6561 X 4073.

### How to Sign-Up

Bishop Dunne families are asked to create an account with the Track It Forward Volunteer System. Please visit <https://www.trackitforward.com/site/bishop-dunne-catholic-school> to register for an account. This link can be found on the Parent Portal. Parents should only create one account per family so that hours and/or donations are calculated correctly.

For more information, please contact Norma Echavarria at [nechavarria@bdcs.org](mailto:nechavarria@bdcs.org) or call 214.339.6561 X 4073.

### Safe Environment Process

For more information, please contact Anna Lee Friesen at [afriesen@bdcs.org](mailto:afriesen@bdcs.org) or call 469-291-1779.

### PARKING AND TRAFFIC PATTERNS

- Student parking is strictly limited to the south and north parking lots. Seniors only may park in the south parking lot. Students from other grade levels are to park in the north parking lot.
- Visitor parking is in the front of the school.
- Students are not allowed to park in the front of the school. This includes the parking designated for the president, principal, administration, visitors, and handicapped.
- Cars must occupy only one space.
- Parking behind the school is only for authorized personnel; there is to be no student parking behind the school.
- There is to be no parking or standing at any time in areas designated as fire lanes.

### Drop-Off and Pick-Up Procedures 2020-21

- Students who arrive **before 8:00 am or after 8:30 am** will enter through the South door (by the flagpole) and will be screened there. Parents should not leave until the student has been admitted to the building.

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- Students will go to a designated area upon arrival.
  - Students going to Zero Hour will report as directed by their coach/teacher and will be screened by him/her.
- After 8:00 am** Temperatures will be taken as students get out of their cars. Parents please do not leave until students have been screened. Please plan to drop students off near the following areas where students will enter the building:
- Seniors will enter through the East back door near the 400 hallway.
  - Sophomores and juniors will enter through the South front door (by the flagpole).
  - Freshmen will enter through the North front door.
  - Middle School students will enter through the doors by the gym.
  - Students in all grades must wear masks from their cars to the building in the morning and from the building to their cars in the afternoon.
  - Faculty can use any entrance to enter the building but will report to the front desk for screening.
- 
- Students and parents are to use the middle lane and the right lane for drop-off. The left lane is for parking only.
  - Student pick-up is allowed after school from the north parking lot only. There may be no afternoon pick-ups from the south lot.
  - Vehicles in violation of any of these parking guidelines will be towed at the owner's expense. Police enforce all traffic rules. Any fines incurred must be dealt with directly with the police department.
  - Vehicles should never block the pedestrian walkway in front of the school.
  - All student drivers parking on school property must be licensed and covered by insurance, including liability insurance affording at least statutory minimum coverage.
  - Bishop Dunne is not responsible for any car or its contents.
  - Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband may be present in the vehicle.
  - All student and staff vehicles using the parking lot during school hours must display a current Bishop Dunne parking permit in the left rear window. Permits will be available from the dean of students' office approximately two weeks after school begins.
  - Students must show a current, valid driver's license and proof of insurance, including liability insurance affording at least statutory minimum coverage, to obtain a parking permit.
  - Students are not to park in areas designated for administration, staff, faculty, visitor, and ECC.
  - The owners of cars not properly registered may be fined \$25 a day for each day the vehicle is parked on school property.
  - Noncompliance with these guidelines may result in disciplinary measures or loss of parking privileges.
  - The speed limit may not exceed 10 miles per hour in the parking lot or driveways.
  - Students are to keep radios at a low volume.
  - Security and police strictly enforce parking and traffic regulations.
  - Suspension of driving and/or parking privileges may result when violations of these guidelines occur.

#### POSTERS/FLYERS

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

#### RECORDS

Student records are maintained with the student's legal name as it appears on the official birth certificate. All students are required to submit a copy of their birth certificate, a completed Emergency Information Form, and proof of current immunizations. Parents who have privacy concerns may elect not to provide a Social Security number; however, as most

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colleges require the Social Security number for student identification, failure to provide the number may cause delays in processing of college applications. Student records are private and accessible only to authorized personnel.

#### RESIDENCE

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

#### RIDE-SHARE

Ride-Share contracts can only be fulfilled with customers over 18. Students cannot be dropped off or picked up by ride-share companies unless accompanied by the adult who is the contractor.

#### SCHOOL HOURS

The regular school day begins at 8:30 a.m. and ends at 3:30 p.m. The school offices normally open at 7:00 a.m. and close at 4:30 p.m. Zero hour classes will begin at 7:00 am. Students can have access to the building at 7:00 a.m. Parents should consult the monthly calendar for specific details. No student is to use the school facilities or equipment without faculty or staff supervision.

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

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

The library and resource labs are available to students before and after school, according to posted hours. During 2020-21 space will be limited. Teachers and coordinators will organize and post weekly schedules. Students may not use these study areas unless a teacher is present. Supervised tutoring and study time are available for students.

Bishop Dunne is a closed campus. Students may not leave the campus during school hours without adult supervision or parent notification. Students may not leave campus for fast food service and come back during school hours. Students who violate this guideline are subject to suspension. For their safety, students should not buy snacks from street vendors. Snacks are available for purchase in the vending machines.

#### SPORTS EVENTS - SPECTATORS' CODE

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

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

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- Spectators are to respect the requests of school faculty or staff at any school function regarding spectator behavior.

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

**MIDDLE SCHOOL AFTER SCHOOL PROGRAM**

**The After School Care Program:** Students enrolled in grades 6 – 8 are bound by different state regulations than older students. Due to their age, Middle School students must be in the direct supervision of an adult at all times. The After Care Program runs from 4:00 p.m. to 6:00 p.m., Tuesday through Friday, except on half days and/or holidays. On half days and/or holidays, there is no After Care Program and students must be picked up no later than 30 minutes after school lets out. Students who are picked up after 6:00 p.m. or after the 30 minute grace period on half days and holidays will also be charged a \$1.00 per minute late fee.

**All middle school students will be enrolled in the After Care Program through the mobile application Procare (formerly Kinderlime). Each family will receive an email with their individual login information. Check in, check out, billing, and payments will go through Procare.**

**Schedule:**

- 3:30 p.m. – 3:45 p.m. Students will remain in their last block classes and wait on dismissal.**
- 3:45p.m. – 4:00 p.m. Students will move to the cafeteria for snacks and drinks that they can purchase.**
- 4:00 p.m.– 6:00 p.m. Students will remain in the cafeteria for quiet study time and to do their homework. Students will be given free time to play games or engage in other social activities (abiding by social distancing protocol)**

**Attendance and Student Participation:** At dismissal, students will remain in their classrooms until called out for driveline pickup, or dismissed to board the school bus. At 3:45 p.m. students attending the After Care Program will be dismissed to the cafeteria. At 4:00 p.m., all remaining middle school students will transition into the cafeteria.

The mobile application Procare will be used to sign each student in electronically and is used as an official attendance, and parents will be charged based on their registration options. Students who are signing in as a drop-in will be billed based on attendance. Any middle school student found in the hallways after 4:00 p.m. will be escorted to the cafeteria and will be signed into the program and their parents will be billed for a drop-in fee. Middle school students found in areas of the school without adult supervision, such as wandering the halls will be reported to the office. Repeated offenses can lead to disciplinary actions.

Students who expect to attend the After School Care occasionally will find it more economical to pay the \$12 dollar per day drop in fee. All students who have not registered for option 1 or option 2, will be assessed a \$12 dollar per day fee. It is possible that a student can accumulate daily fees that are in excess of the total amount of both option 1 and option 2, and thus we encourage all parents to register for the semester if there is a possibility of attending the After School Care Program on a consistent basis.

**Fees:** The fee for participating in the After Care Program is as follows:

**Option 1** \$300.00 per semester .....Payment due 09/15/2020

\*Option 1 is 100% nonrefundable, and will only be available until 09/15/2020. Parents who fail to register by this day will have to register for option 2 or option 3. New students who enroll after the above date will have to enroll in the program under option 2. Second semester payment due 01/15/21.

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**Option 2** (Year long) \$70.00 per month .....Payment due the 15<sup>th</sup> of each month.

\*Option 2 is not subject to prorating for shorter months. Once enrolled you are locked into Option 2 for the semester.

**Option 3 Drop-in Fee** \$12.00 per day.....Payment billed monthly

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

*For a family with two middle school students Option 1 and Option 2 are half off for the second student.*

**Athletics and Clubs:** Upon the return to athletics some may not begin until 4:00 p.m. or later, and as a result, your student may need to attend the After Care Program until their practice begins. Students who are waiting for practice or who show up after their clubs have finished are still required to pay all the appropriate fees. If parents want to avoid having to pay the fee for the After Care Program, parents will need to pick their students up after school and then return them to school for athletic practice. If students are in a club, parents will need to make sure that they are at school to pick their students up at the conclusion of the club meeting. If students are still on campus ten minutes after the club meeting has finished, the club coordinator will take all remaining students to the After Care Program, and the students will be signed in and the drop-in fee will be billed to the parents.

**Picking Students Up:** The After Care Program officially closes at 6:00 p.m., which coincides with the official time of closing for the school. Parents who have not picked up their students by 6:00 p.m. need not worry that their children will be left alone. Students will always have a responsible adult with them, however after 6:00 p.m., parents will be assessed an additional fee of \$1.00 per minute. We also encourage parents to contact the front desk if they expect that they will be late in picking up their students.

All middle school students must be signed out by a parent or guardian. Students will not be allowed to leave the building and walk out to a vehicle, without a parent/guardian release. Parents will utilize the Procure to sign their student out. Students will only be permitted to leave the After School Care Program by having the front desk attendant call down to the cafeteria and ask for their release. If the adult is not a parent or guardian, we must have a permission form allowing us to release the student to the named individual.

If there are any questions, please feel free to contact Erica Culton [eculton@bdcs.org](mailto:eculton@bdcs.org) or 469-291-1823.

Please make checks payable to:  
Bishop Dunne Catholic School After School Program  
3900 Rugged Drive  
Dallas, TX 75224

If paying by credit card, please contact Sandy Brooks at [sbrooks@bdcs.org](mailto:sbrooks@bdcs.org) in the Business Office to make a payment. Fees may also be paid using the bdcs portal.

#### TELEPHONE CALLS

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

#### High School Cell Phone Policy

Cell phone use in the classroom and in the hallways during passing periods is not permitted. Students may place their phones in their locker or in their backpacks during the school day, unless instructed by a teacher to have the device in class. Phones are to be on a silent mode and may not cause a distraction. Parents needing to get in touch with their student(s) during the day can contact the front office

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#### Middle School Cell Phone Policy

Cell phones must be placed in the student's locker, and must stay there throughout the school day.

Students who are in violation of this policy will be fined and required to bring their cell phones to the Student Development Office for a period of one week. They will be required to drop their phone off at the office at the beginning of the day and can retrieve their phone at the end of the day.

#### BEING A DIGITAL CITIZEN

We use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

**Respect yourself:** Students will select online names that are appropriate and will give careful consideration to the information and images that are posted online.

**Protect yourself:** Students will not publish personal details, contact details or a schedule of their activities.

**Respect Others:** Students will not use technologies to bully, harm, or tease other people.

**Protect Others:** Students will protect others by reporting abuse and not forwarding inappropriate materials or communications.

**Respect Intellectual Property:** Students will suitably cite any and all use of websites, books, media, etc.

**Protect Intellectual Property:** Students will request the use of software and media others produce.

#### TOURS – NON AFFILIATED

There will be no trips during the 2020-21 school year. In other years, trips, retreats, and off-campus activities sponsored by Bishop Dunne are clearly labeled as such. From time to time, students and parents express interest in organizing unofficial off-campus trips and activities which are not sponsored, endorsed, coordinated, organized, or supervised by Bishop Dunne or Bishop Dunne employees acting in the course and scope of their employment with Bishop Dunne. Students and parents who participate in such unofficial activities and trips do so at their own risk, and Bishop Dunne shall have no responsibility or liability whatsoever for any injuries, property damage, or other consequences of participation in such unofficial off-campus activities. Any questions about whether a particular event is official or unofficial should be directed to the dean of students.

#### VISITORS, ADULT

Visitors will be strictly limited during the 2020-21 school year. All visitors must be admitted through one of the front entrances and must report to the receptionist for screening and direction. Visitors will be issued a visitor badge to wear while on campus.

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#### VISITORS, STUDENT

No student visitor will be permitted on campus during the 2020-21 school year.

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

#### VOLUNTEERS

During the 2020-21 school year, there will be only a limited number of volunteers on campus and only for essential purposes. In other years, the School solicits parents as volunteers to help with athletics, concessions, chaperoning field trips, etc. All volunteers working directly with students must complete a Diocesan Screening Form and must pass a criminal background check and complete the Diocesan Safe Environment Training Program: *Family of Faith*. Safe environment training must be updated each year and can be completed online or in person at any of the Diocesan approved training classes. Details on the Diocesan Safe Environment program can be found at <https://www.cathdal.org/pages/a-safe-environment>. Volunteers must wear school issued ID badges at all times while at the School.

#### WEATHER-RELATED CLOSINGS

Bishop Dunne will announce the closing or delayed opening of school in the event of inclement weather on television station KXAS (Channel 5) and KDFW (Channel 4) and on the school's website, [bdcs.org](http://bdcs.org). Parents will also be notified by the school's automated phone alert system. In case of delayed openings, bus routes will operate 60 minutes prior to school opening. If the school is closed due to weather, students are to go to online curriculum and continue the educational process via the internet. Days will not be made up.

#### YEARBOOKS

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

#### USE OF BISHOP DUNNE FACILITIES

##### BOOKSTORE

The bookstore, located in room 500, will be open to students after school from 3:30 p.m. - 4:00 p.m. The bookstore is open on request for parents. Please contact Ms. Owens to make an appointment. [Aowens@bdcs.org](mailto:Aowens@bdcs.org)

##### CAFETERIA

Bishop Dunne provides food in the cafeteria for its students each school day. Students will need to pre-order lunch during the 2020-21 school year. The cafeteria is open during the following hours:

- Breakfast: 7:30 a.m. – 7:55 a.m. (Limited number of pre-packed items will be available for purchase.)
- Lunch: The hours of the lunch periods during the school day
- After school: for After-Care students only

To pay for cafeteria expenses go to Portals, click on the "Café Information" button and follow the instructions to put money into the cafeteria account. The student may then pay using his or her ID at lunch. Students may monitor their balance, so that they can add more money to their account.

Note: Every once in a while a student may forget lunch. Students can contact the student development office to make arrangements to have lunch and pay for the meal at a later date.

#### CAFETERIA EXPECTATIONS

- Students are to be in proper uniform when in the cafeteria.
- During the 2020-21 school year, all food will need to be pre-ordered.

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- During the 2020-21 school year, students will be seated in the cafeteria 1 to a table and all facing in the same direction.
  - Students will not be able to speak while they are eating.
  - Students must form a single line in the serving area. Cutting into line or saving a place for another student is not acceptable. Students violating this guideline will be sent to the end of the line.
  - Students are not to purchase food items for other students.
  - Food or drinks may not be taken outside the cafeteria except by students eating lunch in the arbor.
  - Running, pushing, shoving, throwing food or ice, or yelling are not permissible.
  - Students who spill food or drink are to clean up the spill.
- 
- Dinnerware is to be returned to the appropriate area by the dishwasher.
  - Students are expected to recycle plastic and aluminum products.
  - Food or drink items may not be purchased during class time, or removed from the cafeteria into hallways and classrooms without prior permission of the dean of students.
  - Disciplinary action will be taken for theft of food or drinks.
  - Students are expected to clean up after themselves, using the trash receptacles provided and could be held in the cafeteria until tables are cleared.

#### **CHAPEL**

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

#### **COMPUTER LABS, CLASSROOM COMPUTERS, AND LIBRARY COMPUTERS**

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

#### **LIBRARY**

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

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

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

- Students may not bring food or drinks into the library;
- During the 2020-21 school year, books will be requested in advance and will be delivered by the librarian.
- Books returned to the library will be quarantined for 72 hours.
- Library books brought into or out of the library are to be checked by the librarian;
- Students access to the library will be limited to the who may socially distance from others;
- Students who are in the library with no purpose as mentioned above may be asked to leave;
- Students are to have proper supplies before they enter the library. The library will not loan supplies to the students; and
- When asked by the librarian or moderator, silence must be maintained so that other students are not disturbed.

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

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

The library is available to all students throughout the day as a place of quiet and peaceful pursuit of reading and research, as space allows. It is reserved for individual study. Books and e-readers may be checked out for a period of two weeks unless specifically indicated.

A fee may be assessed for overdue materials. If the materials are lost, the Librarian will determine the replacement costs that must be paid.

## **ACADEMICS - GRADES 6 THROUGH 12**

### **ABSENCES AFFECTING GRADES**

All of the following rules apply to students whether they are learning remotely or on campus. An absence consists of any time a student is not in class or at a school related event. All absences, excused and unexcused, count toward the six absences per semester guideline. Students and parents are responsible for keeping track of the number of absences and tardies that occur each semester. Students with excessive absences may be required to make up the time through Saturday detention. Upon receipt of a written request from the parent or guardian, the dean of students and the assistant principal can grant exceptions for extraordinary circumstances. Such written requests must be submitted promptly.

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

When a student has four unexcused absences for any class, a member of the Bishop Dunne administration will speak with the student to discuss the issue and set a plan to improve attendance. This plan will be communicated with the student's parents.

If the student has six unexcused absences for any class, a member of the Bishop Dunne administration will call a meeting with the students and his/her parents to discuss a plan to improve attendance. The meeting will include a behavior contract in which the student agrees to stop missing class and to make up time missed for unexcused absences. Failure to follow the agreement could lead to more serious disciplinary action including required make up time in affected class, loss of free periods (juniors and seniors), and loss of credit.

### **ACADEMIC ACHIEVEMENT RECORD (TRANSCRIPT)**

A permanent record of student grades and credits earned is maintained for all students. Students and parents are asked to make a transcript request at least 48 hours in advance for the official transcript to be sent to a college, another school, etc. All transcript requests are to be made through the guidance department.

It is the policy of the Guidance Department to include all SAT and ACT test scores reported to Bishop Dunne on a student's official transcript. This is the default transcript that is sent for all college and scholarship applications. If a student would prefer NOT to have SAT or ACT scores reported on the official transcript, he or she must make an official request to Mrs. Doan in writing. If a request is made, ALL test scores will be removed. It is the responsibility of the student to notify Mrs. Doan of which type of transcript (with scores or without scores) to send to each institution, otherwise the default transcript will be sent.

### **ACADEMIC COURSE LOAD**

Students in grades 6 through 10 enroll in a minimum of eight (8) courses each semester from the major areas of study. Any exceptions must be requested of the director of guidance. Seniors must elect a minimum of six (6) courses and juniors must elect a minimum of seven (7) courses in order to have time to research colleges and complete the college application process and undertake internships.

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#### ADVANCED PLACEMENT TESTS

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

#### ACADEMIC DIFFICULTY

A student who fails one (1) or more courses when first semester grades are reported will be placed on academic probation. If the student does not fulfill the stated conditions by the beginning of the next academic year, readmission for that school year could be denied at the school's sole and absolute discretion. Students must make up required deficient credit/s during the summer prior to returning for the following school year.

If a student fails two (2) or more classes in a school year, he/she will not receive a contract to return for the following school year.

Students experiencing academic difficulty may be required to attend tutoring.

#### GRADING SCALE

Bishop Dunne has a grading scale with a ten point range for grades 90 – 100, 80 – 89, and 70 – 79. A 70 point range for an 0 – 69 is believed to be punitive for major assessment. As a result, the lowest failing score for a fully completed major assessment allowed is a 50%. All major assessments must be attempted according to departmental guidelines and submitted on time for the minimum of 50% to be assigned. An assignment that is not complete or not turned in will earn a zero.

Minor assessment is not subject to a minimum of 50%. Any minor assessment not submitted will earn a grade of zero.

#### ACADEMIC ELIGIBILITY

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

All students who receive a grade below 70% in two or more subjects 1<sup>st</sup> semester mid term, 1<sup>st</sup> semester, 2<sup>nd</sup> semester mid term, or 2<sup>nd</sup> semester are ineligible for a period of two weeks. At the end of the two-week period, students who are ineligible must reapply to regain eligibility. Students will regain eligibility when they are failing no more than one class at the time of reinstatement.

All students' grades are reviewed periodically. Those students with one or more failures are required to attend mandatory tutoring. Their failure to do so may result in their being placed on academic probation. Juniors and seniors with one or more failing grades at the midterm or semester will be required to attend monitored study hall if they have off block/s.

The dean of students has the option to restore eligibility to a student. The dean of students in consultation with the director of learning services likewise has the discretion to allow students to remain eligible who have a documented learning difference and who have made satisfactory progress.

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

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

The assessment periods for the 2020-21 school year are:

First Semester Interim

October 16, 2020

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End of First Semester                      December 18, 2020

Second Semester Interim                      March 12, 2021

End of Second Semester                      May 28, 2021

#### ACADEMIC PROBATION

Academic probation is a warning that the student's performance falls below the institution's requirement for "good academic standing." Academic standing is most often measured by GPA (grade point average), but may also be determined by academic progress, or the number of credits completed.

A student who fails one (1) or more courses when first semester grades are reported may be placed on academic probation by the assistant principal for the remainder of the school year. The student will be placed on conditional re-enrollment for the next academic year. If a student does not fulfill the stated conditions before the beginning of the next academic year, readmission for that school year may be denied. This enrollment will be evaluated within a week after final report cards are sent to parents. Academic probationary status may eliminate the student from election to any Bishop Dunne organization or office by a constitution that requires the student to be elected or selected.

Students on academic probation (which could include conditional enrollment) will create an improvement plan with administration which may include but not be limited to the following:

- A determined number of days attending tutoring
- An agreement to complete work and a consequence for missed assignments
- An expectation to pass all classes
- A limitation on practice time

#### ACADEMIC REPORT CARD

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

	College Prep	Honors	AP
95-100	4.0	4.5	5.0
90-94	3.75	4.25	4.75
85-89	3.5	4.0	4.5
80-84	3.0	3.5	4.0
75-79	2.5	3.0	3.5
70-74	2.0	2.5	3.0

#### MIDDLE SCHOOL CREDITS

All middle school deficiencies must be made-up prior to high school acceptance.

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## ADMISSION

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

## ADVISORY

The Bishop Dunne schedule has three 20-minute periods for student support time built into the weekly schedule. During this time, there will be a series of programs focusing on social and emotional learning, student formation, racial issues, gender bias, and special events designed to help each student explore, achieve, discover, and learn.

## CUMULATIVE GRADE POINT AVERAGE

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

## CURRICULUM

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

## DUAL CREDIT

The dual credit program with Dallas County Community Colleges District (DCCCD) allows students to earn college credit while taking classes at Bishop Dunne. Dual credit courses are available in a variety of subjects.

Please go to <https://www.bdcs.org/learn/high-school-9-12/dual-enrollment> for more information.

## Collegiate Institute at Bishop Dunne

The Collegiate Institute at Bishop Dunne Catholic School works in conjunction with the Dallas County Community College District (DCCCD) to provide qualified applicants a unique academic experience. The Collegiate Institute is designed to satisfy credit requirements for high school graduation while the student also earns an Associate Degree of Science from DCCCD.

The Collegiate Institute features a college curriculum in the structure of the high school environment, which allows students to continue to participate in extracurricular activities while they achieve dual diplomas. Students earn high school and college credit at the same time at no additional cost.

Collegiate Institute students are grouped as a cohort to foster an accelerated learning environment. Additionally, the cohort model provides the support to develop academic and social skills as well as behaviors and conditions necessary for college completion.

Students must meet the following criteria to be considered:

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- Accepted into Bishop Dunne Catholic School
- Entering 9th grade
- Submit an Essay
- Pass the TSI by the end of the 9th grade year

#### EARNING HIGH SCHOOL CREDITS

Most credits toward graduation are earned in grades 9 through 12. Bishop Dunne does recognize certain classes taught in middle school for high school credit. These classes include high school level math (Algebra I or higher), world language, intro to art, advanced band, strings, speech, GIS I, and multimedia. One (1) credit is earned for the successful completion of both semesters of each year-long course. One-half (.5) credit is earned for the semesters of each year-long course. While high school math credit may be earned in middle school, students are still required to enroll in and pass math each year of high school.

All year-long courses at Bishop Dunne are deemed cumulative knowledge courses. As such, a student may earn an entire year of credit if the first and second semester grades average to a 70 or higher, provided the student passes second semester.

Students must make up subjects failed during the school year. Courses taken during the summer to make up deficient credits, must be passed prior to the beginning of the next school year for the student to return to Bishop Dunne. Credit will not be awarded for make-up work completed through programs outside of the approved Bishop Dunne program. Specific exceptions to this guideline may be requested of the director of guidance.

In addition, any high school level courses successfully completed at an international school will count towards high school credit, but will not become part of the cumulative grade point average. Certified International Baccalaureate (IB) courses are an exception.

#### FINAL EXAMINATIONS

All students must take all scheduled end-of-year final examinations. Students are not permitted to take final exams ahead of the scheduled time. Final exam days are listed on the yearly school calendar. Students enrolled in Advanced Placement classes are expected to take the AP test in May. Seniors in AP classes who take AP exams in good faith can be exempt from the final exam.

#### GRADUATION

In order to receive a Bishop Dunne diploma, a senior must be in regular attendance at Bishop Dunne and must fulfill all graduation requirements before the beginning of the next academic school year. Only those students who can fulfill graduation requirements before the end of the current academic year may participate in commencement exercises. A graduating senior must participate in the graduation exercises. These exercises include the Baccalaureate Mass as well as the graduation ceremony itself. Participation in the necessary practices for these exercises is also required. All financial obligations to Bishop Dunne must be fulfilled before teachers will grade the final exams required for graduation. Students will not be able to participate in the graduation ceremony if financial obligations are not met.

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

Graduates are to adhere to Bishop Dunne's code of conduct and uniform expectations and regulations as outlined by the administration.

#### GRADUATION CREDITS REQUIRED

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English	4.0	Health	.5
Speech/Theatre	.5	World Language	3.0
Mathematics	4.0	Technology	1.0
Science	4.0	Fine Arts	1.0
Social Studies	3.5	Theology	4.0
Economics	.5		
Physical Education	1.0		
Additional Elective	1.5	Total Required Credits	28.5

Note:

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

ENDORSEMENTS

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

An arts and humanities endorsement can be earned through one of three strands. 1) Complete a fifth year of social studies. 2) Complete a fourth year of a world language or two additional credits in a different language. 3) Complete a total of four credits in fine arts (visual arts, music, or theatre) - or two additional credits in a different language. 3) Complete a total of four credits in fine arts (visual arts, music, or theatre) – the three additional credits must be in one or two areas of fine arts.

A STEM endorsement is earned by completing an additional year above the standard Bishop Dunne requirement in math, science, or technology.

LAB CONTRACT

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

LEARNING RESOURCE SPECIALIST

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

#### MAKE-UP WORK

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

Students have one day for each day absent to complete any missed class work, with the exception of tests and major assignments. Tests must be scheduled with the teacher the day they return. Major assignments must be submitted on the original due date regardless of excused/unexcused absence, unless there is written evidence of a medical or personal emergency.

#### MATH AND WRITING LABS

All students have access to support labs throughout the school day as well as during free periods. The math lab is a place for students to work to receive more individualized assistance with math content and skills. The writing lab is a place for students to work to receive individualized assistance in the writing process including prewriting, organization, research, drafts, proofreading, and final editing.

#### RE-ADMITTANCE

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

Bishop Dunne students returning to Bishop Dunne who are deficient in credits are required to make up these credits in the summer after the school year in which the deficiencies occurred. Any exceptions to this requirement must be approved by the assistant principal.

#### REPORTS

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

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

#### SCHEDULE CHANGES

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

#### SENIOR SERVICE

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During the 2020-21 school year, seniors will not participate in senior service. They will enroll in a Social Justice class on the Bishop Dunne campus.

#### SENIOR SCHEDULES

Seniors who failed a course at the end of junior year, or who are failing at interim or semester, will be expected to go to monitored study hall in the library.

Seniors who have passed all classes as juniors and who continue to pass all their classes and who do not have an assigned Block A or Block E class may have "late arrival" to school. Those students must arrive in time for their advisory period and should report directly to that class. Seniors who do not have an assigned A and B block or an assigned E and F block are still required to be at school by advisory period or a school-sponsored event. On Wednesdays, these students are required to attend Mass. All late arrival seniors must enter through the front South door and be admitted by the receptionist. They will be screened at the front desk.

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

Seniors who are passed all classes as juniors and who continue to pass all their classes and who have study time during Blocks D or H may leave campus at the end of their last scheduled block, except when an afternoon assembly is scheduled. A grade below 70 received for any marking period in any class revokes this privilege until the next report card, previous job or transportation arrangements notwithstanding. Students are to leave the grounds immediately and quietly, or go to areas of the building designated for them at the time. Seniors who violate these privileges by being tardy for class, loitering in the halls or parking lot, etc., may lose privileges for the semester. Since this is a senior privilege, any senior whose social behavior or conduct is of such a nature as to jeopardize the good name of the school community, or which is detrimental to his or her common good, or harmful or offensive to the staff or other students will automatically lose this privilege. Students may not have their schedules revised to accommodate early dismissal or late arrival privileges. Students are expected to be aware of and to comply with this policy. Students who violate this policy and leave Bishop Dunne's campus during the school day without permission do so at their own risk and Bishop Dunne shall not be responsible for any personal injuries or property damage caused as a result of any student leaving campus in violation of this policy. Students who are determined to have violated this policy will be subject to discipline.

#### TEXTBOOKS and E-BOOKS

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

#### STUDENT RECOGNITION

##### ACADEMIC

HONOR ROLL: At the end of each semester, the school honors those students who have achieved honor roll status. Grade point averages of 3.495 to 3.499 will be rounded up to 3.50 for honor roll recognition. A student whose average is 3.50 to 3.70 is awarded honor roll status. Those students whose grade point average for that marking period is at least 3.71 to 3.84 merit a special President's Honor Roll. At the end of each semester, a student whose average is 3.85 or higher is named to the Bishop's

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Honor Roll. All students who achieve honor roll status are acknowledged at school honor breakfasts and presented with appropriate honor certificates.

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

#### NATIONAL HONOR SOCIETY MEMBERSHIP

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

The academic requirements set by the National Council are based on a student's cumulative scholastic average. The minimum adjusted cumulative grade point average allowable is 93%. Membership is never considered solely on the basis of grades. The "leadership" criterion is considered highly important for membership selection. The criterion of "service" is defined by the value of contributions to the Bishop Dunne community as well as to the general community. In considering "character," negative as well as positive aspects of character traits are considered. The "citizenship" for NJHS is considered in terms of the candidate's behavior in and out of class.

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

#### EXTRACURRICULAR

##### ATHLETICS

#### GENERAL POLICIES

##### ATHLETIC PHYSICALS:

Physicals and medical history are required annually for any student who participates in band, drill team, cheerleading, and/or sports. Students will not be allowed to participate until an annual physical is on file. All students participating in extracurricular activities at Bishop Dunne are advised to have an ECG in addition to the annual physical. Parents are free to take their child to the physician of their choice for physicals. TAPPS requires all athletes to have an account on Rank One Sports. Athletic physicals and medical history are to be uploaded by the parent or guardian to Rank One Sports, [www.rankonesport.com](http://www.rankonesport.com). The athletic physical form can be found at [www.rankonesport.com](http://www.rankonesport.com) under Online Forms.

##### ATHLETIC LETTER

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

Subsequent letter awards are presented in the form of a varsity letter certificate. A player who is injured and because of the injury is unable to participate enough to earn a letter in the prescribed manner is awarded the BD letter based on the

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participation prior to the injury. Trainers and managers are athletes; therefore, they can earn a varsity school letter by participation in a varsity sport.

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

#### CERTIFICATE OF PARTICIPATION

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

#### MOST VALUABLE PLAYER AWARD

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

#### GOLDEN FALCON AWARD FOR OUTSTANDING SCHOLAR ATHLETE

Seniors who have participated and received varsity letters in two sports for two consecutive years (junior and senior years) are eligible. There must be noted athletic accomplishments. The award winner will have demonstrated sportsmanlike conduct and have been supportive of his or her teams. The athlete must have demonstrated diligence, enthusiasm, a good attitude, and a GPA of 3.0 or better.

#### BAND LETTER

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

Participants must have a grade point average in band of at least 3.0 for three consecutive semesters; must participate in band fundraising activities; must not have any unexcused absences from band events; and must participate in the solo/ensembles.

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

#### CHEERLEADER LETTER

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

#### DRILL TEAM LETTER

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

#### ART LETTER

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

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## COMPUTER AND INTERNET RESPONSIBLE USE GUIDELINES

### RATIONALE

Our students use technology to learn. Technology is essential to facilitate creative problem solving, information fluency, and collaboration that we see in today's democratic societies. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This responsible use policy (RUP) supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

### HOW WE USE TECHNOLOGY

The integrated information technology program at Bishop Dunne develops in our students the literacy and spatial skills they need to contribute in a connected world. We use technology to facilitate creativity and innovation. We use technology to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data, and to solve problems. We develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to do what they could not otherwise do. We aim to create a safe online environment for everyone with filtering software.

### OUR HARDWARE AND SOFTWARE

Our students can access the internet via both wired and wireless connections that cover the entire school campus. We are a PC/Mac school with more than two hundred computers distributed throughout mini labs in shared classrooms and stand-alone computer labs. Digital projectors and interactive whiteboards in both the middle and secondary school classrooms facilitate group viewing and discussions. In our networked labs middle and secondary students each have access to a standard suite of software to support their learning needs. Students are also allowed to bring their own computing devices provided they have current anti-virus software and their machines are updated on a regular basis. The school is not responsible for students who bring their own internet connectivity via air-cards or other cellular services.

### BEING A DIGITAL CITIZEN

We use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect Yourself:** Students will select online names that are appropriate, and give careful consideration to the information and images posted online.
- **Protect Yourself:** Students will not publish personal details, contact details, or a schedule of activities.
- **Respect Others:** Students will not use technologies to bully, harm, or tease other people.
- **Protect Others:** Students will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Students will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property:** Students will request to use the software and media others produce.

### CONSEQUENCES OF VIOLATIONS

If a student breaks this agreement, the consequences could include suspension of computer privileges and/or disciplinary action.

Students also understand that all aspects of their school network as well as e-mail accounts are, in their entirety, owned by Bishop Dunne Catholic School. Bishop Dunne has the right to access students' information and online activities at any time.

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Students learning remotely, whether full time for the full year, or on a temporary basis, will abide by the eLearning Student Agreement.

### **eLearning Student Agreement**

In the world of remote learning, we have many of the same expectations for student behavior as we do in the classroom. All students should be respectful of their classmates and their teachers. Each classroom will establish its own norms, but some expectations will be consistent throughout all classes. We expect all students to have reliable internet and computers that have a working camera and audio. They will need them every day for class work, assignments, homework, and assessments. Assignments will be posted on Portals, as will grades. Students and teachers will interact during class through Microsoft TEAMS.

- I will be engaged in the class.
- I will arrive on time, ready to learn. (Students should not begin the day still eating breakfast.)
- I will be sitting at a desk or other table, ready to participate, where there will be minimal distractions.
- I will not attend class sitting in bed.
- I will be dressed appropriately for class. (No PJs.)
- I will come to class prepared with the required work and materials.
- I will log in to TEAMS at the beginning of each class block.
- I will be present for at least 90% of my class in order to earn credit for the course.
- I will not use additional devices, outside of the one I use for TEAMS.
- I will not go to sites other than TEAMS, or one required by my teacher, during class.
- I will not be listening to music during class.
- I will TURN ON my camera at the beginning of class and leave it on throughout the class.
- I will unmute, unless instructed otherwise by the teacher.
- I will be prepared to respond in the CHAT feature when asked by my teacher.
- I will stay on task throughout class.
- I will participate in class in a positive manner, using clear and respectful language. There will be no yelling or disrespecting the comments of others.
- I will be responsible for checking email, portals and TEAMS for assignments and messages.
- I will communicate with teachers through email or TEAMS.
- I will use professional and formal language in my communication.
- I will submit assignments by the due date in the way the teacher requires. (Work submitted after the due date will be penalized in the manner deemed appropriate by the teacher and/or department. Students need to make sure they know how each assignment should be submitted.)
- I will have back-up plan in case I am unable to access the Internet in my regular place of study.
- I will participate in online tutoring as needed or required.
- I will participate in Monday tutorials.
- I will have a plan for testing situations to ensure uninterrupted time to complete the test or assignment.
- I will not plagiarize the work of others and claim it as my own. (Collaborative work is allowed only if the teacher has assigned it as such.)
- I will let my teacher know immediately if I have difficulties completing an assignment because of a technical problem.
- I understand it is my responsibility to make sure my technology is working properly.
- I understand it is my responsibility to follow the usual Bishop Dunne procedures to report an absence if I am sick.
- I understand it is my responsibility to make up work according to the policy in the Bishop Dunne handbook if I miss school due to an illness.

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## DISCIPLINE

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

### DISCIPLINE PHILOSOPHY

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

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

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

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

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

Classroom discipline is the responsibility of the classroom teacher and discipline on the field and court is the responsibility of the head coach. Referred discipline issues are administered by the dean of students with support from the middle school director, and in collaboration with the assistant principal.

### LOVE AND LOGIC®

Bishop Dunne Catholic School is a Catholic school that focuses not just on the behavior of its students but on their moral development. As a result, it undertakes a program to teach students certain social emotional or moral skills that help them become strong Catholic Christians who are prepared for college and heaven. For the 2020-21 school year, Bishop Dunne will seek actively to teach the following virtues:

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- Empathy
- Perseverance
- Integrity
- Self-control
- Faith

The goal of teaching virtues is to teach students to internalize right and wrong and willingly choose how to live virtuously. Therefore, while the disciplinary action and consequences listed below are for students who make the wrong choice, we will continue to work to help students make the correct choice a habit.

#### ACADEMIC DISHONESTY: PLAGIARISM, CHEATING, AND COPYING

In line with the School's mission of guiding students towards self-discipline, honesty, integrity, and responsible citizenship, the offenses of academic dishonesty are considered serious violations of the school's "Dunne Honorably" code of conduct. We expect students to follow the guidelines whether they are learning remotely or on campus. During remote learning (as is true on campus), collaboration on assignments is only permissible if the teacher allows it. These forms of academic dishonesty, and the corresponding consequences are delineated below.

#### PLAGIARISM

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

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

Once a student submits a written assignment, the teacher will review the work for originality. If for any reason the teacher has a question regarding originality, the teacher will review the assignment with the student and discuss the issue of originality. The report from turnitin.com is considered when assessing the extent of the plagiarism, but the percentage of plagiarized material detected in no way mitigates this form of academic dishonesty or its consequence. If the paper includes work that is not original, the teacher will give the student more guidance in order to better understand the elements of plagiarism and how to avoid them in the future. The Writing Lab coordinator is also available to help students understand the importance of original writing. Because Bishop Dunne takes a strong stance on plagiarism while focusing on educating the students, consequences for plagiarism may include revisions and/or point deductions for lack of originality. If, however, plagiarism is suspected a second (or more) times, and extends beyond the elements of retraining and re-educating the student, a referral which goes directly to the dean of students and assistant principal for disciplinary action which could include a failing grade on the assignment, a failing grade in the course, a fine or suspension.

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#### CHEATING

Cheating refers to the act of using an unauthorized source in completing an assessment or assignment, both while learning on campus or remotely. An unauthorized source may include but is not limited to, unapproved notes, formulas, keywords, or codes, using unapproved technology, exchanging answers with others when prohibited, or looking at another student's work. Cheating is regarded as academic dishonesty, and any incident of cheating will be handled as an academic matter with the grade and disposition of assignment determined by the teacher and a referral which goes directly to the dean of students for disciplinary action which could range from a failing grade on the assignment, a failing grade in the course, a fine or suspension. Repeated cheating will result in further disciplinary action from the dean of students' office and the president's office.

#### COPYING

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

#### ANTI-VIOLENCE POLICY

The way in which our students handle conflict will be guided by the desire to model Christ in all our behavior. Students will be encouraged and taught to acquire the skills necessary to resolve conflict in a non-threatening and non-violent way. The dean of students, counselors, and campus minister are available to assist students who may experience conflict with another student. It is the intent of Bishop Dunne Catholic School to allow students to learn how to resolve the conflict between their peers and their teachers through love and understanding.

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

#### ANTI-HARASSMENT POLICY

All students have the right to learn in an environment free of discrimination, which includes freedom from harassment, whether that harassment is based on sex, gender, age, race, national origin, religion, marital status, disability or membership in other protected groups. Harassment in any form is prohibited and such conduct may result in disciplinary action up to and including expulsion. Harassment includes, but is not limited to conduct that is verbal, physical, sexual, emotional, and/or retaliatory in nature. Actions, words, jokes or comments based on an individual's sex, pregnancy, race, ethnic background, age, religion, real or perceived disability, or any other legally protected characteristic, if such conduct would be offensive to a reasonable person and creates an offensive work environment, will not be tolerated, even if such conduct does not rise to the level of legally actionable conduct.

Students who have complaints or observe inappropriate behavior shall report such conduct/harassment, in writing, to one of the following: dean of students, director of guidance, assistant principal, or president who shall inform the superintendent of Catholic schools. The matter will be investigated, and appropriate action taken in as confidential a manner as possible. All students are expected to cooperate with the investigation and treat the matter in confidence. Failure to do so may lead to disciplinary action including expulsion. Providing false information or discussing the matter with anyone besides the investigator will be cause for discipline.

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No student who brings a good faith report of harassment to the attention of the appropriate person will suffer retaliation or other adverse employment action as a consequence. Any student who is found to have retaliated against a student who reported a violation of this policy, in good faith, will be subject to discipline up to and including expulsion. It is important for students to report incidents of harassment, because without this assistance, violations could go undetected and uncorrected.

#### SEXUAL HARASSMENT POLICY

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

Bishop Dunne Catholic School prohibits sexual harassment. Sexual harassment includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal or nonverbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary or unwanted touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, sexual innuendos, obscene gestures, suggestive sounds, and physical assault.

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

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

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

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

#### STUDENTS RIGHTS AND RESPONSIBILITIES REGARDING SAFE ENVIRONMENT

The Diocese of Dallas believes that all students have a right to a safe and healthy school environment free of all forms of intimidation or harassment. As a matter of both diocesan school policy and religious obligation, bullying, harassment, and/or other threatening behavior by a student will not be accepted or tolerated in a Catholic school. Students engaging in such behavior, seriously or in jest or online, may be liable to disciplinary action up to and including suspension and/or expulsion.

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The assistant principal and the dean of students will investigate all complaints of bullying, harassment or any other types of threatening behavior, whether verbal, written, or online according to the guidelines listed in this policy. All allegations of bullying, harassment, and/or other threatening behavior shall be taken seriously and investigated in a timely manner.

#### 1. Bullying

Bullying occurs when a student or group of students engages in written, verbal expression, or physical conduct that:

- a. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or
- b. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples: Bullying of a student may include, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, ostracism, and cyber bullying.

#### 2. Harassment

Harassment may include, but is not limited to, offensive derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression or assault, display of graffiti, printed material, or computer generated online material promoting racial, ethnic or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.

#### 3. Reports of Bullying, Harassment, or other Threatening Behavior

Reports of bullying, harassment, or other threatening behavior shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair the administrator's ability to investigate and address the prohibited conduct.

#### 4. Sexual Harassment (All sexual harassment complaints will be reported to the dean of students or director of guidance).

Sexual harassment of a student may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under a variety of conditions.

- a. Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.
- b. Written/Electronic Harassment: Suggestive or obscene letters, emails, blogs, posts, text messages, tweets, notes, or invitations. Includes computer-generated posts online.
- c. Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- d. Visual/Electronic Harassment: Leering, gesture, display of sexually suggestive objects or pictures, posting pictures, cartoons, posters, or any other type of electronic messaging.

#### BRING YOUR OWN TECHNOLOGY POLICY

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

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Teachers are responsible for the academic success and Christian formation of their students. As a result, during classroom time, teachers determine when technology use is appropriate or not. Their decision to manage this usage includes but is not limited to the following:

- Requiring students to place their cell phones in a predetermined location (phone holder, teacher's desk, basket, etc.)
- Middle School students should not bring cell phones to class; they should be left in the locker throughout the day.
- Requiring students to keep computers closed, turned off, or off desks
- Determining when students may access technology while in class

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

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

Outside of the classroom, (before school, lunch, after school) students have the right to use their devices as long as they adhere to appropriate etiquette and code of conduct. Middle School students are not allowed to use cell phones at any time during the school day.

Students may not wear headphones or earbuds in the hallway during the school day. If students wear these, the devices may be confiscated and brought to the student development office, and the students will receive a fine.

#### STUDENT PRIVILEGES

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

Students are responsible for knowing the way(s) in which technology is permitted during a given class. Students need to fully understand that the devices are tools for learning.

#### CAMPUS EXPECTATIONS

- All members of the Bishop Dunne community will be courteous and respectful of others at all times.
- Destruction or defacement of any part of the Bishop Dunne facility will not be tolerated, and restitution will be required.
- Students will have respect for others' property and each other.
- Running in hallways or classrooms, pushing, yelling, throwing objects, or any manner of rough behavior or fighting is not permitted.
- Eating and drinking in indoor locations other than the cafeteria is not allowed.
- Inappropriate physical contact or public display of affection is not permitted.
- Students, unless they are involved in senior service, may not leave the campus without permission from the time they arrive at school until they are dismissed.
- Boys are not permitted in the girls' locker room or restrooms. Girls are not permitted in the boys' locker room or restrooms. Students will not loiter or congregate in the hallways or restrooms.
- Students may not be in the hallways without a hall pass during instructional time, lunch periods, or after the 3:30 p.m. bell.
- Students are not allowed to wait for their ride on the street in front of the School, or across or down the street from the School, but must wait in the garden outside the gym lobby

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- All members of the Bishop Dunne community are expected to pick up trash and place it in the proper receptacle as they come across the trash throughout the school day.
- All bags and books must be out of the aisles during class time.
- A moderate conversational voice is expected during class hours and in the cafeteria.
- We will have no talking while eating lunch during the 2020-21 school year.
- Students will not engage in physical or verbal intimidation.
- Sexual harassment of any form will not be tolerated in the Bishop Dunne community.
- All members of the Bishop Dunne community will avoid the use of inappropriate language or profanity in written or spoken communications.
- Parking and traffic rules will be followed at all times.
- The Bishop Dunne community does not tolerate theft of ideas or property, or damage to another's dignity.
- In the event that a teacher is not present in the classroom, students in the classroom are expected to notify the front office and teachers in the adjoining classrooms that they are unsupervised.
- Academic dishonesty will not be tolerated.
- Forging of a teacher's, parent or guardian's signature will result in disciplinary actions.
- Students are never to engage in any activity that involves gambling of any sort.
- Students will not possess, use, transmit, or be under the influence of any controlled substance (drugs listed in the current Federal Controlled Substance Act including: alcohol, abusable glue, aerosol paint, chemical inhalants, other intoxicant or mood altering or behavior altering drugs, drug paraphernalia, and tobacco) on school premises or off campus, or when involved in any school-sponsored activity. This includes but is not limited to posting use of controlled substances on social networking or a similar site.
- Students are not to be engaged in sexual activity (kissing, inappropriate touching with or without articles of clothing removed) on school premises or off campus, or when involved in any school-sponsored activity. A quick hug, hand hold, or arm around a shoulder is acceptable if for a brief period of time.
- Only appropriate games (as deemed by the Dean of students) are approved for the cafeteria.
- Money is not to be pinned on students' outer clothing in celebration of birthdays or other events.
- Students may not sell food or any other item on campus unless it is approved by a club or organization and the dean of students.
- All Handbook rules and expectations are in effect when students are on field trips.
- Students may only wear Bishop Dunne spiritwear that was purchased from an official Bishop Dunne organization.

The dean of students and the assistant principal determine disciplinary action and consequences for any breach/violation of the above expectations.

#### FINES

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

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

#### DISCIPLINE ACTION AND CONSEQUENCES

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

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Level 1: Students will be given a warning to come into compliance with the rules. Once a student has been warned by his or her teacher and does not come into compliance with the rules, he or she will be referred to the student development office where he or she may be issued a level two infraction and fined \$25.00 for each infraction received. All fines must be paid for students to sit for final exams. Students who receive more than seven referrals may be placed in recovery or suspended for one day. If infractions continue, students will be placed on a Responsibility Contract which may lead to separation from the School.

#### Level 1 Infractions:

- Failure to wear mask on campus; masks may not be removed except during lunch or an outside break
- Failure to follow social distancing guidelines
- Intentionally coughing on another student or staff member
- Failure to follow remote learning protocols (i.e.: camera must be turned on in class)
- Flagrant public display of affection
- Playing loud music on or near school premises
- Being in the parking lot without permission
- Double parking
- Parking lot violation
- Unauthorized driving to Mass
- Frequent violation of uniform guidelines
- Grooming for boys: hair below the collar, designs in hair, multiple parts in hair or eyebrows, and hair coloring, spiked hair are not allowed
- Repeated shaving violation (including grooming for young men with the shaving letter)
- Refusal to accept disciplinary measures in such a way as to disrupt classroom procedures or instruction
- Rude behavior
- Disrespect to school personnel or visitor
- Copying or cheating
- Sale of unapproved items
- Misbehavior at a school-sponsored event
- Horseplay or roughhousing, reckless or unsafe behavior
- Failure to clean lunch table where seated
- Leaving school campus after arrival or before pick-up
- Being removed from class for disruption
- Disruptive behavior before or after the instructional day
- Possession of a cheat sheet
- Cutting in line in the cafeteria
- Gambling of any sort, possession of dice
- Lying about one's identity either orally, online, or in writing
- Unsupervised on school grounds
- Failure to follow instructions
- Failure to report to study hall
- Disruption or unpreparedness for study hall
- Absence from class without permission (15 minutes without teacher notification)
- Selling food on campus without proper authorization
- Excessive Tardies

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

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

Level 2 Infractions:

- Failure to pay discipline fines
- Repeated failure to wear mask
- Leaving School without permission
- Truancy
- Continued academic dishonesty
- Smoking or possession of any type of tobacco substances
- Vaping or juuling, or possessing vaping devices is prohibited
- Sexual harassment or sexual misconduct
- Intimidation of others or encouragement of violence
- Investigation of serious discipline issue that may lead to legal consequences
- Bullying
- "Sexting"
- Inappropriate use of the Bishop Dunne name on social networks
- Slanderous comments about administration, faculty, staff, or students on social networks
- Refusal to mediate conflicts
- Horseplay or roughhousing in a lab setting or locker rooms
- Horseplay or roughhousing with physical contact
- Fighting, intimidation and/or violent behavior
- Graffiti, vandalism, or destruction of property
- Forgery of signatures or altering of school documents
- Damage to the good name of the Bishop Dunne community
- Use of profanity on the school grounds or at a school function
- Forgery of a teacher's, parent's, or guardian's signature
- Flagrant disrespect to school personnel
- Dishonesty to school personnel
- Violation of athletic spectator code
- Exceeding the speed limit or driving recklessly on school property or at any school function, whether on or off campus. Stop signs must be adhered to at all times.
- Failure to notify a teacher or administrator of fights, intimidation, or violent behavior

Level 3: A Level 3 infraction means the student is subject to immediate separation from the Bishop Dunne Community for an amount of time determined by the Bishop Dunne administration.

Level 3 Infractions:

- Possession or sale of alcohol, drugs, or any drug paraphernalia at any time
- Use of or being under the influence of alcohol or drugs at any time
- Gang involvement at any time
- Possession of firearms, weapons, explosive materials, or other dangerous objects at any time
- Parent or student refusal to cooperate with administration or faculty
- A parent or student threats to administration, faculty, staff or students
- Defamation of character of administration, faculty, staff or student

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- Refusal to fulfill online education obligations
- Theft
- Fighting, intimidation and/or violent behavior
- Violation of athletic spectator code
- Continued academic dishonesty
- Selling, in any form, academic essays (including research papers) and/or projects
- Possession and/or sharing and distributing of pornography, or other inappropriate magazines, pictures, writings, patches or materials
- Failure to report any Level 3 incidents
- Inappropriate texting or emailing, that includes sexual content, harassment, threats or content deemed inappropriate by the administration
- Criminal activity
- Spitting on or biting another student
- Inappropriate posting on social network sites, blogging, Twitter, etc.
- Any form of bullying

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

#### FINES

##### Cell Phones

- In accordance with the BYOT initiative, cell phones and other devices are permitted on campus during the school day. Unauthorized use of students' cell phones and other devices beyond the scope of the BYOT will result in a \$10.00 fine. Students found to be repeatedly in violation will receive a fine increased by \$5 for each successive offense. Please refer to BYOT for more information.
- Bishop Dunne Middle school students are not allowed to have their cell phones out during the school day unless approved by their teacher.

##### Eating or drinking outside of designated areas

- Students are not to eat or drink outside of the cafeteria.
- Students are also not to chew gum during school or Mass.
- Students found to be in violation will receive a fine of \$5 that will increase by \$5 for each successive offense.

##### Shaving

Male students must remain neatly groomed at all times. Students who report to school not neatly groomed will be required to come into compliance within one day and will pay a \$5 fine for the first offense. The fine will increase by \$5 for each successive offense.

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## UNIFORM VIOLATIONS

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

Uniform violations include but are not limited to:

- Shirt un-tucked either accidentally or deliberately, whether before, during or after school
- Incorrect uniform
- Not wearing a tie
- Wearing Dickie shorts
- Inappropriate buttons undone
- Belt not visible
- Wallet chains
- Oversized clothing, sagging, loose pants, or shorts falling below the knees for boys
- Too-short skirts or skorts
- Non-regulation or inappropriately tight pants for girls
- Crumpled or un-pressed clothing
- Incorrect shoes or socks
- Clothing that is too revealing
- Money pinned on clothing
- Anything that is not listed in the uniform guideline

Faculty and staff will determine uniform violations.

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

## TARDY FINES

Students are considered tardy to class once the bell has rung. Teachers may have their own policy that states, "students are to be seated in their seats when the bell rings or they will be marked tardy." It is imperative that each student know his or her teacher's tardy policy. Students will be given a fine of \$1.00 for each tardy. Once the student receives 6 tardies the student will be sent to Saturday school with a 25.00 fine. If the student continues to be excessively tardy and reaches 9 tardies the student will be sent to Saturday school and receive a \$30.00 Fine. If student reaches 12 tardies the student will be given Saturday school with a \$40.00 fine. Excessive tardies may result in the student being separated from the school or not issued an enrollment contract for the following year. Once a student reaches 15 tardies in a class he or she is jeopardy of not receiving credit for that class. Please note that three tardies constitute an absence. In addition, Juniors and Seniors may lose his or her free period due to excessive tardies.

## DISCIPLINARY PROBATION/ RESPONSIBILITY CONTRACT

Disciplinary probation is defined as the final probation status of a student whose past conduct indicates a serious lack of cooperation with the school policies and philosophy. This trial period is offered for those students who insist that they want to continue to be a member of the Bishop Dunne community and promise marked improvements in conduct and attitude. Disciplinary probation may include denial or decrease of privileges such as senior privileges, athletics, participation in extracurricular, club, or organization activities, or holding an office in a club or organization. The probationary period may also include a Responsibility Contract with the school administration which spells out steps for renewed cooperation and which must be signed by the student and his or her parent or guardian. The contract states that the student can be separated from Bishop Dunne immediately and at the principal's discretion if there is even one additional infraction of school policy. Refusal to sign a Responsibility Contract will result in separation from the Bishop Dunne community. A student may be placed on disciplinary probation and may be required to sign a Responsibility Contract without prior suspensions, or for repeated

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violations of rules and procedures. A student may be returned to regular admission status if positive steps are taken by the student to improve his or her behavior or if, at the end of the contract period, the student has shown sufficient progress toward cooperation with the School. A student may be given a Responsibility Contract as a condition for re-enrollment for the following school year.

#### INVOLVEMENT OF LOCAL LAW ENFORCEMENT OFFICIALS

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

- 1) conduct that may constitute an offense listed under Tex. Gov't Code sec. 508.149;
  - 2) deadly conduct under Tex. Pen. Code sec. 22.05;
  - 3) terroristic threat under Tex. Pen. Code sec. 22.07;
  - 4) the use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana under Chapter 481, Health and Safety Code;
  - 5) the possession of any of the weapons or devices listed under Tex. Pen. Code sec. 46.01(1)--(14) or (16);
  - 6) conduct that may constitute a criminal offense under Tex. Pen. Code sec. 71.02; or
  - 7) conduct that may constitute a criminal offense for which a student may be expelled under Tex. Ed. Code sec. 37.007(a), (d), or (e).
- 1) A threat to commit a crime involving violence to any person or property made with the intent to a) cause a reaction to the threat by emergency services (e.g. a bomb threat), b) place any person in fear of imminent serious bodily injury, c) prevent or interrupt the occupancy or use of a building, d) impair or interrupt public communications or utilities, e) place the public or substantial group of the public in fear of serious bodily injury, or f) influence government activities;

Notice is not required if the assistant principal or president reasonably believe that the conduct does not constitute a crime. 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.

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

#### SEPARATION FROM SCHOOL

The president's and assistant principal's decision to separate a student from Bishop Dunne for the remainder of the school year is final.

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

#### UNIFORMS

**Levines is Bishop Dunne's new school uniform provider for the 2020-21 school year.**

The uniform provider for 2020-2021 is Levines school uniforms. Going forward, please purchase **new** uniforms directly from Levines. The school store will continue to sell gently used uniforms. You may order through [levinesstores.com](http://levinesstores.com)

Levines has two convenient locations:

2550 W Redbird Lane

Dallas, Texas 75237

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214 330 8186

511 W. Jefferson  
 Dallas, TX 75208  
 214 948 7396

**UNIFORM POLICY**

All students are expected to comply with the uniform dress code at all times while students are anywhere on campus before, during, and after school, or on school-sponsored trips away from campus. The uniform should never be worn inappropriately or disrespectfully on or off campus. Uniforms must be in good condition with no visible holes, cuts, tearing, fraying, marking, or alterations of any kind, and must be worn in an unwrinkled state. Students who fail to follow dress code will be subject to penalties as prescribed in the discipline policy. **Violating uniform policies that cannot be corrected will result in a fine. Students who continue to violate the uniform policies will lose spirit dress privileges. Students who do not wear their blazers on Wednesday and special occasions will be fined and required to wear their blazers for one week.**

**During the first quarter of the 2020-21, students may wear ANY of the uniforms. We will not require the formal uniform, nor the blazer. We want to be able to bring students outside during the day for mask breaks; students will be more comfortable if they are not in formal uniform. We will reevaluate at the end of the first quarter.**

**This is the normal uniform policy. It will be suspended for the first quarter of the 2020-21 school year.**

**Girls' Uniform**

Females	Formal Dress Uniform Required: Tuesday, Wednesday, Thursday (and as requested by the administration)	Casual Uniform Optional: Monday, Friday
Skirt/slacks  Skorts	Plaid school skirt (max 3" above knees)  OR  Grey dress slacks (worn with plain, solid black or brown belt)	Khaki pants (proper fitting, with no side-leg pockets, worn with plain, solid brown or black belt). Khaki skorts (max 3" above knees)
Blouse	white no-tuck dress blouse from Risse Bros.  or white ¾ sleeve dress blouse (tucked in)  Only top button may be unbuttoned.  (optional for seniors: blue)	school polo shirt (tucked in) navy polo for middle school, red polo for high school, white no-tuck dress blouse from Risse Bros.  or  white ¾ sleeve dress blouse (tucked in),  Only top button may be unbuttoned.  (optional for seniors: blue)
T-shirt	Solid white or black t-shirt (undershirt)	Solid white or black t-shirt (undershirt)

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Socks	Plain solid black or navy blue socks.	Dress shoes or saddle Oxfords worn with skort) - solid navy blue knee high socks. With athletic shoes or Topsiders - athletic socks.
Shoes	Solid plain black or brown dress shoes OR Saddle Oxfords	Solid plain, black or brown dress shoes OR Saddle Oxfords or Topsiders OR athletic shoes (laces must be the same color as the shoes)
Blazer	School blazer required on Wednesdays (and other Mass days at St. Elizabeth) year-round. Optional on Tuesdays, Thursdays, and as requested by the administration.	
Sports Wear	Pullovers, hoodies, and jackets may be worn with the skirt or slacks on Tuesday and Thursday.  Pullovers, hoodies, and jackets must be Bishop Dunne and purchased or issued from an official Bishop Dunne organization.	May be worn with the casual uniform Monday and Friday.
Official letter jacket:	Only student-athletes, band members, and honor roll students who have earned a Bishop Dunne letter may wear letter jackets. Letter jackets must have the student's formal name only embroidered on the back, and, once approved by Athletic Director, must be ordered through the Balfour representative. The jacket may be worn only if the letter has been properly sewn on. Students are not permitted to wear someone else's jacket.	The official letter jacket may be worn Mondays Tuesdays, Thursdays, and Fridays. If there is a Mass on any of those days students are not allowed to wear their official letter jacket. The official jacket may not be worn on Wednesdays.
Club/Team Jackets	Official Bishop Dunne club or team jackets may be worn with either the casual or formal uniform, except on Wednesdays. If a jacket has a hood, the hood must remain down while in the building.	
Outside Jackets	Outside jackets are not to be worn in the building during school hours, and are to be kept in the lockers.	
Sweater and Fleece Jacket	School sweater or fleece may not be worn on Wednesday without a Bishop Dunne blazer.	School sweaters and fleece may be worn with the casual uniform

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Student ID	Student IDs must be displayed on your person and visible at all times.	Student IDs must be displayed on your person and visible at all times.
Tie	Striped silk school tie (optional)	Tie may be worn with the Khaki pants
Scarf	Regulation Bishop Dunne scarf only	
Accessories	Red, white or blue bows only, with minimal jewelry	
Hats, earmuffs, etc.	Items such as hats, earmuffs, gloves, mittens, blankets, etc. may not be used in the building during school hours, and are to be kept in the lockers.	

### Boys' Uniform

	Formal Dress Uniform Required: Tuesday, Wednesday, Thursday (and as requested by the administration)	Casual Uniform Optional: Monday, Friday
Slacks/Khaki pants/shorts	Grey dress pants  Worn with plain, solid black or brown belt	Khaki pants, no side-leg pockets  Worn with plain, solid black or brown belt.  Khaki shorts--not to fall below the knees, with no side-leg pockets, and no Dickies brand shorts—worn with plain, solid black or brown belt
Shirt	White Oxford dress shirt. All buttons must be buttoned. (Optional) blue Oxford for seniors	School polo shirt navy polo for middle school, red polo for high school, OR White or blue (seniors only) Oxford dress shirt (Tie optional)
T-shirt	Solid white or black t-shirt (undershirt)	Solid white or black t-shirt (undershirt)
Tie	Striped silk school tie	
Belt	Plain solid black or brown	Plain solid black or brown belt to match shoes
Socks	Dress socks	With dress shoes: dress socks  With athletic shoes: athletic socks  (Must cover the ankles)
Shoes	Plain black or brown dress shoes in good condition	Plain, black or brown dress shoes or Topsiders OR athletic shoes. Laces must be the same color as the shoes.
Blazer	School blazer required on Wednesdays (and other Mass days at St. Elizabeth) year-round. Optional	

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	on Tuesdays and Thursdays, and as requested by the administration)	
Sports Wear	<p>Pullovers, hoodies, and jackets may be worn with slacks on Tuesday and Thursday.</p> <p>Pullovers, hoodies, and jackets must be Bishop Dunne and purchased or issued from an official Bishop Dunne organization.</p>	Sports Wear may be worn with the casual uniform Monday and Friday.
Official letter jacket:	Only student-athletes, band members, and honor roll students who have earned a Bishop Dunne letter may wear letter jackets. Letter jackets must have the student's formal name only embroidered on the back, and, once approved by Athletic Director, must be ordered through the Balfour representative. The jacket may be worn only if the letter has been properly sewn on. Students are not permitted to wear someone else's jacket.	The official letter jacket may be worn Mondays Tuesdays, Thursdays, and Fridays. If there is a Mass on any of those days students are not allowed to wear their official letter jacket. The official jacket may not be worn on Wednesdays.
Club/Team Jackets	Official Bishop Dunne club or team jackets may be worn with either the casual or formal uniform, except on Wednesdays. If a jacket has a hood, the hood must remain down while in the building.	
Outside Jackets	Outside jackets are not to be worn in the building during school hours, and are to be kept in the lockers.	
Sweater and Fleece Jacket	School sweater or fleece may not be worn on Wednesday without a Bishop Dunne blazer.	School sweaters and fleece may be worn with the casual uniform
Hat's earmuffs, etc.	Items such as hats, earmuffs, gloves, mittens, blankets, etc. may not to be used in the building during school hours, and are to be kept in the lockers.	

THEME OR SPIRIT DRESS DAYS

THEME AND SPIRIT DRESS	FEMALES	MALES
Pants/shorts	<p>Jeans, capris, shorts no more than three inches above the knee, or khaki pants</p> <p>No athletic shorts with the exception of Olympic Day</p> <p>No leggings unless worn with shorts</p>	<p>Jeans, khaki pants, or casual shorts.</p> <p>No athletic shorts with the exception of Olympic Day.</p>
Sweat Pants	Sweatpants are strictly prohibited with the exception of Olympic day.	Sweatpants are strictly prohibited with the exception of Olympic day.

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Shirt	Spirit Dress Down Shirts must be Bishop Dunne Issued. Spirit shirts may be purchased in the Falcon store.  Theme dress shirts must follow the theme set by the club or organization and must be approved by the Dean of Students.	Spirit Dress Down Shirts must be Bishop Dunne Issued. Spirit shirts may be purchased in the Falcon store.  Theme dress shirts must follow the theme set by the club or organization and must be approved by the Dean of Students.
Shoes	Full (closed-toe, closed-heel) shoe  OR  athletic shoes (no slippers, sandals, or flip-flops)	Full (closed-toe, closed-heel) shoe  OR  athletic shoes (no slippers, sandals, or flip-flops)
Socks	Socks must be worn.	Socks must be worn.
	All apparel must be clean, neat, without rips, tears, or frays.	All apparel must be clean, neat, without rips, tears, or frays.
Student ID	Student IDs must be displayed on your person and visible at all times.	Student IDs must be displayed on your person and visible at all times.

On spirit dress days, students pay \$2.00 to dress in Bishop Dunne spirit wear . \$2.00 Spirit days are a privilege and may be taken away individually or as a group for failure to wear the uniform correctly. Students who attend school on the spirit day may be asked to have parents bring appropriate clothing, be held out of class in the student development office, or fined.

**MISCELLANEOUS UNIFORM GUIDELINE**

**HAIR:** Hair must be neatly trimmed, out of the eyes, (not below the eyebrow or below the collar), and off the face. Students with sponge hair must be neat and no longer than two to three inches. Students who have been asked to get a haircut have one full week in which to do so before being fined.

**GROOMING GUIDELINES FOR FACIAL HAIR (male students 15 years or old)**

Bishop Dunne Catholic School is made up of a very diverse student body. Our grooming policy addresses medical, religious, cultural considerations that will allow our male students the choice of maintaining well-groomed facial hair. Bishop Dunne Catholic School will endeavor to reasonably accommodate these exceptions using the following guidelines.

Sideburns: Sideburns should follow the natural contour of the face and not to extend below the bottom of the earlobe.

Beards, goatees and mustaches are permitted subject to the following:

- Facial hair must be neatly trimmed and may not present an unkempt appearance. Extreme styles are prohibited.
- Mustaches may not extend past the corner of the mouth or below the lines of the upper lip.
- Beards and goatees must be trimmed to conform to the chin and jaw line and may not exceed level one on trimming gage.

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- All facial hair (beards, goatees and mustaches) must create an overall neat, polished and scholarly look.
- All facial hair must be fully grown in, neatly groomed and well maintained at no longer than a quarter of an inch in length.
- Mustaches may extend below the corners of the mouth to meet with the facial beard.
- Shaping the mustache or beard to a particular style is not permitted.
- Flares or mutton chops are not permitted.
- Mustaches (without lower facial hair) must not extend onto or over the upper lip and must extend to the corners of the mouth, but not beyond or below the corners.

At all times exaggerated beard, goatee or mustache styles are not permitted. For this policy a goatee is facial hair incorporating the hair on the chin and mustache with a connective line of facial hair from the mustache to the chin. A beard will also incorporate a mustache with a connective line of facial hair from the mustache to the beard.

Students who wish to participate in the preceding guidelines may be asked to trim their facial hair if their facial hair is not neatly trimmed. Male students who wish to participate in this policy are asked to keep a set of trimmers in their locker in the event they are asked to trim their facial hair. If the student is unwilling or unable to trim his facial hair and come into compliance, he will lose his grooming privilege for a period of two to four weeks and may not be allowed to attend class.

For clarification on whether a mustache, beard, or goatee is acceptable, please consult the dean of students or the principal.

#### JEWELRY AND OTHER ACCESSORIES:

##### **Males**

- Only two bracelets per wrist are allowed. Rubber bands may not be worn.
- Necklaces are permitted if they are understated and include simple Christian crosses or medallions.
- Earrings, spacers, or Band-Aid covered earrings are not permitted during the school day. Earrings may not be worn on school trips, athletic events, or practices. Male students who are unwilling to take their earrings out will not be allowed to attend classes, practices or any school-sponsored event.
- Males may not wear a bandana at any time during the school day. Athletic headbands may be worn during practice or athletic events.
- Nose rings are strictly forbidden. Students who do not wish to remove their nose ring will not be allowed to attend classes

##### **Females**

- Females are allowed to wear up to two earrings per ear. Earrings are to be appropriate and are to be no more than quarter-size in length and width.
- Females are allowed to wear no more than two modest-sized bracelets per wrist.
- Small headbands are allowed, but no bandanas, headbands intended for cold weather outside use, head scarves may be worn.
- Nose rings are strictly forbidden. Students who do not wish to remove their nose ring will not be allowed to attend classes.

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

**UNDERGARMENTS:** Undergarments are never to be visible. Long sleeved t-shirts must not be worn under short-sleeved shirts, and any words or designs on the t-shirt must not be visible through the school shirt.

**DRESS UP AND DRESS DOWN DAYS:** When students are allowed to dress up, they must dress in business or business casual attire. Shorts are not to be worn on dress up days. Females wearing dresses or shirts showing their shoulders must wear a sweater or scarf on top during the school day. When students are allowed to dress down, they still must dress in such a manner that school officials consider in good taste. The dean of students makes the decision on whether dress is appropriate for school.

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Students should bring their school uniform with them so if their clothing is deemed inappropriate, they will be able to change. Students dressed inappropriately who do not have a uniform to change into will be sent home immediately to change clothes. In cases in which the parent cannot be reached, the student will spend the remainder of the day at in-school suspension. Any student who continues to violate the dress down policy will lose this privilege and be asked to wear the full dress uniform for the remainder of the quarter.

TIES: Bishop Dunne striped tie only may be worn, at an appropriate length and pulled up to the top shirt button which must be buttoned.

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

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

## ATHLETIC CODE FOR SCHOLAR ATHLETES

### ATHLETIC RULES

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

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

### ACKNOWLEDGEMENT OF RISK

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

### CHEMICAL FREE RULES

- There will be no use or possession of any tobacco products.

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- There will be no use or possession of alcoholic beverages.
- There will be no use or possession of anabolic steroids.
- There will be no use or possession of drugs (except by physician's prescription).
- There will be no attendance at any bar or party where tobacco, alcohol or drugs are being illegally used.
- Athletes who go to a party and notice tobacco, alcohol or drugs being illegally used are required to leave immediately.

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

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

Penalties for Violating the Chemical Free Rules

First Offense – Students may be suspended from the team for up to two consecutive games. If there are not two games left in the season, then the suspension will be carried over to the next sport season. The athlete will also be placed into a drug care program at the parents' expense.

Second Offense - Students may be suspended from the team for the remainder of the season or two months. If the probation period extends into another sport season, the athlete will be allowed to start that sport season and practice. HE OR SHE MAY NOT compete in practices and contests until the suspension period is up.

Third Offense - Dismissal from the team and suspension from the team for 365 days from the time of the dismissal. Before being reinstated onto the Bishop Dunne athletic program, the athlete must meet with the assistant principal, dean of students, athletic coordinator, and coach. His or her parent(s)/guardian(s) must be present at the meeting.

CONDUCT

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

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

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

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

#### ELIGIBILITY

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

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

#### GAME AND PRACTICE REGULATIONS

- Athletes are to report to their designated practice area at the appropriate time.
- Athletes must report to their coach at the appropriate time for home and away games.
- Athletes who are suspended may not travel with the team on the day of suspension and they may not participate in practices during the suspension period.
- It is the responsibility of each athlete to understand and follow the itinerary given by his or her coach for game day preparation.
- If the coach is not available for supervision, the athlete must notify the front office.
- Athletes waiting to be picked up by parents must have supervision.
- A coach must be consulted ahead of time if any athlete must miss a practice or game. Missing a game or practice without permission may result in suspension from the team.
- Athletes must obey all rules established by the coach.
- Athletes are expected to give 100% effort during practices and during games.
- Student athletes must be in attendance (either remotely or in person during the 2020-21 school year) at school a minimum of two academic periods a day in order to participate in an athletic event occurring on the same day.

#### GOLDEN FALCON/OUTSTANDING ATHLETE CRITERIA

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

#### INITIATION/HAZING

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

#### INSURANCE

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

#### LEAVING THE TEAM

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

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

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

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

#### LIGHTNING SAFETY

The athletic coordinator's call is final.

The athletic coordinator or trainer will have a lightning meter.

The athletic coordinator or trainer will keep officials informed of the reading.

A computer displaying the local weather screen will be on in the locker room.

- The first time the reading is unsafe, the teams will go into the locker room and the fans directed to the gym or cafeteria.
- If this happens more than three times, or if the weather is deemed too severe, the game will be called or scheduled for a later date.
- The head coach of the sport being played or the athletic coordinator will inform the school and the officials of Bishop Dunne Catholic School's lightning safety rules before the event.

#### LOCKER ROOM

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

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- Only the appropriate athletic shoe is to be worn on the gym floor.
- No cleats are allowed in locker rooms except during a football or soccer game.
- All personal items and valuables are to be placed in a locker and each student must have a lock on his or her locker.

#### ATHLETIC TRAINING ROOM

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

#### ON THE FIELD OR COURT

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

#### PERSONAL APPEARANCE AND GROOMING

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

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

- Students must follow the established grooming guidelines in the Bishop Dunne Student Handbook.
- Students must follow additional grooming directives by their coaches.
- Any tattoo must be covered at all times during practices or competitions.
- Hats, caps, head scarves or do-rags are not to be worn on athletic trips.
- Only socks issued as part of the team uniform may be worn while participating in an event.
- Jewelry and earrings are not to be worn by athletes during an athletic event or practice.
- There will be no exceptions to any part of the athletic uniform. All team members are to be dressed exactly the same while participating in an event.

#### RESPECT TO TEACHER, COACH AND STAFF

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

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

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#### SUSPENSION FROM SCHOOL

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

#### THEFT

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

#### TRAINING

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

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

#### TRAVEL

- Students must dress in a way that reflects positively on Bishop Dunne and the team.
- Students must be on time for all trips or will be left at school.
- Students must travel in authorized school transportation driven by authorized school personnel and must have a current, signed transportation waiver and release form on file with the school before boarding any school vehicle.
- Students who wish to ride from the games with their parents must present a written notice to their coach from their parents or legal guardian.
- Students are to dress neatly as directed by their coach.
- No gambling on trips is allowed.
- No loud talking or whistling is allowed on the bus.
- Students must not stand while the bus is moving, and must keep all parts of their body inside the bus.
- Athletes traveling on the bus must return on the bus unless an emergency situation arises, or when parents are present and there is compelling reason for returning with parents. These arrangements must be made in writing in advance with the head coach. Students may never return with anyone other than their coach on the bus, or with their own parents or guardian.
- On some occasions, there will be limited seating available on the team bus for away games. The coach will determine travel arrangements.
- Each scholar athlete is responsible for returning his or her equipment to its proper place at the school.
- Students must show respect for opposing schools' songs, facilities, players and fans.

#### COURT AND FIELD

- Fans, parents, and students are not allowed on the sidelines of the fields or on the courts.
- On the football field, only players, coaches, trainers, team doctors, film crew, cheerleaders and drill team, are allowed on the sidelines.

#### NCAA Eligibility Center

In order to participate in Division I and Division II athletics, scholar athletes must register with the NCAA Eligibility Center. Please follow the instructions below to register students. Scholar athletes who will be a sophomore, junior or senior and wish to participate in Division I or Division II athletics, should contact Mr. Walter Johnson to assist them.

- Type [www.ncaaclearinghouse.org](http://www.ncaaclearinghouse.org) in the address bar.
- Click on *Prospective Student Athlete*.
- Click on *NCAA College Bound Student Athlete*.
- Click on the phone and enter your email address to receive a verification code.

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- Return to the screen and enter verification code
- Create an account (using a password).
- Complete the application. The school code is 441785.
- Transfer students must obtain the school code of each school attended.

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

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

#### TEST SCORES

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

#### GRADE-POINT AVERAGE (GPA)

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- Division I GPA required to receive athletics aid and practice is 2.000-2.299 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- Division I GPA required to be eligible for competition is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- The Division II core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

#### DIVISION I

- 16 Core Courses
- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, world language or comparative religion/philosophy).

#### DIVISION II

- 16 Core Courses

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- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, world language or comparative religion/philosophy).

### **TESTING DATES**

The College Board and the ACT have added test dates for the 2020-21 school year. To find the most recent dates, and the registration deadlines, check the websites. Ms. Charleen Doan, our director of college guidance, will work with the students to help them determine the appropriate times to take standardized tests.

#### **ACT**

<https://www.act.org/content/act/en/products-and-services/the-act/registration.html#fall-reg>

#### **SAT**

<https://sat-edit.collegeboard.org/sat/register/dates-deadlines>

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## TAPPS/UIIL RULES

### General Information

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

School coaches may not:

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

### GENERAL ELIGIBILITY RULES

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

- Are younger than 19 years of age on September 1 preceding the contest.
- Have not graduated from high school.
- Are full-time, day students in the School, and have been in regular attendance at the School prior to September 1 of the current school year, or have been in regular attendance for 21 calendar days before the contest or competition.
- Are in compliance with the academic eligibility rules of the TAPPS constitution, by-laws and contest rules.
- Are enrolled in a four-year, normal program of high school courses, and initially enrolled in the 9<sup>th</sup> grade not more than four years ago nor in the 10<sup>th</sup> grade not more than three years ago:
- If enrolled in an accelerated Christian education school, he or she must be proceeding toward graduation on a credit basis, and on a passing basis with a regularly checked procedure by the member school to ensure he or she is in good academic standing.
- If a home schooled student, meeting the requirement listed in Article V of the TAPPS Constitution.
- Have not received inducement for athletic purposes, i.e. based on athletic ability or contribution to the athletic team.
- Have not represented a college in a contest.
- Are not in violation of the Awards Rule.
- Live with their parents or legal guardian, or full-time student at a boarding school.
- Have not accepted money or any other valuable consideration for participating in any sport.
- Were withdrawn from the previous high school, enrolled in and attending the new school prior to the transfer deadlines as posted on the TAPPS website.
- Are in compliance with the provisions presented in Section 104 of the TAPPS by-laws.
- Have not participated on a high school team, select, AAU, club, 7 on 7 team or similar organized activity coached or directed by a staff member at the new school in the past 12 months.
- Have not been paid for allowing their name to be used for promotion of any product, plan or service relating to TAPPS athletic activities.
- Were eligible for varsity competition according to the 21-day rule prior to district certification.

If a US citizen, the student must be in compliance with the rules set forth in Section 80 of the TAPPS by-laws and approved by TAPPS prior to varsity participation in fine arts or athletics.

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

Participation in the athletic program, TAPPS, and or University Interscholastic League (UIL) is not a right but a privilege. These rules, along with all student handbook policies, apply to all scholar athletes at all times during their school careers. Violations may result in suspension of games, suspension from the team, or expulsion from the team

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and/or other athletic teams. A coach, the athletic director, the dean of students, and the principal will determine the disciplinary consequences for a scholar athlete in violation of any rules.

For a complete list of rules please visit the official Internet site for TAPPS at [www.tapps.net](http://www.tapps.net).

## MIDDLE SCHOOL ATHLETICS

In addition to the general policies above regarding athletics, the following policies apply to athletic participation by middle school scholar athletes. The Dallas Parochial League has suspended competition for the fall 2020 season.

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

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

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

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

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

- Wrestling

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

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

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

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

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

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

Expenses for the Middle School Athletic Program are handled by the Dallas Parochial League (DPL). All other expenses (uniforms, league fees, equipment, referees, gym rental, trophies, awards, etc.) are paid through the athletic registration fee for

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each sport. The DPL, athletic director and the vice-president of finances set the participation fees annually. Participation in athletic activities is dependent upon payment of the participation fees; however, the school will ensure that no student is denied participation in athletics due to inability to meet the fee requirements. Requests in this regard should be made to the president.

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

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

#### STUDENT RULES OF CONDUCT FOR THE BUS

1. General: Every student is personally responsible for his or her own conduct at all times. Students are expected to behave in a manner that reflects favorably upon Bishop Dunne Catholic School.
2. Students wishing to ride the Bishop Dunne Catholic School bus must observe the following rules of conduct, which are necessary for the safety of all and for the maintenance of the bus.
  - Bus route times will be posted on the website and on the bus registration form.
  - Students are to wait for the bus to come to a complete stop before getting on the bus.
  - Students are to stay in their seat and refrain from changing seats or walking in the bus while it is in motion.
  - Seat belts are to be kept on (for buses that have seat belts) at all times while bus is in motion.
  - No food or drink will be consumed on the bus.
  - The tone of your conversation should be reasonably low; no screaming, yelling, or use of profanity.
  - Keep everything inside the bus. Do not place heads, hands, legs, or any other object out of the bus whether the bus is stationary or in motion.
  - Do not throw anything from the bus or within the bus.
  - Refrain from talking or distracting the bus driver while the bus is in motion.
  - Smoking, vaping (juuling), and chewing tobacco are prohibited on the bus.
  - In the event of bus trouble en route, students will remain on the bus until they are transferred to other means of Bishop Dunne transportation. Rear exits will be used only in case of emergencies. All students will enter and exit from the door at the front of the bus.
  - Students will not write on, deface, or damage the bus. If a student accidentally damages the bus, notices defacing or damages to the bus, he or she should report such to the driver.
  - Students are responsible for maintaining their areas and ensuring that there is no litter on the bus. Only registered students may use the bus. Students will not bring guests to ride the bus unless parents/guardians of the guest inform the transportation director 72 hours prior to the Bishop Dunne student using the bus.
  - Rules of Conduct in the Student Handbook also apply on the bus routes.
  - Internet acceptable policies are in effect on buses at all times.
3. The bus driver is a representative of Bishop Dunne Catholic School and is in charge of the bus. Students will listen to the driver and obey his or her instructions. The driver is authorized to use the discipline roster for student misbehavior or failure to follow the rules of conduct. The driver is required to report the names of students violating these rules to the dean of students and transportation director.
4. Following these rules will contribute to the safety of all the bus passengers and will help preserve the useful life of the bus.
5. Violators of these rules will be appropriately disciplined in accordance with the Bishop Dunne Catholic School's discipline rules, except that such discipline will also include a student's being temporarily or permanently suspended from use of the bus with no refund. Discipline infractions on the bus will result in a suspension from riding on the bus.

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## Bacterial Meningitis

Bacterial meningitis is very serious and can be deadly. Death can occur in as little as a few hours. Most people recover from meningitis. However, permanent disabilities (such as brain damage, hearing loss, and learning disabilities) can result from the infection.

There are several types of bacteria that can cause meningitis. Leading causes in the United States include

- *Streptococcus pneumoniae*
- Group B *Streptococcus*
- *Neisseria meningitidis*
- *Haemophilus influenzae*
- *Listeria monocytogenes*

On average, bacterial meningitis caused about 4,100 cases and 500 deaths in the United States each year between 2003 and 2007.\* [\[1\]](#)

These bacteria can also be associated with another serious illness, [sepsis\(https://www.cdc.gov/sepsis/index.html\)](https://www.cdc.gov/sepsis/index.html). Sepsis is the body's overwhelming and life-threatening response to infection that can cause tissue damage, organ failure, and death.

## Causes

Common causes of bacterial meningitis vary by age group:

- **Newborns:** Group B *Streptococcus*, *Streptococcus pneumoniae*, *Listeria monocytogenes*, *Escherichia coli*
- **Babies and children:** *Streptococcus pneumoniae*, *Neisseria meningitidis*, *Haemophilus influenzae* type b (Hib), group B *Streptococcus*
- **Teens and young adults:** *Neisseria meningitidis*, *Streptococcus pneumoniae*
- **Older adults:** *Streptococcus pneumoniae*, *Neisseria meningitidis*, *Haemophilus influenzae* type b (Hib), group B *Streptococcus*, *Listeria monocytogenes*

## Risk Factors

Certain people are at increased risk for bacterial meningitis. Some risk factors include:

### Age

- Babies are at increased risk for bacterial meningitis compared to people in other age groups. However, people of any age can develop bacterial meningitis. See section above for which bacteria more commonly affect which age groups.

### Community setting

- Infectious diseases tend to spread where large groups of people gather together. College campuses have reported outbreaks of meningococcal disease, caused by *N. meningitidis*.

### Certain medical conditions

- There are certain medical conditions, medications, and surgical procedures that put people at increased risk for meningitis.

### Working with meningitis-causing pathogens

- Microbiologists routinely exposed to meningitis-causing bacteria are at increased risk for meningitis.

### Travel

- Travelers may be at increased risk for [meningococcal disease\(https://www.cdc.gov/meningococcal/\)](https://www.cdc.gov/meningococcal/), caused by *N. meningitidis*, if they travel to certain places, such as:
  - The meningitis belt in sub-Saharan Africa, particularly during the dry season
  - Mecca during the annual Hajj and Umrah pilgrimage

## How it Spreads

Generally, the germs that cause bacterial meningitis spread from one person to another. Certain germs, such as *Listeria monocytogenes*, can spread through food.

How people spread the germs often depends on the type of bacteria. It is also important to know that people can carry these bacteria in or on their bodies without being sick. These people are "carriers." Most carriers never become sick, but can still spread the bacteria to others.

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Here are some of the most common examples of how people spread each type of bacteria to each other:

- Mothers can pass group B *Streptococcus* and *Escherichia coli* to their babies during labor and birth.
- People spread Hib and *Streptococcus pneumoniae* by coughing or sneezing while in close contact with others, who breathe in the bacteria.
- People spread *Neisseria meningitidis* by sharing respiratory or throat secretions (saliva or spit). This typically occurs during close (coughing or kissing) or lengthy (living in the same household) contact.
- People can get *Escherichia coli* by eating food prepared by people who did not wash their hands well after using the toilet.
- People usually get sick from *Escherichia coli* and *Listeria monocytogenes* by eating contaminated food.

### Signs and Symptoms

Meningitis symptoms include sudden onset of fever, headache, and stiff neck. There are often other symptoms, such as

- Nausea
- Vomiting
- Photophobia (increased sensitivity to light)
- Altered mental status (confusion)

In newborns and babies, the meningitis symptoms of fever, headache, and neck stiffness may be absent or difficult to notice. The baby may be irritable, vomit, feed poorly, or appear to be slow or inactive. In young babies, doctors may also look for a bulging fontanelle (soft spot on infant's head) or abnormal reflexes. If you think your baby or child has any of these symptoms, call the doctor right away.

Symptoms of bacterial meningitis can appear quickly or over several days. Typically they develop within 3 to 7 days after exposure.

Later symptoms of bacterial meningitis can be very serious (e.g., seizures, coma). For this reason, **anyone who thinks they may have meningitis should see a doctor as soon as possible.**

### Diagnosis

If a doctor thinks you have meningitis, they will collect samples of blood or cerebrospinal fluid (fluid near the spinal cord). A laboratory will test the samples to see what is causing the infection. It is important to know the specific cause of meningitis, so the doctors know how to treat it.

### Treatment

Doctors treat bacterial meningitis with a number of antibiotics. **It is important to start treatment as soon as possible.**

### Prevention

The most effective way to protect you and your child against certain types of bacterial meningitis is to get vaccinated. There are vaccines for three types of bacteria that can cause meningitis:

- *Neisseria meningitidis*
- *Streptococcus pneumoniae*
- Hib

Make sure you and your child are vaccinated [on schedule\(https://www.cdc.gov/vaccines/schedules/easy-to-read/index.html\)](https://www.cdc.gov/vaccines/schedules/easy-to-read/index.html).

Like with any vaccine, the vaccines that protect against these bacteria are not 100% effective. The vaccines also do not protect against all the types (strains) of each bacteria. For these reasons, there is still a chance you can develop bacterial meningitis even if you were vaccinated.

Pregnant women should talk to their doctor or midwife about getting tested for group B *Streptococcus*. Women receive the test when they are 35 to 37 weeks pregnant. Doctors give antibiotics (during labor) to women who test positive in order to [prevent passing group B Strep to their newborns\(https://www.cdc.gov/groupbstrep/about/prevention.html\)](https://www.cdc.gov/groupbstrep/about/prevention.html).

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Pregnant women can also [reduce their risk](https://www.cdc.gov/listeria/prevention.html) of meningitis caused by *Listeria monocytogenes*. Women should [avoid certain foods during pregnancy and safely prepare others](https://www.cdc.gov/listeria/prevention.html).

If someone has bacterial meningitis, a doctor may recommend antibiotics to help prevent other people from getting sick. Doctors call this prophylaxis.

CDC recommends prophylaxis for:

- Close contacts of someone with meningitis caused by *Neisseria meningitides*
  - Family members, especially if they are at increased risk, of someone with a serious Hib infection
- Your doctor or local health department will tell you if you or someone in your house needs prophylaxis.

You can also help protect yourself and others from bacterial meningitis by maintaining healthy habits:

- Don't smoke and avoid cigarette smoke
- Get plenty of rest
- Avoid close contact with people who are sick

This is especially important for people at increased risk for disease, including:

- Young babies
- Older adults
- People with weak immune systems
- People without a spleen or a spleen that doesn't work the way it should (functional asplenia)

### Reference

1. Thigpen MC, Whitney CG, Messonnier NE, Zell ER, Lynfield R, Hadler JL, et al. Emerging Infections Programs Network. [Bacterial meningitis in the United States, 1998-2007](#). *N Engl J Med*. 2011;364:2016-25.
2. <https://www.cdc.gov/meningitis/bacterial-sp.html>

### Meningitis bacteriana

La meningitis bacteriana es muy grave y puede ser mortal. La muerte puede ocurrir en tan solo unas pocas horas. Aunque la mayoría de las personas con meningitis se recupera, la infección puede tener como consecuencia discapacidades permanentes tales como daño cerebral, pérdida auditiva y discapacidades de aprendizaje.

Existen varios tipos de bacteria que pueden causar meningitis. Algunas de las causas principales de la meningitis bacteriana en los Estados Unidos incluyen *Streptococcus pneumoniae*, estreptococo del grupo B, *Neisseria meningitidis*, *Haemophilus influenzae* y *Listeria monocytogenes*. aproximadamente 4100 casos de meningitis bacteriana, incluidas 500 muertes (causadas por *S. pneumoniae*, estreptococo del grupo B, *N. meningitidis*, *H. influenzae* y *L. monocytogenes*). <sup>†</sup> [1]

Estas bacterias también pueden asociarse con otra enfermedad grave, [septicemia](#)\*. La septicemia es la reacción generalizada y mortal del cuerpo ante una infección, que puede causar daño en los tejidos, falla de órganos y la muerte.

### Causas

Las causas comunes de la meningitis bacteriana varían por grupo de edad:

Grupo de edad	Causas
Recién nacidos	Estreptococo del grupo B, <i>Streptococcus pneumoniae</i> , <i>Escherichia coli</i> , <i>Listeria monocytogenes</i>
Bebés y niños	<i>Streptococcus pneumoniae</i> , <i>Neisseria meningitidis</i> , <i>Haemophilus influenzae</i> tipo b (Hib), estreptococo del grupo B
Adolescentes y adultos jóvenes	<i>Neisseria meningitidis</i> , <i>Streptococcus pneumoniae</i>
Adultos mayores	<i>Streptococcus pneumoniae</i> , <i>Neisseria meningitidis</i> , <i>Haemophilus influenzae</i> tipo b (Hib), estreptococo del grupo B, <i>Listeria monocytogenes</i>

Factores de riesgo

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Ciertas personas tienen mayor riesgo de contraer meningitis bacteriana. Algunos de los factores de riesgo son los siguientes:  
*Edad*

- Los bebés tienen mayor riesgo de presentar meningitis bacteriana en comparación con las personas de otros grupos de edad. Sin embargo, las personas de todas las edades pueden presentar meningitis bacteriana. Consulte la tabla anterior para informarse sobre qué bacterias afectan más comúnmente a cada grupo de edad.

#### *Entornos comunitarios*

- Las enfermedades infecciosas tienden a transmitirse cuando se reúnen grupos grandes de personas. Se han notificado brotes de enfermedad meningocócica, causados por *N. meningitidis* en campus universitarios.

#### *Ciertos problemas médicos*

- Existen ciertas afecciones, medicamentos y procedimientos quirúrgicos que aumentan el riesgo de las personas de contraer meningitis.
- Trabajar con patógenos que causan meningitis
- Los microbiólogos se exponen en forma rutinaria a las bacterias que causan la meningitis y, por lo tanto, tienen un riesgo mayor de contraer la enfermedad.

#### *Viajes*

- Los viajeros que visitan el cinturón de la meningitis en el África subsahariana, particularmente durante la temporada seca, o que van a la Meca durante los peregrinajes anuales de hach y umra están en mayor riesgo de contraer la meningitis meningocócica.

#### **Cómo se transmite**

- Los microbios que causan la meningitis bacteriana se transmiten de persona a persona. Algunas bacterias pueden transmitirse por el intercambio de secreciones respiratorias y de la garganta (saliva o esputo) cuando hay un contacto cercano o prolongado (por ejemplo, al toser o besarse), especialmente si las personas viven en el mismo hogar. **Afortunadamente, la mayoría de las bacterias que causan la meningitis no son tan contagiosas como los virus que causan el resfriado común o la influenza (gripe).** Las bacterias no se transmiten mediante el contacto casual ni tampoco por solo respirar el aire en donde ha estado una persona con meningitis bacteriana. Otras bacterias que causan la meningitis no se transmiten de persona a persona, pero pueden provocar la enfermedad si la persona tiene ciertos factores de riesgo, tales como el sistema inmunitario debilitado o traumatismo en la cabeza. A diferencia de otros tipos de bacterias, las personas pueden contraer meningitis por *Listeria monocytogenes* si consumen alimentos contaminados.
- En ocasiones, las bacterias que causan la meningitis se transmiten a personas que han estado en contacto cercano o prolongado con un paciente que tiene meningitis bacteriana. Las personas en contacto cercano con alguien que tiene meningitis meningocócica o por *Haemophilus influenzae* tipo b (Hib) presentan un mayor riesgo de infectarse y es posible que necesiten tomar antibióticos como medida preventiva (ver [Prevención\\*](#)). Las personas en contacto cercano con alguien que tiene meningitis causada por otras bacterias, como por ejemplo *Streptococcus pneumoniae*, no necesitan antibióticos. **Notifique al médico si piensa que ha sido expuesto a alguien con meningitis.**
- Las personas sanas pueden portar en la nariz o la garganta las bacterias que causan la meningitis, y no presentar signos ni síntomas de la enfermedad; a estas personas se las llama "portadores". En ocasiones estas bacterias pueden invadir el cuerpo y causar la enfermedad. La mayoría de las personas que son portadoras de las bacterias nunca se enferman.

#### **Signos y síntomas**

Los síntomas de meningitis incluyen aparición repentina de fiebre, dolor de cabeza y rigidez de cuello. A menudo hay síntomas adicionales, como los siguientes:

- Náuseas
- Vómitos
- Fotofobia (mayor sensibilidad a la luz)
- Estado mental alterado (confusión)

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Los síntomas de la meningitis bacteriana pueden aparecer rápidamente o a lo largo de varios días. En general se presentan dentro de los 3 a 7 días después de la exposición.

En los recién nacidos y los bebés, los síntomas clásicos de meningitis como la fiebre, el dolor de cabeza y la rigidez del cuello pueden estar ausentes o ser difíciles de notar. Los bebés podrían parecer estar más lentos o inactivos, irritables, tener vómitos o no comer bien. En los bebés pequeños, los médicos quizás revisen si tienen la fontanela inflamada (región blanda en la cabeza del bebé) o reflejos anormales, que también pueden ser signos de meningitis. Si piensa que su bebé o su niño tiene cualquiera de estos síntomas, llame al médico inmediatamente.

Los síntomas avanzados de la meningitis bacteriana pueden ser muy graves (por ejemplo, convulsiones, coma). Por esta razón, **todas las personas que piensan que pueden tener meningitis deben ver al médico lo antes posible.**

## Diagnóstico

Si se presume que se trata de un caso de meningitis, se recolectan muestras de sangre o de líquido cefalorraquídeo (el líquido que se encuentra cerca de la médula espinal), y se envían al laboratorio para su análisis. Es importante saber la causa específica de la meningitis porque esto ayuda a los médicos a comprender cómo tratar la enfermedad y, posiblemente, qué tan grave puede llegar a ser. En los casos de meningitis bacteriana, los antibióticos pueden prevenir que la enfermedad se agrave y reducen la probabilidad de que también se enfermen las personas que están en contacto cercano (esto depende de cuál sea la bacteria que causó la infección).

Si hay bacterias presentes, a menudo puede hacerse un cultivo. El cultivo de las bacterias en laboratorio es importante para confirmar su presencia, identificar el tipo específico de bacteria que está causando la infección y decidir cuál es el antibiótico que funcionará mejor. Existen otras pruebas que en ocasiones pueden identificar a las bacterias cuando los cultivos no logran hacerlo.

## Tratamiento

La meningitis bacteriana puede tratarse con varios antibióticos. **Es importante que el tratamiento comience lo antes posible.**

## Prevención

La manera más eficaz de protegerse y de proteger a su hijo contra ciertos tipos de meningitis bacteriana es **completar el calendario de vacunas como se recomienda**. Existen vacunas para tres tipos de bacterias que pueden causar meningitis:

- *Neisseria meningitidis*
- *Streptococcus pneumoniae*
- *Haemophilus influenzae* tipo b (Hib)

Al igual que otras vacunas, las vacunas que protegen contra estas bacterias no son 100 % eficaces. Esto significa que aunque usted haya recibido la vacuna, existe la posibilidad de que pueda contraer la meningitis bacteriana.

A fin de disminuir la probabilidad de transmitir la bacteria que causa la meningitis, es posible que se recomienden antibióticos para los casos siguientes:

- Personas que están en contacto cercano con alguien que tiene meningitis meningocócica.
- Integrantes de la familia de una persona que tiene una infección grave por Hib, en particular si hay una persona con mayor riesgo que vive en la casa.

Su médico o el departamento de salud local lo notificará si hay una persona con mayor riesgo en su casa y si se necesitan antibióticos.

También puede ser útil mantener hábitos saludables, como no fumar y evitar el humo del cigarrillo, descansar lo suficiente y no estar en contacto cercano con personas que estén enfermas. Esto es especialmente importante para los bebés más pequeños, los adultos mayores y las personas con el sistema inmunitario debilitado, debido a que presentan mayor riesgo de enfermarse gravemente.

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**Métodos de laboratorio para el diagnóstico de la meningitis**

<https://www.cdc.gov/meningitis/lab-manual/index.html> (<https://www.cdc.gov/meningitis/lab-manual/index.html>)

Este manual resume los métodos de laboratorio que se utilizan para aislar, identificar y caracterizar la *N. meningitidis*, *S. pneumoniae* y *H. influenzae* a partir del líquido cefalorraquídeo o la sangre de pacientes con meningitis clínica o bacteriemia.

[Ver la lista de capítulos\\*](#)

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