

MISSION STATEMENT

SANTA CLARA OF ASSISI CATHOLIC ACADEMY IS DEDICATED TO THE MAGISTERIUM OF THE ROMAN CATHOLIC CHURCH. AS AN INSTRUMENT OF THE CHURCH IN HER CAPACITY AS TEACHER OF TRUTH, SANTA CLARA ACKNOWLEDGES AS FUNDAMENTAL THAT THE INSTRUCTION OF CHILDREN IN THE CATHOLIC FAITH AND THEIR DEVELOPMENT THROUGH FORMATION OF CONSCIENCE ARE A PRIMARY OBLIGATION. IN THE DAILY IMPLEMENTATION OF THIS BELIEF, SANTA CLARA SEEKS AN INTEGRATION OF HOME, SCHOOL, AND SACRAMENTAL LIFE THROUGH COOPERATION OF ADMINISTRATION, TEACHERS, STUDENT BODY, PARENT ORGANIZATIONS, AND SCHOOL BOARD.

SANTA CLARA STRIVES FOR THE DEVELOPMENT OF THE TOTAL PERSON THROUGH PROGRAMS DESIGNED TO INTEGRATE MANY AREAS OF LEARNING. THROUGH ACADEMIC ACHIEVEMENT, RECREATION AND SOCIAL INTERACTION, STUDENTS ARE ENVISIONED AND EMPOWERED TO GROW IN THE AWARENESS OF THEIR OWN UNIQUENESS WHILE REALIZING THEIR INTERDEPENDENCE.

THE ACKNOWLEDGMENT AND AFFIRMATION OF STUDENT QUALITIES AND ABILITIES IS THE UNDERLYING MOTIVATION IN ENCOURAGING STUDENTS TO RESPONSIBLY USE THEIR ACCOMPLISHMENTS FOR THE BENEFIT OF THE KINGDOM OF GOD AND THE COMMUNITY OF HIS WORLD.

PHILOSOPHY

THE PHILOSOPHY OF SANTA CLARA CATHOLIC ACADEMY CENTERS ON THE CONCEPT OF PERSONHOOD, THAT EVERY STUDENT HAS BEEN UNIQUELY GIFTED BY GOD WITH THE ABILITY TO LEARN, TO INTERPRET, AND TO SHARE - SPIRITUALLY, INTELLECTUALLY, SOCIALLY, AND ESTHETICALLY. THEREFORE, IT IS IMPERATIVE THAT EACH STUDENT HAS THE OPPORTUNITY TO DEVELOP THEIR POTENTIAL TO THE FULLEST. SANTA CLARA IMPLEMENTS THIS BY ADHERING TO THE HIGHEST STANDARDS OF DIOCESAN CRITERIA IN ITS CURRICULUM, AND BY ACQUIRING AND USING THE LATEST ADVANCES IN TECHNOLOGY. SANTA CLARA RECOGNIZES THAT THE EDUCATION OF THE WHOLE PERSON BEGINS WITH A VIBRANT FAITH FOUNDED ON AN INFORMED CONSCIENCE, SO THAT THE KNOWLEDGE ACQUIRED IN THE CATHOLIC LEARNING PROCESS IS ALWAYS DIRECTED TOWARD PRUDENT DECISION MAKING AS A LIFE INVOLVEMENT. SANTA CLARA STRIVES TO PROVIDE A PEACEFUL YET INVIGORATING ATMOSPHERE IN WHICH THE TRADITIONS OF THE PAST FIND REWORKING AND INNOVATION FOR THE CHALLENGES OF THE PRESENT, ESPECIALLY IN THE AREAS OF SOCIAL JUSTICE AND ENVIRONMENTAL STABILITY. BY THESE MEANS, SANTA CLARA PROPOSES TO OFFER TO THE FUTURE OF THE CHURCH AND TO THE WORLD COMMUNITY PERSONS OF CREATIVE ABILITY, CHRISTIAN CHARACTER, AND COMPASSION.

SCHOOL GOALS

SANTA CLARA CATHOLIC ACADEMY IS DEDICATED TO PROVIDING THE EDUCATIONAL STIMULUS TO ENCOURAGE INTELLECTUAL GROWTH AND SPIRITUAL DEVELOPMENT. EXCELLENCE IN EVERY ASPECT OF THE EDUCATIONAL PROCESS IS EXPECTED. TO ACHIEVE THESE RESULTS, SANTA CLARA PROMOTES THE FOLLOWING IDEALS:

- INTEGRATE CHRISTIAN VALUES INTO THE CURRICULUM AND EXPECTATIONS OF THE SCHOOL COMMUNITY;
- ESTABLISH AN EDUCATIONAL ENVIRONMENT THAT CHALLENGES EACH STUDENT TO DEVELOP HIS OR HER INTELLECTUAL POWERS TO THE GREATEST LIMITS OF THEIR POTENTIAL;
- DEVELOP LEADERSHIP QUALITIES AND AN AWARENESS OF THE NEEDS OF THE CULTURE OF THE SCHOOL COMMUNITY;
- PROMOTE CREATIVITY IN ALL AREAS OF LEARNING;
- ENCOURAGE TRUST AND A SPIRIT OF CHRISTIAN UNITY BETWEEN THE HOME AND SCHOOL THROUGH OPEN COMMUNICATION.

MAP OF BUILDING

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1. ATTENDANCE

A PARENT/GUARDIAN MUST NOTIFY THE SCHOOL OFFICE BY 8:30 A.M. ON THE DAY OF ABSENCE. THE STUDENT MUST BRING A WRITTEN EXCUSE FROM A PARENT ADDRESSED TO THE TEACHER INDICATING THE DAY(S) ABSENT AND REASON. THE WRITTEN EXCUSE MUST BE SIGNED BY A PARENT AND INCLUDE A DAY TELEPHONE NUMBER. THE TEACHER WILL FORWARD THE WRITTEN EXCUSE TO THE OFFICE. PERMISSION FOR SPECIAL ABSENCES MUST BE PREARRANGED WITH THE PRINCIPAL. *THE PRINCIPAL RESERVES THE RIGHT TO DEEM ABSENCES EXCUSED OR UNEXCUSED BASED ON REASON FOR ABSENCE.*

STUDENTS ARE RESPONSIBLE FOR ANY WORK MISSED BECAUSE OF THE ABSENCE. TEACHERS HAVE THE OPTION OF GIVING MAKEUP TESTS.

IF A STUDENT IS ABSENT, THE PARENT/GUARDIAN MUST CALL THE SCHOOL TO REQUEST HOMEWORK ASSIGNMENTS BY 8:30 A.M. CLASSES WILL NOT BE INTERRUPTED FOR THIS PURPOSE. THE TEACHERS WILL HAVE THE HOMEWORK ASSIGNMENTS AND BOOKS AT THE FRONT OFFICE OF THE SCHOOL AFTER 3:00 P.M. AND THEY MUST BE PICKED UP BY PARENT/GUARDIAN BEFORE 3:30 P.M.

A STUDENT WILL NOT BE GIVEN CREDIT FOR A CLASS OR THE SCHOOL YEAR IF HE/SHE HAS BEEN IN ATTENDANCE LESS THAN **85%** OF THE NUMBER OF SCHOOL DAYS IN A SEMESTER. REPEATED UNEXCUSED ABSENCES MAY BE CONSIDERED GROUNDS FOR SUMMER SCHOOL, SUSPENSION, RETENTION, OR EVEN DISMISSAL. THE PRINCIPAL MAY PROMOTE A STUDENT IF ABSENCES *ARE DUE* TO EXTENUATING CIRCUMSTANCES.

2. ACCIDENTS

THE SCHOOL DOES NOT HAVE A NURSE ON STAFF. A MEMBER OF THE FACULTY OR SCHOOL PERSONNEL WILL ADMINISTER FIRST AID ONLY IN MINOR CASES. PARENTS WILL BE NOTIFIED IMMEDIATELY IN ALL CASES WHEN MEDICAL TREATMENT IS REQUIRED. IF PARENTS CANNOT BE REACHED, THE STUDENT EMERGENCY CARD WILL BE USED TO CONTACT THE NEXT EMERGENCY CONTACT PERSON LISTED. IN ANY

EMERGENCY, WHEN TIME IS AN IMPORTANT FACTOR, THE STUDENT MAY HAVE TO BE TRANSPORTED TO THE HOSPITAL BEFORE PARENTS CAN BE NOTIFIED. THE SCHOOL IS NOT LIABLE AND CANNOT BE HELD RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH ANY ACCIDENT.

3. ADMINISTRATION

THE PRINCIPAL, WITH THE APPROVAL OF THE PASTOR, IS THE CHIEF ADMINISTRATOR OF THE SCHOOL. ADMINISTRATIVE MATTERS PERTAINING TO TEACHERS AND STUDENTS, CURRICULUM AND EXTRA-CURRICULAR ACTIVITIES, PROGRAMS, ETC., ORIGINATE WITH THE PRINCIPAL.

4. ADMISSIONS

ADMISSION OR DENIAL TO SANTA CLARA CATHOLIC SCHOOL SHALL BE DETERMINED BY THE PRINCIPAL AFTER CONSIDERATION OF THE FOLLOWING CRITERIA:

1. A CHILD MUST BE FOUR YEARS OLD ON OR BEFORE SEPTEMBER 1, TO BE ADMITTED IN PRE-KINDERGARTEN;
2. A CHILD MUST BE FIVE YEARS OLD ON OR BEFORE SEPTEMBER 1, TO BE ADMITTED IN KINDERGARTEN;
3. A CHILD MUST BE SIX YEARS OLD ON OR BEFORE SEPTEMBER 1, TO BE ADMITTED IN FIRST GRADE;
4. ADMISSION IS FIRST EXTENDED, DURING PRE-REGISTRATION, TO THE CHILDREN WHO ARE CURRENTLY ENROLLED IN SANTA CLARA AND IN GOOD STANDING; (SEE "PRE-REGISTRATION " IN THIS HANDBOOK);
5. IN ADDITION TO THE FAMILIES IN ITEM #4 ABOVE, ADMISSION IS OPENED TO EVERY PARISH MEMBER OF SANTA CLARA CATHOLIC CHURCH, DURING THE MONTHS OF MARCH, APRIL AND MAY, ON A FIRST COME FIRST SERVE BASIS;

6. IN ADDITION TO THE FAMILIES IN ITEM #5 ABOVE, ADMISSION IS OPENED TO EVERY NON-PARISHIONER, DURING THE MONTHS OF JUNE, AND AUGUST, ON A FIRST COME FIRST SERVE BASIS;
7. IN THE EVENT A CLASS HAS FILLED, A WAITING LIST WILL BE KEPT ON A FIRST COME FIRST SERVE BASIS.
8. ALL OUTSTANDING DEBTS TO THE SCHOOL MUST BE CLEARED.
9. NEW STUDENTS FOR GRADES 1ST-8TH MUST TAKE AN ENTRANCE TEST.
10. PARENT/GUARDIAN MUST BE WILLING TO COOPERATE WITH THE ADMINISTRATION, TEACHERS AND STAFF IN COMPLETING THE ADMISSIONS AND REGISTRATION PROCESS AND IN ALL SUBSEQUENT ACTIVITIES AND PROJECTS THROUGHOUT THE SCHOOL YEAR.

5. ADVISORY COUNCIL

THE ADVISORY COUNCIL IS COMPOSED OF NINE PEOPLE, THREE FROM THE SCHOOL, THREE FROM THE PARISH AND THREE FROM THE COMMUNITY.

WHEN IN OPERATION, THE SANTA CLARA ADVISORY COUNCIL WILL SERVE IN AN ADVISORY CAPACITY AND ASSIST WITH FORMULATING POLICIES PERTAINING DIRECTLY TO THE SCHOOL.

6. APPOINTMENTS

CONFERENCES WITH THE PRINCIPAL AND/OR TEACHERS ARE BY **APPOINTMENT** ONLY. A REQUEST FOR AN APPOINTMENT SHOULD BE MADE THROUGH THE SCHOOL SECRETARY.

7. ASSEMBLIES

PART OF A STUDENT'S EDUCATION IS PREPARATION FOR ENTRANCE INTO ADULT LIFE. SINCE GROWTH IN COMMUNITY IS ONE OF THE THREE

INTEGRAL ELEMENTS OF CHRISTIAN EDUCATION, THE ASSEMBLIES OFFERED AT SCHOOL PROVIDE AN EXCELLENT OPPORTUNITY TO EXERCISE WHAT HAS BEEN LEARNED ABOUT THE DUTIES OWED TO OTHERS BASED ON THEIR DIGNITY AS INDIVIDUALS LOVED BY GOD. THE STUDENT'S BEHAVIOR SHOULD BE REFINED AND COURTEOUS AT ALL TIMES.

8. ATHLETIC DIRECTOR

THE ATHLETIC DIRECTOR IS APPOINTED BY THE SCHOOL PRINCIPAL. THIS IS A VOLUNTEER POSITION IN CHARGE OF ALL ACTIVITIES CONDUCTED UNDER THE DALLAS PAROCHIAL LEAGUE RULES. THE ATHLETIC DIRECTOR REPORTS TO THE SCHOOL PRINCIPAL AND WORKS CLOSELY WITH THE DIOCESAN ATHLETIC DIRECTOR.

9. BICYCLES

BICYCLES CANNOT BE RIDDEN ON THE SCHOOL CAMPUS, (PLAYGROUND, WALKWAYS, OR PLAZA). THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR BICYCLES BROUGHT TO SCHOOL.

10. BOOKS

BOOKS ARE RENTED TO THE STUDENTS; THEREFORE, THE STUDENTS ARE RESPONSIBLE TO REIMBURSE SCHOOL FOR COST ASSOCIATED WITH DAMAGED OR LOST BOOKS. BOOKS MUST BE COVERED AT ALL TIMES FOR PROTECTION. BOOKS MUST BE CARRIED IN A BOOK BAG.

11. CAFETERIA

THE CAFETERIA IS PROVIDED AS A LUNCH ROOM FOR THE STUDENT BODY. ATTENDANCE IN THE CAFETERIA DURING THE ASSIGNED LUNCH PERIOD IS REQUIRED. A STUDENT MAY BRING A SACK LUNCH OR BUY HIS/HER LUNCH. THE LUNCH MENU IS SENT HOME AT THE BEGINNING OF EACH MONTH. STUDENTS ARE TO ABIDE WITH ALL OF THE FOLLOWING:

- OBSERVE GOOD DINING ROOM MANNERS AT THE TABLES
- LEAVE THE TABLE AND SURROUNDING AREA CLEAN AND ORDERLY

- REPLACE CHAIRS AND PUT LITTER IN PROPER CONTAINERS
- KEEP NOISE DOWN TO A MINIMUM
- NO RUNNING IN THE CAFETERIA

12. CHANGE OF ADDRESS OR TELEPHONE

THE SCHOOL SHOULD BE **NOTIFIED IMMEDIATELY** WHEN THERE IS A CHANGE OF ADDRESS OR TELEPHONE NUMBER. THE OFFICE MAINTAINS A FILE OF NAMES AND ADDRESSES OF PERSONS WHO MAY BE CONTACTED FOR ALL PURPOSES IN AN EMERGENCY AND WHEN THE HOME CANNOT BE REACHED. IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO INSURE THE OFFICE PERSONNEL MAINTAINS ACCURATE AND CURRENT INFORMATION ON FILE.

13. CLARIFICATION PROCESS

PARENTS WHO WOULD LIKE CLARIFICATION FROM THE CHILD'S TEACHER REGARDING THE PROGRESS OF THEIR CHILD AND/OR CLASS POLICIES SHOULD COMMUNICATE DIRECTLY WITH THE TEACHER CONCERNED. (SEE "APPOINTMENT" IN THIS HANDBOOK). ALL CONFERENCES WITH TEACHERS ARE BY APPOINTMENT ONLY.

14. CLASS HOURS

ALL CLASSES AT SANTA CLARA SCHOOL WILL BEGIN AT 8:00 A.M. AND END AT 3:00 P.M., MONDAY THROUGH FRIDAY. TEACHERS WILL BE READY TO RECEIVE THEIR CLASSES BY 7:45 A.M. EACH MORNING AND WILL REMAIN ON CAMPUS AT LEAST UNTIL 4:00 P.M.

THE UNITED STATES FLAG IS HONORED EACH MORNING. AT THE 8:00 A.M. BELL, THE SCHOOL ROUTINE IS INITIATED BY THE TEACHER. A STUDENT WHO ARRIVES TO CLASS AFTER 7:45 A.M. IS CONSIDERED TARDY. TARDINESS WILL BE RECORDED BY THE TEACHER IN AN ATTENDANCE BOOK.

CHILDREN SHOULD NOT ARRIVE AT THE SCHOOL BEFORE 7:30 A.M., AS THERE IS **NO SUPERVISION** BEFORE THAT TIME. CHILDREN SHOULD NOT REMAIN ON THE SCHOOL GROUNDS AFTER 3:30 P.M., AS THERE IS NO SUPERVISION AFTER THAT TIME, UNLESS A CHILD IS PARTICIPATING IN THE AFTER-SCHOOL EXTRA-CURRICULAR ACTIVITIES. SANTA CLARA

ACADEMY DOES NOT HAVE AN EXTENDED DAY PROGRAM. CONTINUAL TARDINESS IN PICKING UP CHILD(REN) WILL RESULT IN A PARENT JEOPARDIZING THEIR CHILD(REN)'S PLACE IN OUR SCHOOL.

15. CLASS INTERRUPTION

NO ONE MAY ENTER ANY CLASSROOM FOR ANY REASON DURING SCHOOL HOURS. THIS INCLUDES ALL BUILDINGS. EVERYONE (PARENTS, GUARDIANS, VISITORS) MUST COME TO THE OFFICE FIRST AND STATE HIS/HER BUSINESS. ANY BOOKS, HOMEWORK, PROJECTS, LUNCHES, ETC. MUST BE LEFT AT THE OFFICE TO BE DELIVERED BY SCHOOL PERSONNEL AT A CONVENIENT TIME.

16. COLLECTION OF MONEY

MONEY **MAY NOT** BE COLLECTED IN THE SCHOOL BY PARENTS, STUDENTS, AND/OR STAFF MEMBERS WITHOUT THE PERMISSION OF THE PRINCIPAL (SEE "FUND RAISING PROJECTS" IN THIS HANDBOOK). THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR LOST MONEY.

17. CLASSROOM RULES

ALL TEACHERS ARE RESPONSIBLE TO DEVELOP A SET OF **RULES AND CONSEQUENCES** FOR THEIR CLASSROOM BEFORE THE BEGINNING OF THE SCHOOL YEAR. THE SET OF RULES AND CONSEQUENCES DEVELOPED SHALL BE APPROVED BY THE PRINCIPAL BEFORE POSTING. THE DISCIPLINE PLAN AS STATED IN THE TEACHER AND PARENT-STUDENT HANDBOOK DELINEATES THE PROCEDURAL POLICY OF THE SCHOOL.

18. CONFERENCES (PARENT-TEACHER)

CONFERENCES ARE EXTENDED ONLY TO THE **STUDENT'S PARENTS OR LEGAL GUARDIAN(S)**. CONFERENCES GIVE PARENT/GUARDIAN AND TEACHER AN OPPORTUNITY TO WORK TOGETHER FOR THE BENEFIT OF THE CHILD. MANDATORY PARENT-TEACHER CONFERENCES ARE HELD TWICE (FALL AND SPRING) DURING THE SCHOOL YEAR AND MUST BE ATTENDED BY AT LEAST ONE PARENT OR GUARDIAN OF THE STUDENT.

PARENT-TEACHER CONFERENCES SERVE THREE PURPOSES:

1. REVIEW ACADEMIC PROGRESS
2. ADDRESS BEHAVIOR PROBLEMS
3. BUILD A RELATIONSHIP BETWEEN TEACHER AND PARENT/GUARDIAN.

19. CURRICULUM/EXTRA-CURRICULAR ACTIVITIES

CURRICULUM

THE CURRICULUM IS DEVELOPED ACCORDING TO THE STATE OF TEXAS AND THE DIOCESE OF DALLAS. RELIGION IS AN INTEGRAL PART OF THE CURRICULUM AS WELL AS A SEPARATE SUBJECT. LANGUAGE ARTS (ENGLISH, SPELLING, READING/LITERATURE, WRITING, ORAL COMMUNICATION, LIBRARY) MATHEMATICS, RELIGION, SCIENCE, SOCIAL STUDIES, GUIDANCE, COMPUTER LITERACY, FINE ARTS, AND PHYSICAL EDUCATION ARE COVERED IN THE CURRICULUM.

EXTRA-CURRICULAR ACTIVITIES

SANTA CLARA SCHOOL OFFERS STUDENTS THE OPPORTUNITY TO PARTICIPATE IN VARIOUS EXTRA-CURRICULAR ACTIVITIES. THE GOAL OF ALL EXTRA-CURRICULAR ACTIVITIES IS TO PROVIDE STUDENTS OPPORTUNITIES FOR ENJOYMENT AND FUN, OPPORTUNITIES FOR DEVELOPING TALENTS, SKILLS AND QUALITIES OF RESPONSIBILITY, COMMITMENT, SELF-DISCIPLINE, AND CREATIVITY. EXTRA-CURRICULAR ACTIVITIES MAY INCLUDE CHOIR, NEWSPAPER, SAFETY PATROL, SPEECH, STUDENT COUNCIL, COMPUTER, DRILL TEAM, CHEERLEADING, FOOTBALL, BASKETBALL, SOCCER, SOFTBALL, AND TRACK. ALL VOLUNTEERS PARTICIPATING IN THE EXTRA-CURRICULAR ACTIVITIES MUST FIRST GO THROUGH A BACKGROUND CHECK.

FOR ALL EXTRA-CURRICULAR ACTIVITIES, THE FOLLOWING CRITERIA WILL APPLY:

1. THE STUDENT MUST MAINTAIN A PASSING GRADE AVERAGE EQUIVALENT TO A "C" OR ABOVE, IN ALL CORE SUBJECTS;

2. THE STUDENT'S CONDUCT MUST BE GOOD WITH NO CONDUCT GRADES LOWER THAN A GRADE EQUIVALENT TO A "B";
3. THE STUDENT MUST HAVE A SIGNED PARENTAL CONSENT FORM ON FILE IN THE SCHOOL OFFICE BEFORE HE/SHE PARTICIPATES IN ANY EXTRA-CURRICULAR ACTIVITY;
4. STUDENTS PARTICIPATING IN ANY SCHOOL SPORT OR IN CHEERLEADING, MUST HAVE A SIGNED MEDICAL RELEASE AND A PHYSICIAN'S EXAMINATION (SPORTS PHYSICAL) ON FILE IN THE PRINCIPAL'S OFFICE;
5. STUDENTS PARTICIPATING IN ANY SCHOOL SPORT MUST COMPLY WITH THE SCHOOL'S "NO PASS/NO PLAY POLICY" AS DEFINED IN THIS HANDBOOK.

20. DISCIPLINE POLICY

STUDENTS WHO CHOOSE TO VIOLATE SCHOOL RULES, AND THUS DETRACT FROM THE COMMUNITY, ALSO CHOOSE TO ACCEPT CONSEQUENCES.

HAND-TO-HAND POLICY: ANY STUDENT THAT PHYSICALLY INJURES ANOTHER STUDENT WILL AUTOMATICALLY BE SUSPENDED FOLLOWED BY A MEETING WITH THE PRINCIPAL AND THE PARENTS, TO DECIDE FURTHER DISCIPLINARY ACTION.

STUDENTS WHO TAKE THEIR ACADEMIC AND BEHAVIORAL RESPONSIBILITIES SERIOUSLY AND ACHIEVE SUPERIOR GRADES (WITH NO DETENTIONS) WILL BE RECOGNIZED WITH APPROPRIATE HONORS NOTES ON THE PERMANENT RECORDS. STUDENTS (GRADES 1-8) WHO ACHIEVE ALL A'S AND B'S ON THE QUARTERLY REPORT CARDS WILL BE PLACED ON THE "PRINCIPAL'S HONOR ROLL".

PLEASE NOTE: REPEATED OR SERIOUS BEHAVIOR PROBLEMS CAN JEOPARDIZE YOUR CHANCES OF REMAINING AT SANTA CLARA SCHOOL FOR THE REMAINDER OF THE SCHOOL YEAR, OR OF BEING ADMITTED THE FOLLOWING YEAR. EIGHTH GRADERS MUST REMEMBER THAT THE ENTIRE YEAR'S ACADEMIC AND BEHAVIORAL HISTORY TRANSFERS TO HIGH SCHOOL.

21. DISCIPLINE POLICY BOOKS

EACH CLASSROOM (GRADES PK-8) WILL HAVE A DISCIPLINE POLICY BOOK. THE STANDARD PROCEDURE FOR ALL TEACHERS TO USE THE DISCIPLINE BOOK IS AS FOLLOWS:

1. EACH CLASSROOM WILL HAVE A DISCIPLINE POLICY BOOK FOR DOCUMENTATION.
2. THREE (3) ENTRIES IN THE DISCIPLINE BOOK IN ANY QUARTER CONSTITUTES ONE DETENTION FOR ONE HOUR. THE DETENTION WILL BE PERFORMED THE FIRST WEDNESDAY FOLLOWING THE END OF THAT WEEK.
3. FOUR (4) DETENTIONS IN ONE SCHOOL YEAR QUARTER (GRADING PERIOD) CONSTITUTES ONE IN-SCHOOL SUSPENSION. THE STUDENT WILL RECEIVE ZEROS FOR THE ENTIRE DAY AND SHALL BE PLACED AS DIRECTED BY THE PRINCIPAL.
4. FIVE (5) DETENTIONS IN ONE SCHOOL YEAR QUARTER (GRADING PERIOD) CONSTITUTES ONE OUT-OF-SCHOOL SUSPENSION AND A DISCUSSION WITH STUDENT AND PARENT/GUARDIAN REGARDING THE STUDENT'S FUTURE AT SANTA CLARA SCHOOL.
5. ENTRIES IN THE DISCIPLINE BOOK WILL BE MADE FOR THE FOLLOWING OFFENSES:
 - THREE (3) MISSED OR INCOMPLETE HOMEWORK ASSIGNMENTS
 - DISRUPTING CLASS BY INTERRUPTING THE TEACHING PROCESS (WARRANTS IMMEDIATE DETENTION)
 - LOUDNESS IN THE HALL, CAFETERIA, OR BATHROOM
 - MISBEHAVING IN CHURCH (TALKING OR DISRUPTING MASS) (WARRANTS IMMEDIATE DETENTION)
 - NOT FOLLOWING CAFETERIA RULES
 - FAILURE IN CAFETERIA DUTIES
 - WASTING TIME IN CLASS
 - LATE TO CLASS – NOT SEATED IN DESK WHEN CLASS STARTS
 - UNPREPARED FOR CLASS
 - WRITING/PASSING NOTES (WARRANTS IMMEDIATE DETENTION)
6. IN ADDITION, IMMEDIATE DETENTIONS WILL BE GIVEN BY ANY TEACHER WITHOUT PRIOR ENTRY IN THE DISCIPLINE BOOK FOR THE FOLLOWING INFRACTIONS:
 - INCORRECT UNIFORMS
 - INCORRECT LENGTH OF BOY'S PANTS (ANKLE BONE LENGTH)
 - INCORRECT LENGTH OF GIRL'S SKIRT (1-INCH MAXIMUM ABOVE THE KNEE)
 - WEARING MAKE-UP
 - EXCESSIVE JEWELRY
 - BOYS WEARING EAR RINGS
 - GIRLS WEARING MORE THAN ONE (1) PAIR STUD EAR RINGS
 - INAPPROPRIATE LANGUAGE
 - VULGARITY OF ANY KIND
 - EATING IN THE CLASSROOM WITHOUT PERMISSION
 - DISRESPECT TO OTHERS
 - INAPPROPRIATE HAIR
 - OFFENSIVE MATERIAL MAY RESULT IN SUSPENSION OR EXPULSION
6. IN ADDITION, IMMEDIATE DETENTIONS WILL BE GIVEN BY ANY TEACHER WITHOUT PRIOR ENTRY IN THE DISCIPLINE BOOK FOR THE FOLLOWING INFRACTIONS:
 - NOT FOLLOWING TEACHER'S DIRECTIONS
 - DISHONESTY/CHEATING/LYING
 - MORE THAN THREE NOTES FOR RETURNING LIBRARY BOOKS LATE
 - FIVE OR MORE TIMES BEING TARDY TO SCHOOL
 - BEING SENT OUT OF CLASS
 - CANDY OR GUM CHEWING
7. MAJOR DISCIPLINARY ISSUES WILL RESULT IN IMMEDIATE REFERRAL TO THE PRINCIPAL, WHO WILL CHOOSE THE APPROPRIATE CONSEQUENCES. MAJOR ISSUES INCLUDE, BUT ARE NOT LIMITED TO:
 - VIOLENCE OR THREAT OF VIOLENCE TO OTHERS (PHYSICAL OR VERBAL)
 - DAMAGE TO OR DESTRUCTION OF PROPERTY, EITHER THAT OF THE PARISH, SCHOOL, OR THAT

OF ANOTHER INDIVIDUAL (STUDENT, TEACHER, VISITOR)

- INSUBORDINATION/DISRESPECT/DISOBEDIENCE
- POSSESSION OF DRUGS OR ALCOHOL
- POSSESSION OF A WEAPON OF ANY KIND
- DISRUPTIVE CLASSROOM BEHAVIOR OF A MAJOR OR RECURRING NATURE
- GANG AFFILIATION OR OUTWARD SIGNS
- SEXUAL HARASSMENT (LANGUAGE, GESTURES, INAPPROPRIATE PHYSICAL CONTACT WITH ANYONE, AT ANY TIME DURING SCHOOL HOURS, OR AT ANY SCHOOL SPONSORED ACTIVITY, ANYWHERE ON THE SCHOOL OR CHURCH CAMPUS)
- DISOBEDIENCE OR ANSWERING BACK
- DISRESPECT TO TEACHERS/SUBSTITUTES/
- VOLUNTEERS/VISITORS OF THE SCHOOL OR CHURCH
- VERBAL OR PHYSICAL ABUSE OF ANOTHER PERSON
- LEAVING SCHOOL GROUNDS WITHOUT PERMISSION
- BULLYING
- MISBEHAVIOR DURING FIRE/TORNADO DRILLS

22. DRESS CODE

THE SCHOOL IMPLEMENTS A DRESS CODE TO ASSIST THE PARENTS FINANCIALLY AND TO SET AN ATMOSPHERE OF SIMPLICITY AMONG THE STUDENTS. ALL STUDENTS ARE EXPECTED TO HONOR THIS DRESS CODE AS DESCRIBED BELOW.

JEWELRY, SUCH AS DANGLING EAR RINGS, BANGLE BRACELETS, NECKLACES, RINGS, MAKE-UP, FINGERNAIL POLISH, AND UNUSUAL HAIRSTYLES MAY NOT BE WORN. *NO VISIBLE TATTOOS ARE ALLOWED.* THE SCHOOL RESERVES THE RIGHT TO MONITOR AND RESTRICT THESE ITEMS.

BOYS IN GRADES 5-8 MUST WEAR A TIE AND SWEATER TO MASS ON FRIDAYS OR OTHER DAYS OF OBLIGATION. GIRLS OR BOYS CANNOT WEAR CLEATS OR BOOTS. WHEN COLD WEATHER CONDITIONS EXIST, STUDENTS MUST WEAR THE UNIFORM SWEATER. WHEN PURCHASING ANY OF THE ABOVE, PLEASE BE SURE TO ADHERE TO REGULATIONS.

ALL CLOTHING AND LUNCH BOXES MUST HAVE THE CHILD'S NAME LEGIBLE AND PERMANENT. UNIFORM SWEATERS ARE MANDATORY.

GIRLS DRESS CODE

JUMPER.....GRADES K-4 (1-INCH MAXIMUM ABOVE THE KNEE)

SKIRT.....GRADES 5-8 (1-INCH MAXIMUM ABOVE THE KNEE)

BLOUSE – OXFORD WHITE/WHITE PIQUE

SOCKS – WHITE WITH CUFFS

SHOES – ALL WHITE TENNIS SHOES WITH WHITE SOLES

SWEATER –

GRADES PK-4TH: RED CARDIGAN (PARKER)

GRADES 5TH -8TH: BLACK CARDIGAN (PARKER)

PE SHORTS – NAVY (PE ONLY)

PE SHIRT – WHITE TEE SHIRT

BOYS DRESS CODE

PANTS – KHAKI OF COTTON/POLYESTER TWILL

SHIRT – WHITE OXFORD BUTTON-DOWN COLLAR

T-SHIRT – WHITE WITH SHORT SLEEVES (MUST BE WORN UNDER SHIRT)

SHOES – ALL WHITE TENNIS SHOES WITH WHITE SOLES

SOCKS – BLACK/WHITE WITH CUFFS

SWEATER – (RED- PK-4TH) (BLACK- 5TH-8TH)

TIE- 5TH-8TH (PURCHASE FROM SCHOOL)

BELT – BLACK, ALL BOYS

PE SHORTS – NAVY (PE ONLY)

PE SHIRT – WHITE TEE SHIRT

23. EMERGENCY CONDITIONS/INCLEMENT WEATHER

IN CASE OF SEVERE WEATHER CONDITIONS, SANTA CLARA SCHOOL WILL OPEN OR CLOSE ACCORDING TO THE DECISION OF THE DALLAS INDEPENDENT SCHOOL DISTRICT. PLEASE LISTEN TO TELEVISION AND FOLLOW WHAT IS REPORTED. FOR EXAMPLE, IF DISD CLOSSES, SANTA CLARA CLOSSES; IF DISD BEGINS AT 10:00 A.M., SANTA CLARA BEGINS AT 10:00 A.M.

24. FEES AND TUITION

A NON-REFUNDABLE REGISTRATION FEE OF \$250.00 PER CHILD IS DUE AT TIME OF REGISTRATION. YOUR CHILD WILL NOT BE CONSIDERED REGISTERED FOR THE ENSUING SCHOOL YEAR, UNLESS THE REGISTRATION FEE IS PAID AT THE TIME OF REGISTRATION. (SEE "REGISTRATION" IN THIS HANDBOOK)

THE TUITION FOR THE SCHOOL YEAR FOR EACH REGISTERED CHILD AT SANTA CLARA SCHOOL IS DUE AT THE BEGINNING OF THE SCHOOL YEAR. PAYMENT FOR THE TUITION WILL BE ACCEPTED **ONLY** AS FOLLOWS:

- CHECK OR MONEY ORDER FOR THE TOTAL AMOUNT DUE (NO CASH ACCEPTED)
- FULL PAYMENT PRIOR TO THE BEGINNING OF THE SCHOOL YEAR;
- HALF PAYMENT ON OR BEFORE AUGUST 5, AND THE BALANCE DUE ON OR BEFORE JANUARY 5;
- A MONTHLY PAYMENT PLAN IS AVAILABLE **ONLY** THROUGH THE SCHOOL APPROVED CREDIT UNION. PAYMENTS ARE DUE THE 5TH OF EACH MONTH.

NON-PAYMENT FOR THE TUITION NOTED ABOVE, WILL RESULT IN NON-ADMISSION OR EXPULSION OF THE CHILD, AND NECESSITATE THE SCHOOL TO TAKE LEGAL ACTION TO RECOVER ANY FUNDS DUE.

THE TUITION SCHEDULE FOR THE 2005-2006 SCHOOL YEAR AT SANTA CLARA IS AS FOLLOWS:

TUITION RATE FOR PARISHIONERS OF SANTA CLARA CATHOLIC CHURCH:

- a) 1 CHILD, OR THE FIRST OF MULTIPLE CHILDREN\$3,000.00
- b) 2ND CHILD\$2,300.00
- c) EACH ADDITIONAL CHILD IN THE SAME FAMILY\$2,300.00

TUITION RATE FOR NON-PARISHIONERS OF SANTA CLARA CATHOLIC CHURCH

- a) EACH CHILD \$3,600.00
- b) NON-CATHOLIC, PER EACH CHILD \$3,600.00

TO BE ELIGIBLE FOR PARISHIONER STATUS, A FAMILY MUST BE REGISTERED WITH SANTA CLARA CATHOLIC CHURCH, AND CONTRIBUTE AT LEAST \$500.00 PER CALENDAR YEAR TO THE PARISH USING THE ENVELOPE SYSTEM. ANY FAMILY THAT FAILS TO CONTRIBUTE THE ABOVE AMOUNT TO THE PARISH WILL BE CHARGED TUITION RATE FOR NON-PARISHONERS AND NON-PARISHONER TUITION.

THE TUITION RATE FOR PARISHIONERS IS FOR CHILDREN OR LEGAL GUARDIANS OF A REGISTERED FAMILY. THESE DO NOT APPLY TO COUSINS, GRANDCHILDREN, ETC. OR ANY OTHER MEMBER OF THE EXTENDED FAMILY.

25. FIELD TRIPS

FIELD TRIPS ARE INITIATED AND SCHEDULED BY THE TEACHERS TO SERVE AS LEARNING EXPERIENCES. PARENTS ARE REQUESTED TO SIGN A WRITTEN PERMISSION SLIP ALLOWING THE STUDENTS TO LEAVE THE SCHOOL PREMISES AND RELEASING THE SCHOOL, PARISH, ACCOMPANYING TEACHERS, AND OTHER ADULTS FROM RESPONSIBILITY, IN CASE OF ACCIDENT. IF PARENTS REFUSE PERMISSION OR FAIL TO SEND PERMISSION SLIPS ON TIME, THE CHILD WILL REMAIN IN SCHOOL. PARENTS MAY BE CALLED UPON TO ASSIST WITH FIELD TRIPS. THE TEACHER WILL DETERMINE THE NUMBER OF CHAPERONES REQUIRED FOR FIELD TRIPS. **PARENTS MUST HAVE A COPY OF THEIR DRIVER'S LICENSE AND A BACKGROUND CHECK ON FILE IN THE SCHOOL OFFICE IN ORDER TO CHAPERONE STUDENTS DURING FIELDTRIPS.**

26. FINANCIAL ASSISTANCE PROGRAM

IT IS THE MISSION OF THIS PROGRAM TO SEEK OUT AND QUALIFY FAMILIES WITH SPECIAL NEEDS TO RECEIVE FINANCIAL ASSISTANCE. THE PROGRAM ALSO PROMOTES ACADEMIC EXCELLENCE BY REWARDING STUDENTS WITH AVAILABLE SCHOLARSHIPS.

INTERESTED FAMILIES SHOULD CONTACT THE SCHOOL OFFICE FOR A COPY OF A FINANCIAL AID APPLICATION AND/OR ANY QUESTIONS. APPLICATIONS ARE GIVEN OUT AT TIME OF REGISTRATION EACH

YEAR. ALL FAMILIES REQUESTING FINANCIAL ASSISTANCE MUST MAKE PLANS TO PAY ALL REGISTRATION FEES TO INSURE A SPOT IS RESERVED FOR EACH CHILD, WHILE THEIR APPLICATION IS BEING REVIEWED. REGISTRATION FEES WILL BE SUBJECT TO THE CRITERIA STATED IN THIS HANDBOOK. (SEE "ADMISSIONS" AND "PRE-REGISTRATION" IN THIS HANDBOOK).

THE SCHOOL'S FINANCIAL ASSISTANCE COMMITTEE WILL REVIEW APPLICATIONS AND MAKE RECOMMENDATIONS FOR APPROVAL OR DENIAL, BASED ON THE CONTENTS OF THE APPLICATION, AND AVAILABILITY OF FUNDS. ALL DECISIONS OF THE FINANCIAL ASSISTANCE COMMITTEE ARE FINAL. ALL APPLICATIONS MUST BE IN THE SCHOOL OFFICE NO LATER THAN JUNE 1ST. LATE APPLICATIONS WILL NOT BE CONSIDERED.

27. FIRE AND TORNADO DRILLS

SANTA CLARA SCHOOL CONDUCTS FIRE AND TORNADO DRILLS DURING THE COURSE OF THE SCHOOL YEAR IN COMPLIANCE WITH THE STATE OF TEXAS. EVACUATION ROUTES AND DIRECTIONS ARE POSTED IN EACH ROOM. STUDENTS SHALL MOVE TO DESIGNATED AREAS QUICKLY AND IN SILENCE.

FIRE AND TORNADO DRILLS ARE FOR THE PURPOSE OF PRACTICING BEHAVIOR IN THE EVENT OF AN EMERGENCY.

FIRE DRILLS: WHEN THE FIRE ALARM SOUNDS, THERE IS TO BE IMMEDIATE SILENCE. EVACUATION ROUTES AND THE DIRECTIONS POSTED IN THE CLASSROOMS ARE TO BE FOLLOWED. STUDENTS PROCEED SILENTLY IN SINGLE FILE ALONG HALLS AND CORRIDORS TO ASSIGNED PLACES OUTSIDE. ALL REMAIN OUTSIDE THE BUILDING UNTIL THE SIGNAL IS GIVEN TO RETURN. STUDENTS RETURN TO THEIR ROOMS IN SILENCE. ALL ADULTS IN THE BUILDING AT THE TIME THE FIRE BELL RINGS MUST LEAVE THE BUILDING QUICKLY AND QUIETLY. EVERYONE SHOULD BE AWAY FROM WINDOWS OR OTHER GLASS OBJECTS.

TORNADO DRILLS: WHEN THE TORNADO ALARM SOUNDS, THERE IS TO BE IMMEDIATE SILENCE. EVACUATION ROUTES AND DIRECTIONS POSTED IN THE CLASSROOMS ARE TO BE FOLLOWED. EVERYONE

SHOULD BE AWAY FROM WINDOWS OR OTHER GLASS OBJECTS. STUDENTS SHALL MOVE TO THE DESIGNATED AREAS QUICKLY AND IN SILENCE UPON HEARING A TORNADO BELL SIGNAL.

28. FUND RAISING PROJECTS

ALL SCHOOL FUND RAISING PROJECTS MUST RECEIVE THE PRINCIPAL'S APPROVAL. IT IS **MANDATORY** THAT ALL SCHOOL FAMILIES PARTICIPATE IN THE SCHOOL FUNDRAISING PROJECTS. IN SITUATIONS WHERE THE FUNDRAISER INVOLVES THE SALE OF ITEMS, EACH FAMILY IS RESPONSIBLE TO SELL HIS/HER SHARE OF THE NUMBER OF ITEMS. A CONTRIBUTION MUST BE MADE BY THE FAMILY TO THE SCHOOL IN THE AMOUNT REQUIRED OF EACH FAMILY IF THEY FAIL TO PARTICIPATE IN THE FUNDRAISING EVENT. IN SITUATIONS WHERE THE SCHOOL IS SPONSORING A FUNDRAISER NECESSITATING THE ATTENDANCE AND ASSISTANCE OF THE PARENTS, EACH FAMILY IS RESPONSIBLE FOR CONTRIBUTING THEIR TIME AND HELP TO THE SCHOOL.

29. GRADE LEVEL ADVANCEMENT

STUDENTS MUST HAVE A MINIMUM GRADE OF D (70%) IN ALL SUBJECTS AND A MINIMUM OF 85% ATTENDANCE DURING THE SCHOOL YEAR IN ORDER TO BE PROMOTED TO THE NEXT GRADE. THE PRINCIPAL MAY PROMOTE A STUDENT WITH FAILING GRADES TO THE NEXT GRADE LEVEL UPON SUCCESSFUL COMPLETION OF SUMMER SCHOOL

30. GRADUATION

GRADUATION FOR STUDENTS WHO HAVE COMPLETED THE EIGHTH GRADE IS USUALLY HELD CLOSE TO THE LAST WEEK IN MAY DURING AN EVENING MASS AT SANTA CLARA CHURCH. CERTIFICATES ARE PRESENTED TO THE STUDENTS AND A SMALL RECEPTION IS HELD. THIS IS A PRIVILEGE CANCELABLE FOR GOOD CAUSE AND IS NOT A STUDENT RIGHT.

31. GROOMING

CLEANLINESS AND GOOD GROOMING ARE VERY IMPORTANT. HAIRCUTS AND HAIRDOS ARE TO BE A SENSIBLE NORM. THE SCHOOL RESERVES THE RIGHT TO DECIDE WHETHER A STUDENT'S GROOMING IS IN ACCORD WITH THE SET NORM. DESIGNER OR COUNTERCULTURE HAIRCUTS ARE NOT ALLOWED.

32. HOME AND SCHOOL ASSOCIATION

THE HOME AND SCHOOL ASSOCIATION IS AN ORGANIZATION WHOSE MEMBERSHIP CONSISTS OF PARENTS AND TEACHERS WHO WISH TO SERVE THE STUDENTS AND THE SCHOOL IN VARIOUS WAYS. THE PURPOSE OF THIS ORGANIZATION SHALL BE TO PROMOTE THE SPIRITUAL, EDUCATIONAL, AND PHYSICAL WELFARE OF THE CHILDREN OF SANTA CLARA SCHOOL. IT IS ALSO THE AIM OF THE ORGANIZATION TO BRING INTO CLOSER RELATIONSHIP THE HOME, SCHOOL AND CHURCH. HOME AND SCHOOL ASSOCIATION REPORTS DIRECTLY TO THE PRINCIPAL.

ALL PARENTS ARE EXPECTED TO ATTEND THE MEETINGS AND SUPPORT ACTIVELY THE EFFORTS OF THIS ORGANIZATION. CHECK YOUR CALENDAR/NEWSLETTER FOR TIMES OF HOME AND SCHOOL MEETINGS.

33. HOMEWORK ASSIGNMENTS

HOMEWORK ASSIGNMENTS ARE AN EXTENSION OF THE LESSONS AND MATERIALS COVERED DURING THE DAY. THESE ASSIGNMENTS WILL CONSIST OF STUDY, RESEARCH, MEMORIZATION, READING, DRILL, ETC.

SINCE HOMEWORK ASSIGNMENTS ARE GIVEN DAILY, PARENTS SHOULD EXPECT SOME STUDY TO BE DONE AT HOME EVERY SCHOOL NIGHT. THE SUPPORT OF PARENTS IN THIS AREA OF STUDY IS VERY IMPORTANT FOR THE CHILD'S LEARNING DEVELOPMENT. PROVISION FOR A QUIET PLACE TO STUDY IN AREA WHERE THE CHILD CAN BE OBSERVED AND GET HELP IS DESIRABLE. HOMEWORK ASSIGNMENTS MUST BE COMPLETED ON TIME BY ALL STUDENTS. STUDENTS HOMEWORK ASSIGNMENTS ARE RECORDED DAILY IN THEIR ASSIGNMENT BOOKS.

HOMEWORK IS ASSIGNED IN ALL GRADES AND MUST BE MONITORED BY THE PARENT / GUARDIAN.

34. IMMEDIATE FEEDBACK

TEACHERS MUST CHECK STUDENT WORK AS SOON AS POSSIBLE, GRADE IT, AND RETURN IT TO THE STUDENTS WITHIN A REASONABLE PERIOD.

35. IN-SERVICE

IN-SERVICE DAYS ARE THOSE DESIGNATED TO PROVIDE ADDITIONAL TRAINING FOR TEACHING STAFF. ON THESE DAYS, STUDENTS REMAIN AT HOME.

36. LIBRARY

THE SCHOOL LIBRARY IS AN INTEGRAL FORCE IN THE EDUCATIONAL PROGRAM. STUDENTS ARE RESPONSIBLE FOR THE BOOKS ISSUED TO THEM ON A WEEKLY BASIS. A FINE OF \$0.25 PER DAY WILL BE CHARGED FOR EACH OVERDUE BOOK. BOOKS MUST BE TURNED IN TO THE LIBRARIAN DURING LIBRARY HOURS. EVERY STUDENT IS ENCOURAGED TO HAVE A LIBRARY CARD FROM THE PUBLIC LIBRARY FOR ADDITIONAL INDEPENDENT READING AND RESEARCH.

37. LITURGY

SANTA CLARA STUDENTS ATTEND MASS ONCE PER WEEK (ON FRIDAY) AND HOLY DAYS OF OBLIGATION. STUDENTS MUST WEAR FULL DRESS UNIFORM TO MASS. STUDENTS IN GRADES 2ND- 8TH ALSO PRAY THE ROSARY IN THE CHURCH ONCE A WEEK.

38. LOST AND FOUND

ANY ARTICLES OR ITEMS FOUND SHOULD BE TURNED IN TO THE SCHOOL OFFICE. ARTICLES AND ITEMS WITH LEGIBLE NAMES WILL BE RELEASED ONLY TO THE APPROPRIATE PERSON. WE ARE NOT RESPONSIBLE FOR LOST ITEMS.

39. MEDIA, (TELEVISION, MUSIC, VIDEOS, ETC)

ANY MEDIA (TELEVISION, MUSIC, VIDEOS, ETC.) USED FOR NON-EDUCATIONAL PURPOSES WILL NOT BE ALLOWED. ENTERTAINMENT VIDEOS ARE NOT APPROPRIATE FOR CLASSROOM USE.

40. MEDICATION

ANY MEDICATION TO BE TAKEN BY ANY STUDENT DURING SCHOOL TIME MUST BE SENT TO THE SCHOOL OFFICE AND ADMINISTERED BY THE SCHOOL SECRETARY, OR OTHER DESIGNATED PERSON.

ALL MEDICATION MUST HAVE A DOCTOR'S PRESCRIPTION ON THE BOTTLE AND A WRITTEN NOTE FROM THE PARENT/GUARDIAN EXPLAINING THE TIME AND DOSAGE TO BE GIVEN, AND MUST BE TURNED INTO THE OFFICE.

NO OVER-THE-COUNTER MEDICATION WILL BE GIVEN TO STUDENTS. ANY STUDENT WITH A TEMPERATURE OF 100-DEGREES OR ABOVE WILL BE SENT HOME. STUDENTS ARE TO BE KEPT HOME WHEN THEY HAVE A BAD COLD, SORE THROAT, ELEVATED TEMPERATURE, EYE INFECTION, UNUSUAL SKIN ERUPTIONS, SWOLLEN GLANDS, NAUSEA, VOMITING, HEAD LICE, OR DIARRHEA. SANTA CLARA HAS A HEAD LICE FREE SCHOOL POLICY. ANY CHILD EXHIBITING SUCH SYMPTOMS WILL BE SENT HOME. DO NOT SEND A SICK CHILD TO SCHOOL; ALL COMMUNICABLE DISEASES SHALL BE REPORTED TO THE SCHOOL IMMEDIATELY. HEALTH SCREENING WILL BE DONE ON A REGULAR BASIS.

TEXAS LAW REQUIRES EVERYONE UNDER 18 TO BE IMMUNIZED. NO STUDENT MAY ATTEND CLASSES WITHOUT IMMUNIZATION RECORDS. STUDENTS THAT DO NOT HAVE IMMUNIZATION RECORDS UPDATED AND ON FILE BY SEPTEMBER WILL BE SENT HOME AND WILL NOT BE ALLOWED TO RETURN TO SCHOOL UNTIL ALL RECORDS ARE UPDATED.

STATE LAW MANDATES VISION, HEARING, AND SCOLIOSIS TESTING. IN COMPLIANCE WITH STATE LAW, SCREENING WILL BE PERFORMED, UNLESS THE SCHOOL HAS DOCUMENTATION FROM A PHYSICIAN THAT TESTING HAS BEEN PERFORMED.

41. NO PASS-NO PLAY

ANY STUDENT WHO PARTICIPATES IN COMPETITIVE SPORTS MUST MAINTAIN A PASSING GRADE AVERAGE EQUIVALENT TO A "C" OR ABOVE, IN ALL CORE SUBJECTS, I.E., RELIGION, READING, LANGUAGE ARTS, MATH, SCIENCE, AND SOCIAL STUDIES AND "B" IN CONDUCT. THE COACH RESPONSIBLE FOR A GIVEN PROGRAM WILL CHECK WITH TEACHERS FOR STUDENT ELIGIBILITY.

ACADEMIC ELIGIBILITY WILL BE DETERMINED EVERY TWO WEEKS BY THE STAFF. STUDENTS WHO DO NOT MAINTAIN A PASSING AVERAGE WILL NOT BE ALLOWED TO PRACTICE OR PARTICIPATE IN COMPETITION FOR ONE WEEK. ANY STUDENT WHO IS SUSPENDED WILL BE RECONSIDERED FOR ELIGIBILITY AT THE END OF TWO WEEKS.

FOR SERIOUS ACTS OF MISCONDUCT, THE STUDENT MAY BE SUSPENDED IMMEDIATELY FROM EXTRA-CURRICULAR ACTIVITIES FOR THE TIME DETERMINED BY THE PRINCIPAL IN CONSULTATION WITH THE PASTOR.

STUDENTS NOT COMPLETING HOMEWORK ON TIME WILL NOT BE ALLOWED TO PARTICIPATE IN EXTRA CURRICULAR ACTIVITIES. [ALL PRACTICES AND GAMES DURING MONDAY THROUGH FRIDAY MUST END BY 8:30 P.M.]

42. PARENT-STUDENT HANDBOOK

ALL PARENTS/GUARDIANS AND STUDENTS ARE RESPONSIBLE FOR READING THE MATERIALS CONTAINED IN THIS PARENT-STUDENT HANDBOOK. YOUR CHILD'S ADMISSION IN SANTA CLARA SCHOOL IS COMPLETE WHEN PARENTS/GUARDIANS AND STUDENTS HAVE READ THIS HANDBOOK TOGETHER AND RETURNED A SIGNED COPY OF THE HANDBOOK COVENANT WITH OLDEST CHILD BY THE LAST SCHOOL DAY OF AUGUST OF THIS SCHOOL YEAR. THE HANDBOOK COVENANT IS LOCATED IN THE LAST PAGE OF THIS HANDBOOK. PLEASE CONTACT THE PRINCIPAL SHOULD YOU HAVE QUESTIONS.

43. PARTIES

TWO CLASSROOM PARTIES ARE ALLOWED PER SCHOOL YEAR. THE CHRISTMAS PARTY IS SPONSORED BY THE HOME AND SCHOOL ASSOCIATION WITH THE HELP OF THE ROOM MOTHERS/FATHERS. ANY ADDITIONAL PARTIES MUST BE APPROVED BY PRINCIPAL.

44. PERMISSION TO LEAVE SCHOOL

ALL STUDENTS ARE REQUIRED TO REMAIN ON THE SCHOOL GROUNDS FROM 7:45 A.M. UNTIL 3:00 P.M. TO OBTAIN PERMISSION FOR SPECIAL DISMISSAL, A STUDENT MUST PRESENT A WRITTEN REQUEST FROM THE PARENT TO THE PRINCIPAL THE MORNING OF EARLY DISMISSAL. ALL STUDENTS EXCUSED FROM SCHOOL SHOULD REPORT TO THE OFFICE AND SHOULD BE PICKED UP AT THE OFFICE WHERE THE IDENTIFIED PARENT/GUARDIAN MUST SIGN THEM OUT. DOCTOR, AND DENTIST APPOINTMENTS SHOULD BE MADE AFTER SCHOOL HOURS. THE PRINCIPAL WILL APPROVE THE DISMISSAL OF CHILDREN WHO BECOME ILL IN SCHOOL. PARENTS WILL BE NOTIFIED BY THE SECRETARY OF THE CHILD'S ILLNESS. IN EVERY CASE WHEN A CHILD IS TO BE TAKEN FROM THE BUILDING, THE TEACHER WILL SEND THE CHILD TO THE OFFICE PERSONNEL. AT NO TIME WILL THE TEACHER RELEASE THE CHILD TO A PARENT.

45. PRE-REGISTRATION

PRE-REGISTRATION TAKES PLACE DURING THE MONTH OF FEBRUARY OF EACH YEAR FOR THE FOLLOWING SCHOOL YEAR. REGISTRATION AND BOOK FEES ARE REQUIRED AT THAT TIME AND ARE NON-REFUNDABLE. PRE-REGISTRATION ENDS THE LAST SCHOOL DAY IN FEBRUARY. (SEE "ADMISSIONS" AND "FEES AND TUITION" IN THIS HANDBOOK). REGISTRATION AFTER FEBRUARY IS ON A FIRST-COME FIRST-SERVE BASIS, NO EXCEPTIONS.

46. PROGRESS REPORTS

ALL TEACHERS WILL SEND OUT PROGRESS REPORTS ON THE FRIDAY OF THE FOURTH WEEK OF EVERY GRADING PERIOD. PROGRESS REPORTS WILL COVER ALL SUBJECT AREAS. EACH STUDENT WILL

RECEIVE A PROGRESS REPORT TO INSURE COMMUNICATION WITH PARENTS PRIOR TO ISSUING REPORT CARDS. PARENTS WILL BE ASKED TO SIGN AND RETURN AN ACKNOWLEDGEMENT OF THE REPORT.

47. REGISTRATION

REGISTRATION IS FIRST OFFERED TO CHILDREN WHO ARE CURRENTLY ENROLLED IN SANTA CLARA AND IN GOOD STANDING. DURING SUBSEQUENT MONTHS, REGISTRATION IS OPENED TO PARISH MEMBERS OF SANTA CLARA CATHOLIC CHURCH AND THEN TO NON-PARISHIONERS ON A FIRST-COME FIRST-SERVE BASIS.

REGISTRATION AND BOOK FEES ARE DUE AT TIME OF REGISTRATION. THESE FEES ARE NON-REFUNDABLE. THE ADMINISTRATION RESERVES THE RIGHT TO REVIEW EACH REGISTRATION FOR ADMISSION. (SEE "ADMISSIONS", "PRE-REGISTRATION", AND "FEES AND TUITION" IN THIS HANDBOOK).

48. REPORT CARDS

REPORT CARDS ARE DISTRIBUTED AT THE END OF EACH NINE WEEKS. PARENTS/GUARDIANS WITH QUESTIONS ABOUT THEIR CHILDREN'S SCHOOL WORK ARE ENCOURAGED TO CONTACT THE TEACHER AND MAKE AN APPOINTMENT FOR A CONFERENCE. IF A STUDENT IS FAILING IN ANY SUBJECT OR IS NOT ACHIEVING SATISFACTORILY, THE TEACHER WILL NOTIFY THE PARENTS/GUARDIANS VIA TELEPHONE, WRITTEN REPORT CARDS, NOTICES AND PROGRESS REPORTS. REPORT CARDS AND PROGRESS REPORTS SIGNED BY A PARENT/GUARDIAN MUST BE RETURNED TO TEACHER WITHIN THREE (3) DAYS.

49. REPORTING SYSTEM

KINDERGARTEN

ACHIEVEMENT CODE
M...MASTERED
P...PROGRESSING
N...NEEDS IMPROVEMENT

CODE DESCRIPTION
+...SATISFACTORY
-...IMPROVEMENT NEEDED

GRADES 1 – 3

CODE FOR MAJOR HEADING	OPTIONAL CODE DESCRIPTION
E...EXCELLENT	+...SPECIAL STRENGTH
G...GOOD	-...IMPROVEMENT NEEDED
S...SATISFACTORY	
N...NEEDS IMPROVEMENT	

READING AND MATHEMATICAL LEVELS

- 1...EXTENDED GRADE LEVEL MATERIAL
- 2...ON GRADE LEVEL MATERIAL
- 3...BELOW OR MODIFIED GRADE LEVEL MATERIAL

GRADES 4-8

ACHIEVEMENT CODE	CONDUCT/EFFORT CODE
A...94-100	E...EXCELLENT
B...85-93	S...SATISFACTORY
C...76-84	N...NEEDS IMPROVEMENT
D...70-75	U...UNSATISFACTORY
F...69 & BELOW	

READING AND MATH LEVELS	OPTIONAL CODE DESCRIPTION
1...EXTENDED GRADE LEVEL MATERIAL	+SPECIAL STRENGTH
2...ON GRADE LEVEL MATERIAL	-IMPROVEMENT NEEDED
3...BELOW OR MODIFIED GRADE LEVEL MATERIAL	

50. ROOM MOTHERS/FATHERS

TEACHERS NEED TO ENLIST THE HELP OF ONE OR MORE MOTHERS/FATHERS OF STUDENTS TO ASSIST AS ROOM MOTHERS/FATHERS. THEIR DUTY WILL BE TO ASSIST IN PUTTING TOGETHER CLASS ACTIVITIES SUCH AS FIELD TRIPS, CLASS PARTIES, CONCESSIONS ON ASSIGNED SUNDAYS, ETC.

51. SACRAMENTS

SECOND GRADE STUDENTS RECEIVE THE SACRAMENT OF RECONCILIATION AND SACRAMENT OF THE HOLY EUCHARIST. EIGHTH GRADE STUDENTS RECEIVE THE SACRAMENT OF CONFIRMATION. COPIES OF ALL SACRAMENTS RECEIVED MUST BE KEPT IN STUDENT FILES.

52. SCHOOL FUNCTIONS

PARENTS AND STUDENTS MUST ATTEND ALL SCHOOL-SPONSORED ACTIVITIES IN WHICH THEY ARE EXPECTED TO PARTICIPATE. IF A STUDENT CANNOT ATTEND, A NOTE TO THAT EFFECT SHOULD BE SENT TO THE HOMEROOM TEACHER AS SOON AS POSSIBLE.

53. SCHOOL RULES

IN ADDITION TO CLASSROOM RULES, THE SCHOOL WILL PROVIDE RULES TO BE OBSERVED BY THE ENTIRE STUDENT POPULATION. THE FOLLOWING IS A LIST OF SCHOOL RULES:

1. ALL SCHOOL WORK WILL BE DONE ON STANDARD LINED NOTEBOOK WITH PROPER HEADING. A PROPER HEADER WILL FOLLOW THIS FORMAT:

STUDENT NAME	SUBJECT
STUDENT GRADE	DATE
2. STUDENTS WILL BE HELD RESPONSIBLE FOR TAKING ALL NEEDED SUPPLIES TO EACH CLASS.
3. STUDENTS ARE RESPONSIBLE TO MAKING UP LOST TIME OR ASSIGNMENTS AT HOME.
4. STUDENTS WILL BE EXPECTED IN THE CAFETERIA AT **7:45 A.M.** EACH MORNING AND ON TASK BY **8:00 A.M.** EXCESSIVE TARDINESS UNDOUBTEDLY AFFECTS THE GRADE OF THE FIRST PERIOD. A STUDENT ARRIVING IN THE CAFETERIA AFTER **7:45 A.M.** IS CONSIDERED TARDY.

5. IF A STUDENT IS FOUND MARKING FURNITURE OR DEFACING SCHOOL PROPERTY, THE PARENTS WILL BE ASSESSED THE COST OF CLEANING, REPAIRING OR REPLACING THE DAMAGED PROPERTY.
6. NO ONE MAY ENTER THE CLASSROOM DURING SCHOOL HOURS. THIS INCLUDES ALL BUILDINGS. ANYONE ENTERING THE SCHOOL MUST COME TO THE OFFICE FIRST. ANY BOOKS, HOMEWORK PROJECTS, LUNCHES, ETC., MUST BE LEFT IN THE OFFICE TO BE DELIVERED AT A CONVENIENT TIME.

54. SERVICE PROJECTS

IT IS THE POLICY OF SANTA CLARA ACADEMY THAT ALL STUDENTS, AS PART OF THEIR FORMATION TO BECOME MEMBERS OF THE BODY OF CHRIST, WILL PARTICIPATE IN THE CORPORAL WORKS OF MERCY OF THE SCHOOL. THIS INCLUDES AIDS SERVICES OF DALLAS, MATH-A-THON, AND/OR ANY OTHER PROJECTS UNDERTAKEN BY THE SCHOOL AS SERVICE PROJECTS.

55. SPORTS

SANTA CLARA ACADEMY PARTICIPATES IN THE DALLAS PAROCHIAL LEAGUE; AN ORGANIZATION OF THE CATHOLIC SCHOOLS IN DALLAS WHICH FOSTERS AND PROMOTES THE ATHLETIC PROGRAMS OF THE DIOCESE OF DALLAS. ATHLETICS INCLUDE FOOTBALL, BASKETBALL, SOCCER, VOLLEYBALL, SOFTBALL, TRACK, CHEERLEADING, AND DRILL TEAM AT THE GRADE LEVELS DETERMINED BY THE ATHLETIC DIRECTOR, THE PRINCIPAL AND THE PASTOR. THIS ATHLETIC PROGRAM IS A PRIVILEGE AND NOT A RIGHT. THE SCHOOL RESERVES THE RIGHT TO DETERMINE IF ONE OR MORE OF THESE SPORTS WILL NOT BE OFFERED AS PART OF OUR ATHLETICS PROGRAM. ALL VOLUNTEERS MUST HAVE A BACKGROUND CHECK ON FILE IN THE SCHOOL OFFICE.

CHOIR

MEMBERSHIP IN CHOIR IS OPEN TO ALL STUDENTS OF GRADES 2-8. CHOIR IS AN EXTRA-CURRICULAR ACTIVITY. THE MUSIC TEACHER WILL SCHEDULE CHOIR PRACTICE TIMES.

MEDICAL REQUIREMENTS

SANTA CLARA SCHOOL WILL REQUIRE A PHYSICAL REPORT AND UPDATED IMMUNIZATION RECORDS FOR ALL STUDENTS IN THE SCHOOL. A STUDENT WISHING TO PARTICIPATE IN ATHLETICS OR OTHER ACTIVITY THAT DEMANDS PHYSICAL EXERTION MUST OBTAIN AND PROVIDE THE SCHOOL WITH "PHYSICIAN AND PARENT CERTIFICATE" WHICH CONSTITUTES A COMPLETE PHYSICAL EXAMINATION, PRIOR TO PARTICIPATION EACH YEAR.

56. SUPERVISION

STUDENTS ARE NEVER TO BE LEFT UNSUPERVISED ANYWHERE (CLASSROOM, GROUNDS, CHURCH, FIELDTRIPS, SPORTS ACTIVITIES ETC.) AT ANY TIME.

57. TELEPHONE MESSAGES

TELEPHONE CALLS MAY BE MADE TO THE SCHOOL OFFICE BETWEEN THE HOURS OF 8:00 A.M. AND 3:30 P.M. MONDAY THROUGH FRIDAY. THE OFFICE IS NOT OPEN ON SATURDAY, SUNDAY, OR HOLIDAYS. STUDENTS WILL BE CALLED TO THE PHONE ONLY IN AN EMERGENCY, AND ONLY MESSAGES OF AN URGENT NATURE WILL BE DELIVERED TO THE STUDENTS. CALLS MUST BE KEPT TO A MINIMUM OF 3 MINUTES. **STUDENTS ARE NOT ALLOWED TO BRING CELL PHONES TO SCHOOL. CELL PHONES BROUGHT TO SCHOOL WILL BE KEPT IN THE OFFICE UNTIL A PARENT/GUARDIAN COMES TO RETRIEVE IT.**

58. TESTING PROGRAM

ACHIEVEMENT TESTS ARE GIVEN ANNUALLY TO STUDENT IN GRADES 1ST THROUGH 8TH. RESULTS OF THESE TESTS WILL BE SHARED WITH PARENTS/GUARDIANS AT PARENT/TEACHER CONFERENCE.

HIGH SCHOOL ENTRANCE TESTS ARE ADMINISTERED TO 8TH GRADE STUDENTS BY THE HIGH SCHOOLS. PARENTS SHOULD CONTACT HIGH SCHOOLS DIRECTLY FOR TIMES AND DATES.

59. TRAFFIC PROCEDURES

IN ORDER TO MINIMIZE THE TRAFFIC PROBLEM IN THE MORNING AND AFTERNOON, TRAFFIC PROCEDURES WILL BE ESTABLISHED AT THE BEGINNING OF THE SCHOOL YEAR. PARENTS WILL BE INFORMED IN DETAIL OF THESE PROCEDURES BY THE SCHOOL OFFICE. YOUR COOPERATION IS REQUIRED. ALL FAMILIES MUST USE THEIR CARPOOL NUMBER AT ALL TIMES.

60. TRANSFER

A STUDENT WHO TRANSFERS FROM SANTA CLARA CATHOLIC ACADEMY MAY REQUEST THE COPIES OF HIS/HER RECORDS BE SENT TO THE RECEIVING SCHOOL. THIS WILL BE DONE PROVIDED THAT THE STUDENT OR PARENT/GUARDIAN HAS NO OUTSTANDING DEBTS TO SANTA CLARA. A CHARGE PER OCCURRENCE, AS DETERMINED BY THE PRINCIPAL, MAY BE ASSESSED FOR TRANSFERRING RECORDS.

HANDBOOK COVENANT

DEAR PARENTS/GUARDIANS OF STUDENT(S) AT SANTA CLARA ACADEMY:

THIS HANDBOOK HAS BEEN PREPARED AS AN INITIAL SOURCE OF INFORMATION AS WELL AS COMMUNICATION BETWEEN HOME AND SCHOOL. IT IS HOPED THAT BY MEANS OF THIS HANDBOOK, YOU AS PARENTS/GUARDIANS, WILL BE DRAWN INTO AN AWARENESS OF YOUR INITIAL AND APPRECIATED ROLE OF SUPPORT, ENCOURAGEMENT, AND PARTICIPATION. YOUR CHILD'S (CHILDREN'S) ADMISSION IS COMPLETE WHEN PARENTS/GUARDIANS AND STUDENTS HAVE READ THIS HANDBOOK TOGETHER, AND OLDEST CHILD HAS RETURNED A SIGNED COPY OF THIS FORM TO HOMEROOM TEACHER BY THE LAST DAY OF AUGUST OF THIS SCHOOL YEAR.

THANK YOU FOR YOUR COOPERATION.

I, _____ AND MY CHILD/CHILDREN
(PRINT PARENT/GUARDIAN NAME)

(PRINT CHILD'S/ CHILDREN'S NAME(S))

HAVE READ THE ENTIRE PARENT-STUDENT HANDBOOK TOGETHER, AND AGREE TO ABIDE BY THE RULES, REGULATIONS, AND GUIDELINES SET FORTH WITH THIS HANDBOOK.

PARENT'S SIGNATURE

CARPOOL #

DATE

PLEASE USE ONE HANDBOOK COVENANT PER FAMILY

KEEP ONE SIGNED COPY WITH THIS HANDBOOK AND RETURN THE SECOND SIGNED COPY AS STATED ABOVE.

DEAR PARENTS/GUARDIANS OF STUDENT(S) AT SANTA CLARA ACADEMY:

THIS HANDBOOK HAS BEEN PREPARED AS AN INITIAL SOURCE OF INFORMATION AS WELL AS COMMUNICATION BETWEEN HOME AND SCHOOL. IT IS HOPED THAT BY MEANS OF THIS HANDBOOK, YOU AS PARENTS/GUARDIANS, WILL BE DRAWN INTO AN AWARENESS OF YOUR INITIAL AND APPRECIATED ROLE OF SUPPORT, ENCOURAGEMENT, AND PARTICIPATION. YOUR CHILD'S (CHILDREN'S) ADMISSION IS COMPLETE WHEN PARENTS/GUARDIANS AND STUDENTS HAVE READ THIS HANDBOOK TOGETHER, AND OLDEST CHILD HAS RETURNED A SIGNED COPY OF THIS FORM TO HOMEROOM TEACHER BY THE LAST DAY OF AUGUST OF THIS SCHOOL YEAR.

THANK YOU FOR YOUR COOPERATION.

I, _____ AND MY CHILD
(PRINT PARENT/GUARDIAN NAME)

(PRINT CHILD (REN) S NAME)

HAVE READ THE ENTIRE PARENT-STUDENT HANDBOOK TOGETHER, AND AGREE TO ABIDE BY THE RULES, REGULATIONS, AND GUIDELINES SET FORTH WITH THIS HANDBOOK.

PARENT'S SIGNATURE

CARPOOL #

DATE

PLEASE USE ONE HANDBOOK COVENANT PER STUDENT.

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**SANTA CLARA
CATHOLIC ACADEMY**

**321 CALUMET AVENUE
DALLAS, TEXAS 75211**

**2005-2006
SCHOOL YEAR**

**PASTOR: FATHER THOMAS DYMOWSKI
PRINCIPAL: TODD HIGGINBOTHAM**

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PARENT/STUDENT HANDBOOK