

BISHOP

DUNNE

CATHOLIC SCHOOL

2017-2018 PARENT GUIDEBOOK

MISSION

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

CORNERSTONE PHILOSOPHY

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

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

EXPLORE

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

INQUIRE

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

LEAD

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

SERVE

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

OUR CORE VALUES

The core values of Bishop Dunne Catholic School are based upon Catholic social teaching as the foundation of a just society, and the charisms of our founding orders, the Sisters of St. Mary of Namur and the Brothers of the Sacred Heart.

- **Spiritual growth and faith development**
- **A positive and nurturing environment**
- **Commitment to fellowship, social justice, and global leadership**
- **Appreciation of individual uniqueness and value**
- **Service to a multicultural community**
- **Academic excellence in an innovative environment**

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ACADEMICS

IS THERE AN ACADEMIC ADVANTAGE TO A BISHOP DUNNE CATHOLIC SCHOOL EDUCATION?

The academic advantage of Bishop Dunne is one of an accredited, rigorous, college preparatory curriculum with intense personal support in a faith based family environment. The Learning Resource Department and after-hours tutoring assist students with reaching academic goals. As a Catholic school, we remind our students that the search for truth leads us to God, and we strive to guide our students to seek truth and justice in all areas of life so that they can take what they have learned and serve where needed. Our Catholic academic environment is enhanced by the opportunity to hear from a diverse selection of scholars and experts who advise students on issues of social and emotional growth. In addition, our GeoTech speaker series attracts world renowned presenters such as Neil deGrasse Tyson and Jane Goodall to stimulate and enrich our curriculum.

At Bishop Dunne, we follow the great Catholic school tradition of educating the whole person for the common good while integrating 21st century skills. Our mission allows us to educate the mind, body, and spirit, as we prepare the future leaders of tomorrow. With our international academic trips and student exchange program, the world truly is their classroom.

HOW MANY CLASSES HAVE DUAL ENROLLMENT WITH COMMUNITY COLLEGES?

Dual credit courses offered through the Dallas County Community Colleges allow students to follow the college level curriculum and earn credit simultaneously at Bishop Dunne and the community college. Courses are currently offered in a wide variety of areas including English, Spanish, Technology, History, and Geographic Information Systems. Students take dual enrollment courses on the Bishop Dunne campus at no additional cost and have the opportunity to graduate with the credit equivalent of an associate's degree from community college as well as a high school diploma.

WHAT ARE PRE-ADVANCED PLACEMENT® AND ADVANCED PLACEMENT® CLASSES?

Advanced Placement (AP®) classes are College Board™ approved classes that follow a college curriculum. At the end of each school year students in AP® courses have an opportunity to take a national exam that may potentially earn them college credit. Pre-AP® classes are advanced courses that in most cases lead to an AP® course in subsequent years. There is no national end of the year exam for Pre-AP® classes. In order to take a Pre-AP® or AP® class at Bishop Dunne, students must apply for placement through the appropriate academic department chairs.

HOW PREPARED ARE THE TEACHERS?

The majority of our faculty members have a master's degree and all are skilled in both their content areas and the art of education as they guide students toward a love of learning. AP® teachers are required to submit a detailed course syllabus to the College Board for approval. Teachers are required to maintain an attitude of lifelong learning through professional development, continued formal education, and faith formation.

ARE THE STUDENTS PREPARED FOR COLLEGE?

With acceptance to universities like Baylor, Brown, Harvard, Morehouse College, Rice, SMU, Stanford, Texas A&M, The United States Air Force Academy, The United States Naval Academy, The University of Notre Dame, The University of Texas, William and Mary, Yale, and approximately \$40 million awarded in academic scholarships in the past two years, our graduates are achieving at the highest levels. Some students start college with a year or more of college credit.

WHAT IS SOAR?

Student Outreach and Readiness (SOAR) is a program for struggling students to gain academic understanding by learning the skills of academic success, self-monitoring, self-awareness, and self-advocacy. Mentors help students accomplish these goals by providing guidance and support in the areas of goal-setting, time management, organization, and study skills. Students may self-refer to SOAR or may be referred by a parent, teacher, or administrator.

SOAR students and academic mentors meet in the Bishop Dunne library, Monday through Thursday, from 3:15 p.m. to 5:00 p.m.

WHAT IS CRA?

The Arcilia Acosta College Ready Academy (CRA) is modeled after UT-Austin's University Leadership Network. The College Ready Academy is a year-and-a-half-long program to improve the college graduation rate for students who will be the first in their families to attend college. College Ready Academy includes monthly sessions for students, parent engagement meetings, financial literacy, academic requirements, and support for the college application and financial aid process. Qualifying students are invited to participate in CRA in the spring semester of their junior year and participate through their Bishop Dunne graduation.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Dr. Douglas Wine

Principal

dwine@bdcs.org

469 291 1767

AFTER SCHOOL PROGRAM

WHAT HAPPENS AFTER SCHOOL?

Middle school students are allowed a break outside from 3:00 p.m. until 3:30 p.m., unless they are attending tutorials with a teacher. Students are expected to clear the hallways by 3:10 p.m. and are allowed to gather outside the school near the gym where two faculty members and an administrator are on duty.

The Learning Resource Department offers supervised study, one-on-one organization, tutorials, and grade checks, and clubs will often meet at this time. Snacks will be made available for purchase to all students on campus. At 3:30 p.m. or earlier, middle school students need to be in allocated rooms for supervised study or tutoring, and high school students can gather in approved areas. Snacks will be available.

High school students are permitted to congregate in certain approved areas of the school and are encouraged to attend tutoring, lab sessions, or club meetings.

WHAT ARE THE HOURS OF THE AFTER SCHOOL PROGRAM?

The after school program operates for all middle school students from 4:00 p.m. to 6:00 p.m. on days that school is in session. A fee is assessed for the after school program for all middle school students who remain on campus after 4:00 p.m. Any middle school student remaining on campus after 4:00 p.m. is required to attend the program. Students will be in allocated classrooms for supervised study hall, tutorials, and social time. Students may continue to participate in any on-campus extracurricular activities that extend past 4:00 p.m. but if not picked up directly from those activities, each student will be walked to the

appropriate location and signed into the program.

No after school program is provided on early dismissal days. Students are expected to be picked up by 6:00 p.m. at the latest. After 6:00 p.m., supervision will be provided at a fee of \$1.00 per minute.

WHAT ABOUT TUTORING?

Tutoring is offered by all teachers and is free of charge. The schedule is published early in the semester. Students attending tutorials must be in the classroom by 3:10 p.m. If middle school students are not picked up immediately following tutoring, they are to wait in the gym foyer or front office before 4:00 p.m., then attend the after school program until they are picked up.

WHAT ABOUT ATHLETIC PRACTICES?

Student athletes will wait with their coaches after practices until their ride arrives or report to the after school program. Students whose practices begin after 5:00 p.m. must report to the after school program if the coach has not provided a team study hall.

HOW DO STUDENTS SIGN UP FOR THE AFTER SCHOOL PROGRAM?

Parents need to enroll their child in the after school program. Enrollment forms are available at the front desk. Completed forms should be left at the front desk for Ms. Erica Culton.

WHAT IS THE FEE?

The fee for the after school program is \$80 a month or \$350.00 per semester to assist with the cost of operation and activities. Specialized activities may be offered after school at an additional cost. Parents may pay for the full year or by semester. The first payment is due by mid-August.

Any middle school student not picked up from dismissal by 4:30 p.m. will be sent directly to the after school program. Families not registered for after school services will be assessed the drop-in rate of \$15.00 per afternoon for each child. Drop-in rates will be turned into the Business Office and billed directly to the parent. An extra fee of \$1 per minute is charged for any child not picked up by 6:00 p.m.

Students are not charged for attending tutoring. Once tutoring has ended your child must be picked up or he or she will be sent to the after school program and assessed the drop-in rate if he or she is not registered.

All payments are to be sent to the Business Office.

WHERE DO I PICK UP MY CHILD FROM THE AFTER SCHOOL PROGRAM?

After 4:30 p.m., parents are required to sign out their child personally at the front office daily. There is a receptionist on duty until 6:00 p.m. For the safety of the students, we will not release students to anyone who is not listed on the student's emergency release forms unless we have written or verbal permission from parents. This procedure is for the security of the children and will assist the staff with accurate record keeping.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Walter Johnson

Co-Director of the After School Program

wjohnson@bdcs.org

469 291 1771

Erica Culton

Co-Director of the After School Program

eculton@bdcs.org

469 291 1777

ATHLETICS

DOES MY STUDENT NEED AN ATHLETIC PHYSICAL?

Every student athlete who participates in a sport must have an athletic physical on file. Physical forms are available on Plus Portals.

CAN MY CHILD PLAY SPORTS WITHOUT BEING REGISTERED?

No, all athletes must be registered and accepted Bishop Dunne students before they can participate in any extracurricular activity.

IS THERE AN ATHLETIC PERIOD?

Some high school sports have an athletic period and students will sign up for those classes during the course selection process. Students who play a sport do not necessarily have to join that sport's athletic period, especially if there is a conflict with academic classes. The coach will still hold practices either before or after school. Only those students who make the team are eligible for the athletic period. Tryouts will be held in advance of the beginning of the semester.

IS THERE A P.E. CREDIT FOR ATHLETICS?

If students follow coursework and assessment for the sport, and are faithful to attendance guidelines, they may receive a P.E. credit for a sport. Marching Band counts as a P.E. (8th grade and up.)

MIDDLE SCHOOL TEAMS	
Girls	Boys
Basketball	Baseball
Cheerleading	Basketball
Cross Country	Cheerleading
Drill Team & Dance	Cross Country
Golf	Football
Soccer	Golf
Softball	Soccer
Swimming	Swimming
Tennis	Tennis
Track	Track
Volleyball	Volleyball
Wrestling	Wrestling

HIGH SCHOOL TEAMS	
Girls	Boys
Archery	Archery
Athletic Training	Athletic Training
Basketball	Baseball
Cheerleading	Basketball
Cross Country	Cheerleading
Drill Team & Dance	Cross Country
Golf	Football
Soccer	Golf
Softball	Soccer
Swimming	Swimming
Tennis	Tennis
Track	Track
Volleyball	Weight Training
Weight Training	Wrestling
Wrestling	

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Kenneth Davis
H. S. Athletic Director
 kdavis@bdcs.org
 469 291 1837

Stephen Guerrero
M. S. Athletic Director
 sguerrero@bdcs.org
 469 291 1788

Delone Williams
Assistant Athletic Director
 dwilliams@bdcs.org
 469 291 1820

ATTENDANCE

WHAT IS THE PROCEDURE WHEN MY CHILD IS ABSENT FROM SCHOOL?

If a student needs to be absent from school, the parent or guardian must call the Attendance Office or email Mrs. Aurora Owens at aowens@bdcs.org before 9:00 a.m. on the day of the absence and indicate knowledge and approval of the absence. If no one is available, the message may be left on voicemail. On the day the student returns to school, the parent must send a note indicating the reason for the absence. The student should take this note to Mrs. Owens in the Attendance Office before school starts.

HOW MANY ABSENCES CAN MY CHILD HAVE WITHOUT BEING PENALIZED?

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, Student Development Office, or the Guidance Office. All absences, excused and unexcused, count toward the three absences per quarter guideline.

Students and parents are responsible for keeping track of the number of absences and tardies that occur each semester. Students are responsible for work missed because of absences or tardiness.

IS BEING TARDY TO CLASS REALLY THAT SERIOUS?

Yes, tardiness interrupts both the students and the teacher of the class. A student is considered tardy if he or she is not in the classroom when the bell rings. Students who are tardy to class will be marked tardy in school records.

Arriving within the first 5 minutes of a class constitutes a tardy. Students who arrive after the first 15 minutes of a class will be marked as absent from that class. Three tardies to class are counted as one absence.

WHAT IS TRUANCY?

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. Any other unexcused absence will be considered truancy. A student who is not accounted for after 15 minutes of class time is considered truant.

If a student is truant, he or she may not make up missed work, which can lead to poor grades. Truancy will also lead to additional disciplinary actions.

In addition, any student missing for more than 15 minutes from class without the knowledge of the teacher of record is considered truant and disciplinary actions will be assessed.

DO YOU HAVE TO MAKE UP FOR DAYS WHEN SCHOOL IS CLOSED BECAUSE OF WEATHER?

No. Because of our unique online education program and e-books, school will continue virtually on days when the physical facility is closed for weather reasons.

WHOM MAY I CONTACT FOR MORE INFORMATION?

Aurora Owens
Attendance Office
aowens@bdcs.org
469 291 1770

BELL SCHEDULES

REGULAR BELL SCHEDULE (TUES, THURS, FRI)		
	RED DAY (Tues/Thurs)	BLUE DAY (Fri)
8:00 - 9:30	BLOCK A	BLOCK E
9:35 - 9:55	ACTIVITY PERIOD	ACTIVITY PERIOD
10:00 - 11:30	BLOCK B	BLOCK F
11:35 - 1:25	BLOCK C	BLOCK G
(11:35 -12:00)	1st Lunch	1st Lunch
(12:05 - 12:30)	2nd Lunch	2nd Lunch
(12:35 - 1:00)	3rd Lunch	3rd Lunch
(1:00 - 1:25)	4th Lunch	4th Lunch
1:30 - 3:00	BLOCK D	BLOCK H

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

BELL SCHEDULES

PURPLE DAY SCHEDULE (MONDAY)	
8:00 - 8:40	BLOCK A
8:45 - 9:25	BLOCK B
9:30 - 10:10	BLOCK C
10:15 - 10:55	BLOCK D
11:00 - 11:40	BLOCK E
11:45 - 1:30	BLOCK F W/STUDY PERIOD
(11:45 - 12:08)	1st lunch
(12:13 - 12:36)	2nd lunch
(12:41 - 1:04)	3rd lunch
(1:04 - 1:30)	4th lunch
1:35 - 2:15	BLOCK G
2:20 - 3:00	BLOCK H

MASS SCHEDULE (WEDNESDAY)	
	BLUE DAY
8:00 - 9:30	BLOCK E
9:35 - 11:30	BLOCK F W/MASS
(10:30)	Mass - rotating grade levels
11:35 - 1:25	BLOCK G
(11:35 - 12:00)	1st Lunch
(12:05 - 12:30)	2nd Lunch
(12:35 - 1:00)	3rd Lunch
(1:00 - 1:25)	4th Lunch
1:30 - 3:00	BLOCK H

BELL SCHEDULES

ASSEMBLY BELL SCHEDULE		
	RED DAY	BLUE DAY
8:00 - 9:30	BLOCK A	BLOCK E
9:35 - 11:05	BLOCK B	BLOCK F
11:10 - 12:50	BLOCK C	BLOCK G
(11:10 - 11:32)	1st Lunch	1st Lunch
(11:37 - 12:00)	2nd Lunch	2nd Lunch
(12:04 - 12:27)	3rd Lunch	3rd Lunch
(12:27 - 12:50)	4th Lunch	4th Lunch
12:55 - 2:25	BLOCK D	BLOCK H
2:30 - 3:00	ASSEMBLY	ASSEMBLY

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

BOOKS AND E-BOOKS

WHAT IS AN E-BOOK?

An e-book is a digital copy of a printed textbook. The e-book program used by Bishop Dunne is a subscription based service that provides students with a one-year subscription to their online textbook materials.

IS THE E-BOOK EXACTLY LIKE THE PRINTED TEXTBOOK?

E-books are nearly identical to the print version, in most cases down to the page numbers. However, they actually offer more interactivity for the student. Many e-books have built-in audio features, links to additional video and web resources, interactive glossaries, and built-in tutorials. Students may also use digital highlighting and bookmarks to make notations in their e-books.

WILL ALL CLASSES HAVE AN E-BOOK?

We have worked with all of our publishers to obtain e-book editions for as many texts as possible. However some classes will still have regular books if a digital edition is not yet available.

WILL WE NEED TO BUY TEXTBOOKS IN ADDITION TO A LAPTOP?

No. The school will purchase all curricular materials including e-books, novels, workbooks, and any textbooks for courses without an e-book option.

HOW DO I ORDER E-BOOKS?

You do not need to order or buy any textbooks or e-books. Bishop Dunne will provide students e-book access codes when classes begin. The e-book and equipment fee paid at the beginning of the year covers all e-book access, classroom

equipment and supplies, printed novels, printed workbooks, and some printed textbooks. There are no class fees.

HOW DO I ACCESS AN E-BOOK?

Since e-books are online subscriptions, you will need to access it through a web browser on your computer. You must have an internet connection to view the e-book. Some e-books will allow you to download sections of the text as a PDF so that you can also view it when you are not online. Details on how to do this can be found in the help section of your e-book.

HOW WILL STUDENTS RECEIVE THEIR BOOKS AND E-BOOKS?

Both e-book codes and all print material will be distributed the first week of class by the teachers.

ARE THE TEXTBOOKS PROVIDED TO STUDENTS THEIRS TO KEEP?

No. The textbooks, like e-books, are provided to students for the use of one school year. They must be returned in good condition. The exceptions to this are individual novels and consumables such as workbooks or lab manuals.

DOES THE SCHOOL HAVE A WIRELESS ENVIRONMENT?

Yes, the school has Wi-Fi throughout all areas, including the courtyards, parts of the grounds, and on the buses.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Christine Voigt
Director of Instructional Technology
cvoigt@bdcs.org
469 291 1773

CAMPUS MINISTRY

WHAT IS CAMPUS MINISTRY?

The campus ministers promote and enhance the spiritual life of all members of the school community by organizing retreats, prayer services, Masses, Bible study, and daily devotionals.

WHEN DOES THE COMMUNITY CELEBRATE MASS?

All students and faculty attend Mass biweekly, separated by age (6th-9th grades and 10th-12th grades). Mass is held in the auditorium. Students participate in the Mass as lectors, Eucharistic ministers, altar servers, gift bearers, and choir members. Masses in the auditorium begin at 10:30 a.m. and all members of the Bishop Dunne family are welcome to attend.

ARE THERE ALL-SCHOOL MASSES?

About three times a semester, the whole school travels to St. Elizabeth of Hungary parish for an all-school Mass. These Masses usually signify important events for the school (Senior Presentation Mass) or for the church year (All Saints Day Mass). Masses at St. Elizabeth begin at 10:00 a.m. and all members of the Bishop Dunne family are welcome to attend.

WHAT IS THE PEER MINISTRY PROGRAM?

The Peer Ministry Program encourages and mentors students to be leaders for retreats, prayer services, community service, and Mass.

WHAT RETREATS ARE HELD THROUGHOUT THE YEAR?

Each grade level participates in one mandatory retreat each year. Retreats are rooted in Scripture and designed to help the students in their walk with Christ. Annual mini-retreats are also held after school.

HOW DOES MY 8TH GRADER PREPARE FOR CONFIRMATION?

Since Bishop Dunne is not affiliated with a parish, we cannot offer Confirmation sacramental preparation. As a result, we encourage all 8th graders who are Catholic and able to be confirmed to contact their local parish, enroll in classes, and prepare for this beautiful sacrament.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Nicholas Brandt

Director of Campus Ministry

nbrandt@bdcs.org

469 291 1842

COLLEGE GUIDANCE

HOW DO I HELP MY STUDENT PREPARE, SEARCH, AND APPLY FOR COLLEGE?

College admission offices look at everything when reviewing an applicant, which is why preparing for college begins as early as middle school. Students should strive to have strong academics, volunteer hours, and extracurricular activities all four years of high school. In order to do this, they will need your support as parents.

There are certain things to consider when searching for a college that matches your child's needs. Additional information about the following characteristics can be found through the college's website.

- Size of the Student Body
- Academics and Extracurricular Activities
- Campus Life
- Cost
- Diversity
- Retention and Graduation Rates

Although a great deal can be obtained through brochures and websites, nothing can compare to a hands-on experience. Therefore we encourage students to make campus visits whenever possible.

There are some important aspects to consider when applying for colleges. College applications take a lot of time and effort with each step or item requiring careful attention. So do not go overboard, because quality is better than quantity. Remember that there is a fee for each application, so too many applications can become costly.

We advise parents and students to attend our monthly College Chats, our annual College Fair, and the financial aid information evenings.

WHAT STANDARDIZED TESTS ARE REQUIRED?

The SAT and ACT are the two standardized tests required in a college's admission process. Colleges may ask for either SAT or ACT scores.

WHEN SHOULD MY CHILD TAKE THE SAT OR ACT?

Ideally, students should take either test for the first time during their junior year, giving them ample time to improve their scores, because the test can be taken more than once.

For more information about the SAT or ACT, please visit www.collegeboard.com or www.act.org. Through these sites, your child may sign up to take the SAT or ACT, and have scores sent directly to the college.

HOW DO I PAY FOR COLLEGE?

There are several myths about paying for college, the most common being, "college is just too expensive." The reality is that organizations want your child to go to college and are willing to help. Many nonprofit and for-profit entities are ready and willing to provide college scholarships.

Aside from outside scholarships, many colleges offer both merit-based and federal-based scholarships. To apply for federal aid, you can complete the Free Application for

Federal Student Aid (FAFSA) at www.fafsa.ed.gov. This application is based on your family's financial status, so you will need to have current tax forms and bank statements on hand.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Mario Root
Dean of Academics
mroot@bdcs.org
469 291 1765

Charleen Doan
Director of College Admissions
cdoan@bdcs.org
469 291 1768

COMPUTERS

AM I REQUIRED TO HAVE A LAPTOP OR NETBOOK?

Yes, all students are required to have a laptop or a netbook in order to access the online curriculum. Students will be responsible for the care and maintenance of their computer. Therefore, we highly recommend an extended warranty and insurance. You may want to consider looking into the laptop insurance program with Student Insurance Partners located in Oklahoma at this address: <http://www.studentinsurancepartners.com>. We recommend that students have a sturdy and protective case for their laptop. Also, if students decide to store their laptop in their backpack, we recommend a backpack that is designed for transporting and protecting laptop computers. At this time an Apple iPad is not capable of handling the Adobe Flash plug-in or the online textbooks.

WHAT SHOULD I LOOK FOR IN A NEW COMPUTER OR NETBOOK?

You should look for a netbook that has extended battery life (6 or 9 cell battery as opposed to a 3-cell battery), at least an "N" network card, ideally 8 GB of RAM, a minimum of a 250 GB hard drive, a 13-15-inch screen, and Windows 10 or Sierra for Mac operating system or higher.

WHAT IF I ALREADY HAVE A LAPTOP? MAY I USE IT INSTEAD?

Yes, you may. However, we strongly recommend that you have an updated anti-virus software program, an extended battery, and the laptop must be wireless capable. Sophos Anti-virus offers a free solution at: <https://www.sophos.com/en-us/lp/sophos-home.aspx>.

DOES THE SCHOOL REQUIRE A CERTAIN OPERATING SYSTEM (MAC OR WINDOWS)?

You may use either a Windows based or Mac based machine. We cannot recommend the use of Linux or Unix platforms at this time and this includes Chromebooks, because they are not compatible with our e-books. The laptop will also need the Adobe Flash and Acrobat Reader plugins, which can be downloaded for free at <http://www.adobe.com>. The school has Office 365 available for all students for free.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Paul Wood
Director of Technology
pwood@bdcs.org
469 291 1776

EXTRACURRICULAR ACTIVITIES

WHAT EXTRACURRICULAR ACTIVITIES DOES BISHOP DUNNE OFFER?

Bishop Dunne offers nearly 30 extracurricular activities and clubs from which your child may choose. From the Animal Rescue Club, Ecology Club, Sounds of Bishop Dunne Choir, to the Pre-Med Society, every student is sure to find a group of interest.

DO STUDENTS HAVE AN OPPORTUNITY TO TRAVEL?

Yes! Several clubs and organizations offer opportunities for travel, both here in the U.S. and abroad. For example, students have traveled to Costa Rica to study ecology, to Italy to study Christian art, to France and Spain to study language, to the United Kingdom to study government, and to Honduras and Nicaragua to serve underprivileged communities.

SOME OF THE EXTRACURRICULAR ACTIVITIES AT BISHOP DUNNE:

African American Awareness

Animal Rescue

Archery

Chess Club

Ecology Club

Future Business Leaders of America

Fellowship of Christian Athletes

Latinos Unidos

Math Counts

National Art Honor Society

National Honor Society

National Junior Honor Society

Pre-Law Society

Pre-Med Society

Poetry Club

Photography Club

Science Olympiad

Sounds of Bishop Dunne Choir

Student Council

TAPPS Academic Team

GUIDANCE

WHERE IS THE GUIDANCE DEPARTMENT?

The Guidance Department is located on the second floor of St. Mary's Hall. St. Mary's Hall is the two story building located down the ramp from the 400 hallway.

DO I OR MY CHILD NEED AN APPOINTMENT TO MEET WITH A MEMBER OF THE GUIDANCE DEPARTMENT?

No. The Guidance Department has an open door policy, and students and parents are welcome to come by at their convenience.

WHAT SERVICES DOES THE GUIDANCE DEPARTMENT OFFER?

The Guidance Department has counselors who specialize in college preparation, crisis counseling, career and course selection guidance, and students with learning differences. There is also a licensed psychologist who is part of the guidance team.

HOW CAN MY CHILD RECEIVE LEARNING ACCOMMODATIONS?

Parents can contact Ms. Leslie Folz to discuss the documentation needed in order to receive accommodations.

HOW DOES MY CHILD CHOOSE COURSES?

Course selection occurs in second semester around February and March. The guidance team meets individually with each child to ensure he or she is appropriately placed to fulfill the graduation requirements.

WHO ARE THE MEMBERS OF THE GUIDANCE DEPARTMENT?

Leslie Folz
Director of Learning Resources

lfolz@bdcs.org
469 291 1778

Mario Root
Dean of Academics

mroot@bdcs.org
469 291 1765

Charleen Doan
Director of College Admissions

cdoan@bdcs.org
469 291 1768

IMMUNIZATIONS

WHAT IMMUNIZATIONS ARE REQUIRED BY STATE LAW?

Texas law requires students in Texas schools to be immunized against certain vaccine preventable diseases. Getting these required vaccines at the earliest possible time is encouraged to avoid the back-to-school immunization rush that occurs every year during the month of August. Please be aware that students without the required immunizations will not be allowed to attend school.

Required immunizations can be found online at <http://www.dshs.texas.gov/immunize/school/school-requirements.aspx>

FOR QUESTIONS PLEASE CONTACT YOUR STUDENT'S PERSONAL HEALTHCARE PROVIDER OR THE SCHOOL NURSE.

Yvonne Price RN, MS, CNS

School Nurse

nurse@bdcs.org

469 291 1787

LABS

WHAT ARE THE WRITING AND MATH LABS?

The Bishop Dunne Writing Lab is located in St. Mary's Hall. Students who need help with their writing or who seek advice on how to approach a research paper may make an appointment with a highly qualified English teacher dedicated to the Writing Lab. Teachers may also refer students to the Writing Lab for online grammar tutorials or for help with a specific writing project. Smaller English classes are also conducted in the Writing Lab, allowing students a more individualized experience.

MATH LAB

Students who need help with their math or who seek advice on how to approach homework or prepare for a test may make an appointment with a highly qualified math teacher dedicated to the Math Lab. Teachers may also refer students to the Math Lab for online math tutorials (often through Khan Academy) or for help with gaps from previous years or problems with current coursework. Smaller math classes are also conducted in the Math Lab allowing students a more individualized experience. Math Lab teachers support students in the classroom, in small groups, or individually.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Mandy Osborne
Writing Lab Coordinator
mosborne@bdcs.org
469 291 1840

Sister Carol George
Math Lab Coordinator
sr.carol@bdcs.org
469 291 1814

Tom Perez
Math Lab Coordinator
tperez@bdcs.org
469 291 1857

LOCKERS

WILL MY CHILD HAVE A LOCKER?

Yes, each student is assigned a locker at the beginning of the year. During each grade's orientation camp, students are given their locker number and combination as well as time to practice using their lockers.

WHERE WILL MY STUDENT HAVE A LOCKER?

Each grade will have a locker in a certain area of the school. For instance, all of the 6th, 7th, and 8th grade lockers are located in the 100 hallway.

LOST AND FOUND

WHAT IF MY STUDENT HAS LOST SOMETHING?

If items are left in the gym area, they are sent to the lost and found collection in the gym locker rooms. If items are left in the main building or St. Mary's building, they are sent to Ms. Owens' office in room 503.

Items will be kept until the end of the quarter.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Athletic Facilities

Kenneth Davis
H.S. Athletic Director

kdavis@bdcs.org
469 291 1837

Main Building

Aurora Owens
Assistant to Dean of Students

aowens@bdcs.org
469 291 1770

LUNCH

WHEN WILL MY CHILD EAT LUNCH?

Students in 6th grade often eat at 11:00 a.m., or join the first lunch period on special bell schedules. Middle school students in 7th and 8th grade are assigned to the first lunch period which takes place around 11:30 a.m. on most regular bell schedule days.

High school students are assigned to second, third, or fourth lunch, depending on their class during the lunch block. Teachers will notify students of their lunch block at the beginning of each semester.

WHAT OPTIONS ARE AVAILABLE FOR LUNCH?

We have an in-house chef who prepares the daily breakfast and lunch for students. We offer a hot lunch, which includes an entree, two vegetables or fruit, and a roll. Various items are also available from our a la carte menu. Students may also bring their own lunches. Numerous microwaves are available for use.

MAY I BRING LUNCH FOR MY CHILD?

Parents are welcome to drop off a warm lunch for their children at the front office. For the safety of all students, lunch brought by a parent can only be provided to the child.

HOW CAN I ADD MONEY TO MY CHILD'S LUNCH ACCOUNT?

A link is available on the parent portal which allows parents to add money to their child's lunch account.

MAY I EAT LUNCH WITH MY CHILD?

Parents and guardians are permitted to eat lunch with their children. Please check in at the front office to receive a visitor's pass. No other guests will be permitted to have lunch with a student.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Madelyn Collins

Director of Food Services

mcollins@bdcs.org

469 291 1789

Sandy Brooks

Business Office

sbrooks@bdcs.org

469 291 1854

ONLINE EDUCATION PROGRAM

WHAT IS THE PURPOSE OF THE OEP?

The OEP was developed to provide academic programs that enhance the learning process through the use of technology. The curriculum was developed to accommodate a wide variety of learning styles and student needs.

WHO BENEFITS FROM OEP CLASSES?

The OEP is for all students at Bishop Dunne as well as students from other schools in the Diocese. The OEP offers accelerated learning classes for students allowing them the opportunity to take more classes in their chosen field of study. Students can take an online Speech, Health, Government, Economics, SAT/ACT Prep, or Independent Study class over the summer. Taking any of those accelerated online classes will allow them to pursue a fifth year of math, science, or liberal arts.

The OEP also provides students the opportunity to make up credits in areas where they may not have succeeded during the school year. Bishop Dunne offers online credit

redemption classes in all subject areas which are available year round and are accessible from anywhere in the world, 24 hours a day. In addition, the OEP has programs in place to provide academic opportunities for a homebound student, that is, one who is not physically able to come to school for any extended period of time.

HOW MANY SEMESTERS ARE AVAILABLE FOR OEP STUDENTS?

The OEP offers four semesters: fall; mini-term (Christmas break); spring; and summer.

HOW MANY CLASSES CAN A STUDENT TAKE ONLINE?

Bishop Dunne students who require credit deficiency classes may take up to three classes during the summer semester. The number of classes students may take in the other semesters will be based on the workload and their success in their regular classes. Students who are taking accelerated classes are encouraged to take just one class per semester due to the amount of work required. Homebound students can take up to six online classes.

HOW DO STUDENTS, PARENTS, AND TEACHERS COMMUNICATE ONLINE?

Teachers will communicate with their students using a variety of methods including email, Skype, podcasts, blogs, and videos. Because parent communication is so important for student success in such an independent setting, teachers will copy parents on all student/teacher communication that goes through the student email account. Students will send work as email attachments through their Bishop Dunne student email account. The use of private email accounts such as Gmail or Yahoo is not allowed for security purposes. Students and parents can ask questions through email, blogs, Skype, or by phone. Students will use various methods for completing assignments including podcasts, Glogster, Prezi, PowToon, Canva, Emaze, Creately, and many other of the latest software presentation tools. Grades are updated with each student submission and posted in weekly emails to students and parents and are available upon request anytime during the semester.

HOW MUCH DO OEP CLASSES COST?

The cost of an online accelerated learning class for a Bishop Dunne student is \$325.00. The cost of an online credit redemption class for a Bishop Dunne student is \$375.00. If a Bishop Dunne family has two or more students taking a credit redemption class, there is a price reduction; each class will cost \$325.00. If a Bishop Dunne student is taking two or more credit redemption classes the price is also reduced to \$325.00 per class.

HOW DO YOU REGISTER FOR OEP CLASSES?

Registration and payment for any online class (credit deficiency or accelerated) can be completed online at the Bishop Dunne website at bdcs.org or registering in person with the business office.

TO WHOM MAY I SPEAK FOR FURTHER INFORMATION?

Hill Copeland
Director of Online Education Program
hcopeland@bdcs.org
608 606 9919

PARKING

WHERE CAN MY STUDENT PARK?

All underclassmen, grades 10 and 11, can use the north parking lot by the gymnasium to park their cars. Seniors park in the south parking lot next to St. Mary's Hall. No student may park behind the school, in the fire lanes, in visitor, faculty or administrator parking, nor can they block a walkway or wheelchair accessible ramp.

WILL MY STUDENT NEED A PARKING PERMIT?

Yes. All student drivers will need a parking permit for their vehicles. These can be obtained by providing proof of insurance and a driver's license to Mrs. Owens in the Dean of Students' Office. Permits will be available approximately two weeks after school begins. Parking is free to students. Students who park without a current parking sticker will be assessed a \$25.00 fine.

WHERE CAN I PARK MY CAR?

All parents and visitors may park in the visitors' spaces in the front of the school. If these spaces are full, parents and visitors may park in the north or south parking lot.

PICK UP AND DROP OFF

WHEN IS THE EARLIEST I CAN DROP OFF MY STUDENT?

The school building opens at 7:00 a.m. Students can be dropped off after this time. Students may sit in the cafeteria where breakfast is available for a small cost, in the hallways, in the library, or in classrooms where teachers are available for tutoring.

WHAT TIME DOES SCHOOL START AND END?

Classes begin for all students at 8:00 a.m. Classes are over at 3:00 p.m. On early dismissal days, classes are over at 12:00 p.m. Please note that there is no after school care on early dismissal days.

WHEN IS THE LATEST I CAN PICK UP MY STUDENT?

The extended day program ends at 6:00 p.m. An extra fee of \$1 per minute will be charged for any child not picked up by 6:00 p.m.

WHERE DO I DROP OFF MY STUDENT?

Students are to be dropped off in the front of the school using the north or south entrance. Please do not block the handicap ramp or the pedestrian crossing or leave your car unattended in the fire lane. Parents are to use the two lanes closest to the building to drop off students. The first lane is used for faculty and parents who are parking their cars.

WHERE CAN STUDENTS WAIT FOR THEIR RIDE?

From 3:00 p.m. to 5:00 p.m., students are to be picked up on the north side of the school from the gym foyer. After 4:30 p.m. students will be in classrooms, and parents must come into the front office and sign out their student. There will be a receptionist at the front desk until 6:00 p.m.

WHERE ARE STUDENTS PICKED UP AFTER PRACTICES AND ATHLETIC EVENTS?

Parents are to pick up students within 15 minutes of the end of practices and athletic events. Students who remain past 15 minutes will be assessed a late pickup fee.

PLUS PORTALS

WHY SHOULD I USE STUDENT AND PARENT PORTAL?

The Plus Portals system is one of our main communication lines, allowing parents to:

- View grades
- Monitor homework progress
- Email teachers
- Receive emails from the school
- Check teachers' lesson plans, class notes, assessment rubrics, and schedules
- Monitor student attendance and discipline
- Plus Portals allows parents to be fully aware of their child's academic and social progress

HOW DO I CREATE A PLUS PORTALS ACCOUNT?

Plus Portals can be accessed via the Parent Portal (bdcs.org/parent-portal) on the Bishop Dunne website. Username and password information will be sent at the beginning of the school year. Please contact Ms. Allie Daus at adaus@bdcs.org if you have not received login credentials.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Paul Wood
Director of Technology
pwood@bdcs.org
469 291 1776

Allie Daus
Director of Communications
adaus@bdcs.org
469 291 1786

SERVICE AND VOLUNTEERING

HOW IS SERVICE A PART OF A BISHOP DUNNE EDUCATION?

Service lies at the heart of the Bishop Dunne mission, and our goal is to educate future leaders who will serve their community. As a result, our curriculum includes real-world service and community involvement whenever possible. For example, GIS students assist Habitat for Humanity and the Dallas Police Department; ceramics students participate in the Empty Bowls project, and students studying Spanish have the opportunity to travel to Central America in order to learn while serving underprivileged communities.

There are also opportunities for faith-based service. Every month, Campus Ministry organizes at least one service project for which students can volunteer, and students are encouraged to participate in the weekly masses as servers, readers, Communion ministers, or ushers.

ARE PARENTS REQUIRED TO PERFORM SERVICE?

Yes. Bishop Dunne strives to keep tuition rates affordable, and in fact, our tuition is lower than the actual cost of educating a student. Thus, in order to make up some of the difference, we ask every family to fulfill an annual service requirement, either through volunteering or making additional donations.

HOW MANY VOLUNTEER HOURS DO PARENTS NEED TO COMPLETE?

Each family is required to complete 40 hours of community service by April 25 of each year. Volunteers can keep track of their hours through our Volunteer Liaison.

HOW CAN I VOLUNTEER FOR THE SCHOOL?

Throughout the year there are many opportunities to help out your Falcon family by donating time or supplies to the school. For example, volunteers are needed

- during athletic events,
- in the Advancement Office to assist with mailings, fundraising events, and educational programs,
- to help with office donations, and
- to serve on committees

Because we hold our students' safety as a top priority, all parents must be Safe Environment Cleared before they can participate in the volunteer program.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Norma Echavarria

Volunteer Liaison

nechavarria@bdcs.org

469 291 1769

STUDENT RULES AND REGULATIONS

IS THERE A COMPLETE LISTING OF SCHOOL RULES AND REGULATIONS?

Bishop Dunne's Code of Conduct and Student Handbook will be posted to parent and student portals at www.bdc.s.org at the beginning of the year. It will include specific infractions and their consequences. Students who violate student handbook rules will be sent to the Dean of Students' Office, located in the back 500 Hallway, to face disciplinary action.

TRANSPORTATION

WHAT BUS ROUTES ARE AVAILABLE FOR MY STUDENT?

There are three bus routes. They service:

- Duncanville - Holy Spirit Catholic Church
- Downtown Dallas - Holy Trinity Catholic School
- East Dallas - St. Thomas Catholic School
- Irving - St. Luke Catholic School
- North Dallas - St. Monica Catholic School
- Oak Cliff – The Kessler School

Each bus arrives at Bishop Dunne around 7:45 a.m. Each bus leaves Bishop Dunne around 3:30 p.m. A late bus will run on some afternoons for athletes.

HOW MUCH DOES IT COST?

It costs \$50 to register for riding the bus. Each route has a different price. For registration and pricing, please review the transportation form online.

IS THERE WI-FI ON THE BUS?

Yes, there is Wi-Fi on the bus and the area immediately surrounding it, so that students can work while on the bus.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Myron Hawthorne
Transportation Director
mhawthorne@bdcs.org
469 291 1847

TUTORING

WHEN IS TUTORING AVAILABLE?

Tutoring is available to all students before and after school. All teachers set tutoring hours for their classes.

There is also the opportunity to go to any other teacher of the subject for tutoring during their tutoring hours.

Through our unique online education program, we are also able to offer online tutoring during the evenings. Students can contact Mr. Hill Copeland at hcopeland@bdcs.org. Mr. Copeland is also available for help when writing papers.

CAN MY STUDENT SCHEDULE A TUTORING TIME WITH A TEACHER?

Yes! Each student is encouraged to meet with his or her teacher before or after class to set up a time to review class material. Tutoring is encouraged, as it is an enhancement of the student's enjoyment and comprehension of the class. There is no cost for tutoring.

UNIFORMS

HOW DO I ORDER UNIFORMS?

Our uniform vendor is Risse Brothers School Uniforms at:

**15048 Beltway Drive
Addison, TX 75001
972 231 2903
www.rissebrothers.com**

ARE THERE USED UNIFORMS I CAN PURCHASE?

There is a limited supply of used uniforms for both boys and girls available at Bishop Dunne at a nominal cost. These may be purchased from Mrs. Owens from June through August.

WHAT IS THE REQUIRED UNIFORM FOR MASS DAYS?

For ladies:

- Plaid skirt no more than 3" above the backside of the knee, or
- Dress pants
- Short sleeved no tuck blouse
- Black dress shoes with heels no higher than 1 ½"
- Navy blazer with Bishop Dunne logo

For gentlemen:

- Grey slacks
- Bishop Dunne striped silk tie
- Oxford shirt (short or long sleeves)
- Black polish-able dress shoes with matching black dress socks
- Navy blazer with Bishop Dunne logo

WHEN MUST THE FORMAL UNIFORM BE WORN?

On Tuesdays, Wednesdays, and Thursdays. The school blazer is required on Wednesday (Mass day) until mid-semester in the fall and after Spring Break in the spring, on Tuesdays, Wednesdays, and Thursdays after mid-semester in the fall and before Spring Break in the spring semester, and other designated special occasions. Casual dress may be worn on Mondays and Fridays.

HOW DO I GET A GYM UNIFORM?

Gym uniforms may be purchased at the Falcon Store located in the 500 hallway. Gym uniforms are required for any student taking P.E.

HOW DO I GET A LANYARD AND STUDENT PLANNER?

Lanyards and student planners are available at the Falcon Store located in the 500 hallway. Students and parents may also purchase other spirit items and apparel. All 6-9th grade students receive a planner.

TO WHOM MAY I SPEAK FOR MORE INFORMATION?

Aurora Owens

Assistant to Dean of Students

aowens@bdcs.org

469 291 1770

SCHOOL CALENDAR

AUGUST 2017

August 7

Student Orientation Camps

August 10

First Day of School

SEPTEMBER 2017

September 4

No School – Labor Day

September 28

Early Dismissal – Teacher Inservice

September 29

No School – Fair Day

OCTOBER 2017

October 9 - 13

Testing Week

October 20

University of Dallas Ministry Conference –
No School

October 26

Early Dismissal – Parent/Teacher
Conferences

October 27

No School – Parent/Teacher Conferences

NOVEMBER 2017

November 20 - 24

Thanksgiving Break

DECEMBER 2017

Dec. 21 - Jan. 5

Christmas Break

JANUARY 2018

January 8

No School – Faculty Inservice

January 9

School Resumes for Second Semester

January 15

No School – Martin Luther King Day

FEBRUARY 2018

February 16

Early Dismissal – Faculty Inservice

February 19

No School – Presidents’ Day

February 23

No School – Parent/Teacher Conferences

MARCH 2018

March 1

Early Dismissal – GeoTech

March 2

No School – GeoTech Conference

March 12 - 16

Spring Break

March 30

No School – Good Friday

APRIL 2018

April 2

No School – Easter Monday

April 23

No School – Earth Day

MAY 2018

May 24

Baccalaureate Mass

May 25

Early Dismissal – Graduation

May 28

No School – Memorial Day

May 29 - June 1

Final Exams

Full school calendar is available at www.bdcs.org.

**BISHOP
DUNNE**
CATHOLIC SCHOOL



DUNNE
FALCONS

3900 Rugged Drive
Dallas, Texas, 75224
214.339.6561