



**Saint Tôma Thiện Catholic Sunday School**

**Teacher/Parent/Student HANDBOOK**

**2016-2017**

*“Let it be Known to All Who Enter Here  
That Jesus Christ is the Reason for this School,  
The unseen but Ever-Present Teacher in All its Classes,  
The Model of Its Faculty,  
And Inspiration for its Students”*

*Notes about your extended family in heaven*

## ***Saint Toma Tran Van Thien is our Patron Saint for Sunday School***

***Saint Toma Thien entered the seminary of the Paris Foreign Missionary Society in the apostolic vicariate of Cochinchina, Vietnam in his late teens. He was born 1820 in Trung Quan, Quang Binh, Viet Nam. He was beaten and strangled on September 21<sup>st</sup>, 1838 in Nha Bieu, Quang Tri, Vietnam and was canonized by Saint Pope John Paul II on June 19, 1988.***

### **Profile / Tiểu Sử:**

Trần văn Thiện sinh năm 1820 trong một gia đình đạo hạnh tại Trung Quán tỉnh Quảng Bình, con ông bà Hiêrônimô Miên, hai chị là Yến và Sào. Chị Yến về sau đi tu. Cậu Thiện được người dì tên là Nghi làm bề trên nhà dòng, hết sức thương yêu giúp vun trồng ơn gọi đi tu. Mồ côi cha từ lúc 10 tuổi, cậu Thiện được cha Chính giúp đỡ dạy dỗ để sửa soạn cho vào chủng viện. Vào thời đó, vua Minh mạng rất ghét người Công Giáo, muốn tiêu diệt tận gốc, nên ra lệnh cấm đạo, bắt người Công Giáo phải đập ảnh Thánh Giá để tỏ dấu bỏ đạo.

Năm 18 tuổi, Tôma Thiện được lệnh bề trên gọi vào Di Loan để nhập chủng viện An Ninh. Dù đang lúc bắt đạo dữ dội, cậu Thiện vẫn cương quyết lên đường cùng với chị Sào đi Di Loan tuân hành lệnh bề trên chẳng nề quàn nguy hiểm đang chờ đợi. Khi chị Yến cho biết tình hình bắt đạo ở Di Loan, và cha bề trên Kim đã trốn ẩn, cậu Thiện đã nói với chị: *"Dù không gặp Ngài, em cũng phải tới nơi cho chắc. Cha gọi em, em không thể không đi."* Đó là tinh thần kính phục người trên trong đức vâng lời và chu toàn bổn phận trách nhiệm. Tôma Trần văn Thiện bị thất cổ chết vì đạo ngày 21.9.1838 lúc 18 tuổi tại pháp trường Nhan Biều.

### **Saint Tôma Thiện Catholic Sunday School**

Called by God and entrusted by the parents of our students, we at Toma Thien Sunday School strive to create an environment that ensures the development of a quality Catholic education. Adhering to the uniqueness of each individual to self and society, we believe that each person reaches his/her full potential in the context of community. By providing an emotional, and spiritual environment that is conducive to this belief, we encourage children to strive for their personal best. We view learning as a lifelong process in which self-motivation and discipline play a major role. Our central belief is that through the concerted efforts of our clergy, faculty, staff, parents, and students, we will be able to attain our goals.

### ***Faculty and Staff***

**2016-2017**

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**Cha Giám Quản:** Dominic Phúc Phạm, C.Ss.R. (520-465-4414 [dominicppham@gmail.com](mailto:dominicppham@gmail.com))

**PCL/ Safe Environment:** Thầy Trung Trần (469-450-9791 [TranTrung65@hotmail.com](mailto:TranTrung65@hotmail.com))

**Hiệu Trưởng:** Phó tế Paul Vũ Nguyễn, C.Ss.R. ([nguyenmpv@yahoo.com](mailto:nguyenmpv@yahoo.com))

**Phó Hiệu Trưởng:** Cô Phương Nguyễn (469-363-3650 [bachleph@yahoo.com](mailto:bachleph@yahoo.com))

**Giáo Lý:** Phó tế Paul Vũ Nguyễn, C.Ss.R, Cô Phương Nguyễn

**Việt Ngữ:** Chương Nguyễn ([chuong2011@live.com](mailto:chuong2011@live.com));

Vương Trần (469-855-5388 [johnnyvuongtran@gmail.com](mailto:johnnyvuongtran@gmail.com)); Phương Nguyễn

**Hồ sơ nhà trường:** Mỹ-Hương Dương, Vương Trần, Phương Nguyễn, Sỹ Nguyễn

- Teacher records (Contact information & training records)
- Student records (Registrations & academic records)

**Office Manager & Treasurer:** Cô Mỹ-Hương Dương (315-935-6282 [dnmyhuong@gmail.com](mailto:dnmyhuong@gmail.com))

**Tổng Giám Thị:** Pending

**Hội Phụ Huynh:** Au Tri, Phuong Nguyen (214-436-6130 [ptn1012@gmail.com](mailto:ptn1012@gmail.com))

**Trưởng Ban Thông Tin & Liên Lạc:** Mỹ-Hương Dương, Phương Nguyễn, Vương Trần

**IT Director:** Anh Sỹ Nguyễn (214-317-5920 [unixadm1@grandecom.net](mailto:unixadm1@grandecom.net))

**Ban Giúp Lễ:** Anh Tuấn Phạm (469-774-8618 [tpham69@verizon.net](mailto:tpham69@verizon.net))

**Ban Phụng Vụ:** Cô Paulina Phượng-Liên Đình (214-458-2302 [paulina\\_dinh@yahoo.com](mailto:paulina_dinh@yahoo.com))

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**Trường Thánh Tôma Thiện**  
Giáo Xứ Thánh Tâm Chúa Giêsu, Carrollton, TX  
2121 N Denton Drive Carrollton, TX 75006  
972-446-3461 (Office)  
[www.thanhtamdallas.org](http://www.thanhtamdallas.org)

### **School Hours**

- 09:00 am – 10:10 am: 1<sup>st</sup> Period (Giờ Học Thứ Nhất)
- 10:10 am – 11:00 am: Recess (Giờ Nghỉ và An Trưa)
- 10:25 am – 11:00 am: Choir Practice (Ca Đoàn Thiếu Nhi Tập Hát)
- 11:00 am – 12:10 pm: 2<sup>nd</sup> Period (Giờ Học Thứ Hai)
- 12:30 pm – 1:30 pm: Children’s Mass (Thánh lễ Thiếu Nhi)
- 1:45 pm - 3:00 pm: TNTT Sinh Hoạt

**Emergency School Closings:** If severe weather conditions or other emergencies prevent the opening or delay the opening of school, the school will alert parents by emailing, and posting on the parish website: [www.thanhtamdallas.org](http://www.thanhtamdallas.org).

### **SCHOOL RULES AND PROCEDURES**

The Rules and Procedures at Saint Tôma Thiện Catholic Sunday School are for the greater good of the school community. They are intended to help each student grow in personal responsibility, and self-discipline while displaying the good manners and characteristics of a member of a Catholic Sunday school. Our mission is to glorify God by providing church educational resources that are true to God’s Word and encourage maturity in Christ. Young disciples will learn what it means to be disciples of Christ by following Him and in turn help their peers to come and follow Christ.

Being a student at Trường Thánh Tôma Thiện imposes responsibilities on each student in the classroom, gym, and schoolyard. In the classroom, students are responsible to:

1. Keep the desk and area around the desk neat.
2. Be responsible to bring books and other materials to class.
3. Be respectful of school property and that of others.
4. Have textbooks at all times.
5. Be in full uniform each Sunday.

## **Code of Conduct:**

As a community of learners, Trường Thánh Tôma Thiện has established certain standards and guidelines to aid in preserving the ideals of Sunday school. At the core of this Code are the ideals of honesty and integrity. Thus, the following actions are deemed inappropriate and will result in administrative review:

1. Bullying and cyber-bullying
2. Disrespect/disobedience/fighting
3. Possession of a dangerous object/weapon/sharp object or any item considered a threat to the personal safety of our students and staff members.
4. Tagging, destroying, defacing school property
5. Cheating
6. Being in unauthorized areas without supervision, e.g. halls,
7. Causing disorder on the school/church property
8. Improper language or behavior
9. Eating or drinking in the school other than at specified times
10. Chewing gum
11. Littering
12. Any other serious and inappropriate behavior offensive to our school

## **Discipline Policy:**

Discipline implies a willingness on the part of a student to accept responsibility for his/her actions. Acceptance of one's actions and their consequences helps an individual to grow socially and emotionally. The basis of disciplinary action is to lead a student to recognize the inappropriateness of his/her behavior while respecting the dignity of others and themselves.

1. Teachers usually will handle students exhibiting unacceptable behavior. If they think it is necessary, they will refer the student to the school administration.
2. Students who are disrespectful by action or word to a teacher, staff member, or any person in a supervisory will be referred to school administration. Serious and/or continued breaches in behavior will require a parent/teacher/principal conference and may result in suspension or expulsion.
3. Any student engaging in physical violence will immediately be removed from the situation and a parent will be required to come to school and take the child home. Serious and/or continued infractions may result in suspension.
4. Knowledge of any of these infractions whether they occur inside or outside of our school and comes to the attention of any of our school members will be brought to the immediate attention of the student's parents/guardians.
5. The proper authorities will be notified when necessary

## **Attendance Policy:**

Attendance on an uninterrupted basis is important for academic continuity. The administration and staff consider every Sunday as a valuable learning experience and excessive absences are viewed with grave concern.

1. **Maximum allowable number of un-excused absence is three (3).** Students must have a written notice from his/her parents within one week of an absence for it to be excused. Email notice is acceptable. Students who have more than three (3) un-excused absences will not have enough credits to advance to the next grade.
2. Students are considered late for school once morning announcements and prayers have begun at 9:00AM. Students arriving late must visit the office to sign-in as “late for school.” Students will be issued a late pass which they must present to the teacher. A student with 3 or more latenesses equivalent to 1 un-excuses absence.
3. Students are expected to make up missed work within a time frame established by their teacher(s).

## **Cell Phones and Electronic Devices Policy:**

We understand that today many children have cell phones as a way to stay in contact with their parents.

1. Cell phones and ALL electronic devices are prohibited during class hours. They are expected to be turned OFF and kept only inside the student’s schoolbag. If not, teachers/staffs, at their discretion, can confiscate the phone and return after class. Repeated offenses will result in notice/meeting with parent.
2. The administration, faculty, staff, and school are not responsible for lost or damaged cell phones and electronic devices.

## **Early Dismissal/Pick-Up:**

Early pick up of children during the school day is frowned upon. Students are required to be on-time and stay for the duration of the day. In the event that an emergency occurs and early pick up is necessary, the parent must request for an early dismissal through the school office. Parent/Guardian must go to the office to sign the student out of school. Students may not be dismissed early without being accompanied by a Parent/Guardian.

**Parents are to pick their children up on time at 1:45pm and TNTT students at 3:00pm.**

## **Grading/Report Cards:**

1. Parents are to help your child with his/her homework and follow his/her progress closely. (Phụ huynh cần giúp đỡ và theo dõi sự học cũng như bài vở làm sau mỗi buổi học của học sinh.)
2. Homework Request for an Absent Student: A parent/guardian may request homework assignments by contact directly with your child’s teacher via listed email/phone.

3. Grades are based on class work, homework, quizzes, tests, and individual and group projects. Each of the preceding categories will receive a weight that in turn will determine the final average. Will be determined by teachers.
4. Report cards are distributed two times a year. The first is at the end of Fall semester. The final report card is at the end of school year.

### **Uniform/Dress Code:**

Trường Thánh Tôma Thiện has a specific uniform which identifies a student as a member of our school community to the neighborhood. It must be worn respectfully, neatly and spotlessly. Students must be in complete school uniform attire every Sunday during school hours - unless otherwise specified.

1. White/light blue polo with school logo, navy blue, black or khaki pants, **NO JEANS. Uniform of TNTT is considered official.** (Học sinh phải mang đồng phục: áo trắng/xanh với bảng hiệu của trường, quần màu xanh đậm, đen hoặc loại khaki. Nếu học sinh không mặc đồng phục, nhà trường sẽ thông báo cho phụ huynh biết. Đồng phục của TNTT được chấp nhận.)
2. Blue skirt (appropriate length- touching the knee)

### **Emergency Contact Information:**

Student emergency contact information should always be up-to-date. Any change in address, telephone numbers, or other pertinent family information must be given to the school office as soon as possible

### **Lunch/Recess:**

1. All students are to eat lunch in the school cafeteria. Parents are to provide your child(ren) money (typically \$1 or \$2) to purchase snacks during recess.
2. Talking is permitted in the lunchroom. Loud talking, shouting or running is not allowed anywhere in the building.
3. It is the student's responsibility to keep the area where they are seated free of debris.
4. Weather permitting, students will use the schoolyard for recess with Supervision.
5. When weather conditions prevent students from going outside, they are permitted to bring books, playing cards, or small games to the gym for use during recess.
6. Misbehavior will result in the loss of recess.
7. Contact sports, running, tag games, ball playing and electronic games are not permitted.
8. When the bell rings, children are to prepare for 2<sup>nd</sup> Period - Việt Ngữ. When the second bell rings, children are expected to remain calm so that they may proceed to their rooms.

Parents are encouraged to help Catechists and Teachers organize weekly tasks and special events, such as serving food and drinks during recess and other events such as the Easter Egg Hunt, Tết Celebrations, Christmas celebrations, the Picnic, and Year-End Celebration.

(Phụ huynh nên giúp trường và thầy cô giáo trong công việc điều hành trường mỗi tuần, lo phần phát thức ăn và đồ uống trong giờ nghỉ -- cũng như những buổi lễ đặc biệt như Lượm Trúng Phục Sinh, Tết Việt Nam, Lễ Giáng Sinh, Picnic và lễ bế mạc khóa học mỗi năm.)

### **Registration/Tuition:**

Families may pay tuition in full at pre-registration, regular registration, and late registration. Tuition is applied the same as Catholic or Non-Catholic. Students must have a valid Bapstismal Certificate on file.

1. Pre-registration: \$120 per student, \$100 after the first child
2. Regular registration: \$140 per student, \$120 after the first child
3. Late registration: \$160 per student, \$140 after the first child

**\*\*\*Registration Fee Refund Policy: Điều luật hoàn trả tiền ghi danh**  
**- On or before Labor Weekend: 100% refund**  
**- After Labor Weekend: No Refund**

### **First Communion Class:**

Parents are to help your child with his/her First Confession and First Communion preparations, such as assisting Catechists with the scheduled workshop, attending meetings, and providing prompt transportation. (Phụ huynh cần giúp đỡ con em mình trong việc chuẩn bị Xung Tội và Rước Lễ Lần Đầu bằng cách như phụ giúp thầy cô giáo lý trong việc tham dự hội họp và đưa đón các em.)

### **Confirmation Class:**

Parents are to help your child with his/her Confirmation preparation, such as assisting with various tasks at the Retreat, and helping the candidate to select his/her sponsor.

(Phụ huynh cần giúp đỡ con em của mình trong việc chuẩn bị đón nhận Thêm Sức như phụ giúp tại cuộc tĩnh tâm và giúp các em chọn người đỡ đầu.)

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**Trường Thánh Tôma Thiện**

Giáo Xứ Thánh Tâm Chúa Giêsu, Carrollton TX

Student-Parent Handbook 2016-2017

Điều lệ cho học sinh và phụ huynh niên khoá 2016-2017

**ACKNOWLEDGEMENT:** I have read, understood, and do agree to abide by the provisions of the Student-Parent Handbook 2016-2017.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

PARENT NAME (PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT NAME (PRINT): \_\_\_\_\_

STUDENT GRADE: \_\_\_\_\_

STUDENT NAME (PRINT): \_\_\_\_\_

STUDENT GRADE: \_\_\_\_\_

STUDENT NAME (PRINT): \_\_\_\_\_

STUDENT GRADE: \_\_\_\_\_

STUDENT NAME (PRINT): \_\_\_\_\_

STUDENT GRADE: \_\_\_\_\_

## APPENDIX II: MEDIA RELEASE FORMS

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### VIDEO/IMAGE RELEASE

For good and valuable consideration, I hereby grant to \_\_\_\_\_ ("School") the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of me/my minor child \_\_\_\_\_ ("Student"), or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same. On behalf of myself and/or my child, I specifically waive all rights to privacy and confidentiality with respect to name, likeness, voice, photographs, images, video recordings, audio recordings and identifying information.

I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to the use or publication of any photographs, videos, or other images of Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE, OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
If Minor, Signature of Parent/Guardian

\_\_\_\_\_  
Printed name of Parent/Guardian