



Duchesne Academy  
of the Sacred Heart

**UPPER SCHOOL**

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# SCHOOL COMMUNICATION



## **School Communication**

There are many ways in which the school will communicate with parents. Please explore them all so that you and your family can stay informed and learn about all the amazing opportunities Duchesne has to offer.

### **Portals**

Log into your portal at [duchesne.org/login](https://duchesne.org/login). There is a parent portal and a student portal which provide easy access to all the various resources you will need to use at Duchesne. You created a login when you signed your school enrollment contract.

*Tip: If you need assistance, please use the [duchesneconnect@duchesne.org](mailto:duchesneconnect@duchesne.org) for help. Tech support is very responsive as they want you to have full access to all that is available to you. You can also ask for a reset of your password if you forget it.*

### **DuchesneConnect**

DuchesneConnect is the school's learning management system or LMS. This is where students will access their grade-level pages, class pages, homework assignments, calendars, and more.

### **My Backpack**

My Backpack is part of our online student database. My Backpack is used for the following:

- Student schedule
- Report cards
- Standardized testing scores
- Update family contact information
- Online re-enrollment
- Extended programs registration

It is important to keep contact information current throughout the year for purposes of emergency contacts, online directories, and school communications.

### **Duchesne App**

You can download the Duchesne app from the app store on your iPhone or Android device. The app includes helpful information such as calendars, directories to contact faculty/staff, students, and parents, lunch menus, and more.

*Tip: The Parents Directory is easily accessible on the Duchesne App or from the portal.*

## **Social Media**

The school is active on several social media outlets:

Facebook - @DuchesneAcademyHouston

Instagram - @DuchesneHouston and @DuchesneUpperSchool

Twitter - @DuchesneHouston

*Tip: Be sure to follow Duchesne Upper School even if you're a Lower or Middle School family because it is a great opportunity to preview what is to come in Upper School.*

## **Weekly Newsletter**

Each Thursday you can expect an email from Duchesne with weekly updates. There will be information about upcoming events, calendar items, and important information.

*Tip: The newsletter is organized by division (Lower School, Middle School, and Upper School) and includes information about fine arts and athletics too. Make it a point to thoroughly read the newsletter each week.*

## **Heartfelt from the Head of School Emails**

These are periodic emails from the Head of School intended to share special and significant development throughout the year. This is a way for the school to keep the internal and greater community abreast of significant happenings affecting the community.

## **Emergency Notifications**

You can sign up for alerts through the parent portal. These alerts will be sent via text to your phone or email when there is a school closure or emergency on campus.

## **Parent/Student Handbook**

This is located in the parent portal. It contains the school's policies and procedures.

*Tip: You will want to read this at the start of each year as policies and procedures do change throughout the school year and summer.*





# DUCHESNE DETAILS





## **Duchesne Details**

### **What to Wear**

#### **School Uniforms**

The official supplier of the Duchesne uniforms is Flynn O'Hara. Check out [duchesne.org/uniforms](http://duchesne.org/uniforms) to see what is required for Upper School.

*Tip: Be sure your daughter wears athletic shorts under her uniform skirt.*

#### **Dress Uniform**

For Upper School students, the dress uniform includes the plaid skirt, a white, long sleeve dress shirt with navy Sacred Heart logo, navy blazer with Sacred Heart monogram, and white socks.

*Tip: Girls will be expected to be in Dress Uniform for Merit Assembly, Prize Day, picture days, Mass days, and special event days, such as Grandparents' Day. Announcements will be made in the Thursday newsletter and the Upper School Instagram story.*

#### **Uniform Shoe**

A navy, white, or combination of navy and white, athletic shoe.

*Tips: Please do not add a third color to the shoe. Only seniors have the privilege of wearing any tennis shoes they choose.*

#### **PE Uniform**

Any Duchesne t-shirt (e.g. Extravaganza shirt, Duchesne summer camp shirt, or shirts sold in the Spirit Store) paired with an athletic short. Students can wear the athletic shoe they wore to school in PE.

#### **Cold Weather**

Girls can wear Duchesne-branded leggings and outerwear purchased from the Spirit Store while in the school building. They can wear their personal coats into and out of the building, which will be stored in their locker.

*Tip: White tights may be worn with or without white socks during colder months.*

## **Uniform Resale**

Uniform Resale is a wonderful service to our entire community enabling parents to purchase nearly new uniforms AND donate skirts, blazers, and jumpers that no longer fit. A win-win for everyone.

*Tip: You can save a lot of money by purchasing nearly new uniforms. Your daughter is able to purchase her own used uniforms without a parent present. All purchases will be charged to the Student Account. Used uniforms are softer, and girls prefer that. You can also purchase and donate nearly new uniform throughout the year by visiting the Spirit Store.*

## **Relaxed Dress**

Relaxed dress usually means a Duchesne t-shirt, jeans (without holes or tears), leggings, skirt, and tennis shoes.

## **Free Dress**

An outfit of your daughter's choice. Skirts, shorts and dresses should be of an appropriate length.

*Tip: Fridays in the Upper School are considered Free Dress days.*

## **Graduation Dress**

Graduation attire at Duchesne is one of our most cherished traditions dating back from the first graduation in 1964. Our seniors are required to wear full-length or tea-length white dresses with white lace crowns and white dress shoes. The white lace crowns are provided by the school. Specific dress guidelines are in the Upper School student handbook.

*Tip: Be sure to check out the graduation photos from every graduating year outside the Schuhmacher Godfrey Dining Hall.*

# **School Arrival and Dismissal**

## **School Hours**

Upper School begins class at 8:30 a.m. and concludes at 3:45 p.m.

## **Tardiness**

Students who arrive after 8:30 a.m. must sign in at the office first and then go directly to class.

## **Student Drop-Off and Pick-Up**

Upper School students are dropped off and picked up by the Upper School library. For girls who arrive early or stay late, the Upper School library is open from 7:45 a.m. until 5:00 p.m. Girls can stay on campus, waiting for pick-up, until 6:00 p.m. After 6:00 p.m., girls must move to the Agee Reception Center to wait for their parent.

## **Students Who Drive**

Students must give the Assistant to the Head of Upper School their license number and proof of insurance before parking on campus. The parking garage, floors 2-5, are available for student, parent, and faculty parking. Spaces are not assigned.

## **Early Dismissal**

On occasion, Upper School students will have an early dismissal. Parents will be notified in advance of those specific days. Early Dismissal is at 12:30 p.m.

## **Absences**

### **Notification of Unexpected Absence**

Parents are asked to notify the Assistant to the Head of Upper School, between 8 a.m. and 8:30 a.m. when a student is absent. When returning to school after an absence, the student must present a written note (or send an email), signed by a parent, to the Assistant to the Head of Upper School before being admitted to class. In addition, a doctor's note (from other than a parent physician) must be presented for absences lasting more than two days.

### **Leaving Early with Permission**

Departures prior to dismissal time, even for medical appointments, are strongly discouraged. However, if a student must be picked up early for any reason, a parent must notify the Assistant to the Head of Upper School by note, email, or phone call before 8:30 a.m. Notification must include the date, the reason for, and the time of dismissal. Students who leave early must sign out in the Upper School Office. In addition, an adult picking up a student for early dismissal must come to the office and sign out the student.

*Tip: Don't forget to bring a note from the professional verifying the time your daughter was at the doctor or dentist office.*

*For additional information about absences, see the Upper School Parent Handbook.*

## **Rules**

Marks are given for infractions that conflict with the Goals and Criteria. Rules and consequences for infractions of rules are made known to all students. Thus, when a student chooses to act in a manner that is counter to the Sacred Heart Goals, she simultaneously chooses the consequences which can include a mark or anything up to and including dismissal from the School or non-renewal of enrollment for future academic years.

## **Detention**

Detentions at Duchesne are managed by the Dean of Students to address rule infractions. A student can receive a one-hour or more detention for an accumulation of three or more marks, or rule infractions, in a week. When serving detention, the student is assigned to a work detail or a silent detention.

*Tip: For more specific information on detentions, see the Upper School Parent Handbook.*

## **Lockers and Lost and Found**

Lockers and locks are the property of Duchesne Academy. Students must use locks provided through the school and keep their lockers locked at all times. No student is allowed to open another student's locker. The school reserves the right to search a student's locker with or without notice to the student.

Anything of value should be left with the Upper School Dean of Students until dismissal. Lost and found items must be given to the Dean to be placed in the lost and found chest in the Campus Ministry room. The chest will be cleaned quarterly, and all unclaimed items will be given away.

*Tip: Label all books, notebooks, and other possessions to avoid loss. Remind your daughter to check the Lost and Found in the Campus Ministry room.*

## **Snacks for Sale in Upper School office**

Snacks are for sale in the Dean of Students office when the door is open. All snacks are 75 cents. The money earned through the sale of the snacks is used to purchase more snacks and deposited into the Student Activity Fund.

*Tip: These snacks are for Upper School students only.*

## **Student Activities Package**

Student Council has devised a system to fund activities for your daughter, while saving you money in the process. Every year a list of planned activities is published, along with the cost for participation in each event. There are four levels to choose from based on what participation is best for you and your daughter.

*Tip: If your daughter is active in extra-curricular and community activities, our Diamond Membership may be ideal for you. This will double the value of your money as an incentive for paying upfront.*



## **Social Activities**

### **Student Council**

Upper School Student Council assists in planning Upper School student life, provides a forum for student expression and communication between teachers and students, and works to maintain good school spirit. The Student Council is composed of the Student Government (President, Vice President, Treasurer, Secretary, Campus Ministry President), and the class officers (President, Secretary, Blue/Gold Team Representatives, Campus Ministry, Historian). Elections are held in the spring.

*Tip: Encourage your daughter to get involved in Student Council.*

### **Dances**

During the school year, the Upper School sponsors student dances. There are usually three: one sponsored by seniors, a mid-winter semiformal sponsored by the juniors, and the senior prom is in the spring. At each dance there is a designated time by which the students must arrive, and there is a designated time before which they may not leave. For example, no one may enter after 8:30 p.m., and no one may leave until 10:30 p.m.

The Principals of the Catholic High Schools in the Houston area have adopted a common dress code and behavioral guidelines to assure that their dances take place in a safe and healthy environment. The code and guidelines are reviewed with students before each dance and included with behavioral contracts.

### **Getting in Circulation (GIC) - Orientation Dance**

The GIC dance is an informal dance held at Duchesne at the beginning of the school year hosted by the seniors. Seniors bring their “little sisters,” the freshman, to the dance. All Houston area Catholic schools are invited, and the dress code is casual. Other Catholic Schools also host GIC dances.

*Tip: Typically, freshmen and seniors will have dinner together and host sleepovers at their houses after the dance. The GIC Dance is themed, so feel free to dress within the theme.*

### **Semi-Formal Dance**

The semi-formal dance is hosted by the juniors and usually held in the winter on campus. The girls can invite dates from other schools, and it is open to all Duchesne Upper School students. Snacks and refreshments are provided, but most students eat as a group or with their date before the dance.

*Tip: Dresses of all appropriate lengths are worn, and a pair of tickets is included in the Student Activity Package for a discounted price.*

## **Prom**

Prom is hosted by the seniors and takes place at a venue in the Houston area. The girls can invite dates from other schools, and it is open to all Duchesne Upper School students. Snacks and refreshments are provided, but most students eat as a group or with their date before the dance.

*Tip: Prom is the most formal dance hosted by Duchesne. A pair of tickets is included in the Student Activity Package for a discounted price. Do not host parties for students before or after prom where alcoholic beverages are present. Serious disciplinary consequences for students will follow.*

## **Homecoming Dances**

Homecoming weekend includes both a football game and a dance. Strake Jesuit High School and St. Thomas High School host homecoming dances in the fall.

Strake requires their boys to have a date in order to attend their Homecoming Dance. St. Thomas allows Duchesne girls to attend the Homecoming Dance without a date from St. Thomas.

Football games are big social scene for high school students. Students will begin looking for dates for Homecoming at the very first home game.

A big Texas tradition is the Homecoming mum and armband. Girls will exchange an armband for a mum from their Homecoming date. St. Thomas moms will be on campus at Duchesne prior to Homecoming to sell armbands to the girls.

Girls with dates from Strake will purchase their armbands from any local florist or grocery store.

Tickets for the football game and Homecoming Dance are sold in advance to the boys. Tickets for girls can be purchased at the door.

Both schools have enforceable dress codes for girls and boys. For more information on these dances, including lock-in procedures, and dress code rules, please visit the St. Thomas High School or Strake Jesuit websites.

## **Father - Daughter Dinner Dance**

Upper School fathers and daughters are encouraged to participate in the Father – Daughter Dinner Dance. This is a great tradition to begin with your daughter in Freshman year and continue for each year thereafter. The cost of the dinner dance is included in the Student Activity package or can be paid separately.

*Tip: This is a great event for dads to meet and mingle with other dads while spending special one-on-one time with their daughter.*

## **Academic Information**

### **Grades**

Online grade books are open to students and parents in My BackPack, and report cards indicating student performance are posted at the end of the school year. Parents are urged to request a conference with their daughter's teacher if they wish to discuss her academic performance. Faculty members are available to meet with parents by appointment and may be contacted by email.

The only grades that are reported to colleges are end of year grades. Her final grade is determined by averaging the three bins.

Quality points are used to determine a student's Grade Point Average (GPA), which is calculated at the end of the school year. Points are awarded based upon numerical grades according to the scale indicated in the US Handbook. Those Summer School grades which are included in the cumulative GPA are rolled in at the end of the following academic year.

An additional 0.5 quality point is awarded for passing grades in all Advanced Placement courses and all advanced courses will receive a 0.3 quality point.

### **Homework Policy**

In keeping with Goal II, "a deep respect for intellectual values," homework is an integral part of the learning process. The function of homework is to provide preparation, practice, review, enrichment, and extension of course content. On average, regular classes will have an estimated 30 minutes of homework per night, advanced classes 45 minutes per night, and AP classes 50-55 minutes per night.

For both teachers and students, proactive communication is essential to successfully balance homework and studying with extracurricular activities.

*Tip: For more specific information on academic programs and policies, see the Upper School Parent Handbook.*

## **Food**

### **Snacks and Lunch**

One snack and lunch are offered daily for the girls. Cost for these are included in tuition. Both are provided by Flik Independent School Dining.

*Tips: If your daughter has any food allergies, Flik will work with your family to make accommodation. Be sure to meet with the Flik nutritionist and chef before the school year. Snack and lunch menus are available on the Duchesne app.*

### **Eating with your Daughter**

Parents may eat with their daughter on an infrequent basis, as the lunch period is a social time for the girls. Parents who eat lunch with their daughter shall eat outside, weather permitting, and only with their child.

*Tip: Your daughter's birthday is the BEST day to have lunch with her. Pick up a visitor lunch badge in the Business Office.*

### **Goûter**

Pronounced (goo-tay), this is a French term for “snack” and a part of Sacred Heart tradition. Goûter is served on Feast Days and other special occasions at school. Generally, goûter is a cookie.

### **Cha Cha's Corner**

Cha Cha's Corner is the school coffee shop and is open to all students and families. Upper School students may purchase drinks and snacks before, during, or after school.

### **Spirit Store**

Be Duchesne proud! Show off your Duchesne Charger spirit by purchasing spirit wear, water bottles, outerwear, car stickers, and more. The store is open daily and available online under the Campus Life tab of the website. Students can purchase items at the store by putting the charge on their Student Account.

*Tip: The Spirit Store is run by parent volunteers and a great way to meet the girls and other parents!*

### **Visitors**

Students must have the approval of the Upper School Dean of Students before inviting a visitor to school. Notice must be given by break of the day of the visit. The hostess must bring her guest to the Upper School office to sign in upon arrival. Visitors who are legitimately absent from their own school are welcome during Duchesne's lunch period only. All visitors are required to sign in upon arrival, sign out when leaving, and wear a name tag issued by campus security.



## **Student Supervision**

Upper School students may be on campus from 7 a.m. – 6 p.m. without direct supervision, Monday-Friday on scheduled school days. After 6 p.m., all students remaining on campus must report to the front lobby/front porch to be picked up.

A student attending a supervised event such as a play rehearsal, sporting event, or required academic meetings that run past 6 p.m. must report to the front lobby immediately following the conclusion of the event for pick up.

## **Textbooks**

Textbooks are purchased through Follett Virtual Campus with a link provided by Duchesne. Follett offers parents the choice of renting textbooks, purchasing used or new print textbooks, or purchasing digital textbooks.

*Tips: Books are purchased in July and you will be notified when the link to purchase is available. Don't wait too long to buy books as quantities will get low. Renting or buying used books is a great way to save money!*

Students are asked to purchase only supplies that are needed for the various classes. Teachers will let students know what exactly is needed.

## **Mod Schedule in Upper School**

For specific information about the mod schedule, please visit the website, under Academics, or reach out to your Academic Dean or Head of Upper School.

## **Vidigami**

Duchesne has partnered with Vidigami to provide families with a secure and private place to view school photos. You can also upload photos you take at school events. You will be invited to set up a Vidigami account once school starts. You can also download the mobile app by searching for “Vidigami” in the App Store or Google Play.

## **Teacher Gifts**

A great way to honor your daughter's teachers is by making a gift to the Parents' Association Christmas Gift Fund. Gifts made to the Christmas Fund are then distributed equally among all faculty and staff at Duchesne. This also includes security and food service personnel.

## **Student Accounts and Tuition Assistance**

The Business Office will setup your student account in Smart Tuition, which is where tuition and incidentals are billed. Once the account is setup, you will receive a welcome e-mail from Smart Tuition. When you receive this e-mail, you can login to your account and select which payment option you prefer. Smart Tuition offers auto ACH, auto credit card, one-time credit card, or e-check payments. You're also welcome to make a cash or check payment at the School made payable to Duchesne Academy. The first payment for all payment plans is due May 20.

There are three payment plans to choose from, 1-pay, 2-pay, 12-pay, which are selected at the time you sign your contract. If you decide you would like to change your payment plan, simply reach out to Melanie Vallejo in the Business Office at [melanie.vallejo@duchesne.org](mailto:melanie.vallejo@duchesne.org) or extension 3192 and she will happily assist with those changes.

Information regarding Tuition Assistance can be found on the school website under the Tuition menu. Applications are accepted annually through Smart Aid, from November - January.

## **Magnus Health and Medication**

Magnus Health is Duchesne's health care portal that safely stores health care information on your daughter. Parents are required to upload immunization records, document food and other allergies, and provide emergency contact information as well as insurance information annually.

If your child is on prescription or non-prescription medication, either as needed or daily, a prescription medication permission form must be completed. This form can be found on Magnus Health. Make sure to read the full medication policy in the Student/Parent Handbook.

The school has at least one RN on campus from 7:00 a.m. until 4:30 p.m. during the school year. The nurse administers first aid and notifies the parents in the event of illness and injury.

## **Pastoral Ministry Information**

### **Campus Ministry**

Campus Ministry leads morning prayer and plans and leads liturgies and prayer services. All students are invited to join Campus Ministry and express their faith. Since prayer and reflection are so important to community life and personal growth, time is set aside annually for each class to participate in an off-campus retreat led by the Campus Minister. Attendance during class retreats is considered mandatory.

## **Global and Social Awareness**

A vital part of the Upper School curriculum at Duchesne Academy is the Global and Social Awareness program and its service-learning requirement. Upper School students participate in a variety of group and individual projects throughout the year. All students are provided opportunities to reflect on and grow in these experiences through discussion and project-based learning projects. Participation in Global and Social Awareness projects is a core element of the Upper School curriculum and thus required of each girl. For more information on policies, forms, or procedures, please contact the Global and Social Awareness Director.

## **Prayer Services and Mass**

Occasionally during the school year, the Upper School will gather in the Chapel or in the Theatre for prayer service. Prayer services are led by students and are meant to celebrate or recognize significant people and events. Prayer services are more formal in nature and include ritual and prayer, but do not include Eucharist.

Several times throughout the year the whole school will gather as a community to celebrate Mass. Occasionally, the Upper School will have its own Mass, for example on Ash Wednesday, Father/Daughter Mass, Mother/Daughter Mass, and “Just because” Mass.

## **Upper School Traditions**

### **Junior Ring Ceremony**

Late in the spring, we hold a special Mass for the juniors as they receive their Sacred Heart class ring. This is a time-honored tradition that extends to Sacred Heart schools around the world. In our ceremony, juniors choose a special senior to give them their ring. The senior places the ring on the junior’s finger with the heart facing in, symbolizing the Sacred Heart within the child. Once the 11th grader is given her ring, they return the favor and turn the seniors ring so that the heart faces outward, symbolizing the senior’s upcoming graduation and travels out to the world.

### **Senior College Chalk Day**

On this special day, graduating seniors will create chalk-based murals on the sidewalk adjacent to the White House lawn. These murals celebrate the college or university they will be attending in the Fall.

### **Last Day for Seniors**

On the last day for seniors, they dress up in 4th grade jumpers, decorated in the symbol and colors of the university they are attending in the fall. They then parade around the school in the late morning, bidding a final farewell to the entire Duchesne community.

*Tip: Girls buy their 4th grade jumper at one of the three Uniform Resale events.*

## **GradBash**

A new tradition at Duchesne. Our senior campus ministry team together with the campus minister set up a final class trip to Six Flags in San Antonio. They spend the day at the amusement park, building community, and having one last bonding experience with the friends.

## **Baccalaureate Mass**

This Mass is celebrated the night before graduation. It is a beautiful service that celebrates the graduates as they become alumnae of the Sacred Heart and join a sisterhood that spans two centuries. At the conclusion of the Mass, the graduates are presented a Sacred Heart pin and passport by an alumna that can be used to visit any Sacred Heart school or shrine in the world. This is the final Mass that the seniors will celebrate together.

## **Senior Picnic**

After graduation rehearsal, the faculty honor the seniors with a picnic to celebrate all their accomplishments. Girls have a final moment to reminisce and show appreciation to their teachers who inspired their love of learning. It also allows the teachers to bid one last farewell to their students.

## **Senior Sunrise and Sunset**

On the eve of the seniors last day of school, they gather at the top of the parking garage, and share a final sunset together. They started their senior year by watching the sunrise together, and they will end their high school experience watching the sunset, sharing memories, and discussing adventures to come.

## **Graduation**

The ceremony itself begins at 7 p.m. and includes announcements of major awards, a commencement speaker, awarding of the diplomas, and a final address from the valedictorian. The Duchesne community is invited to attend graduation.

There are generally two graduation rehearsals scheduled the week of graduation.

*Tip: At graduation rehearsals, seniors should wear the shoes they plan to graduate in. Senior girls should turn in their senior check out sheet early so that they can be one of the first to reserve graduation seats for parents.*





# WHO DO I CONTACT?



## **Who Do I Contact?**

**My child is sick this morning:** Robbie Miller, US Assistant

**My child has a food allergy:** Health Clinic and Flik Dining

**My child is on prescription medication:** Health Clinic

**My child will be out of school for a family vacation:** Robbie Miller, US Assistant

**My child is getting picked up by someone new:** Robbie Miller, US Assistant

**My child has a doctor's appointment during the day:** Robbie Miller, US Assistant

**My child lost her homework or couldn't complete it last night:** Her specific teacher

**My child will be late to school:** Robbie Miller, US Assistant

**I moved and need to change my address:** Lydia Cruz, Database Manager

**I need another parking sticker:** Mrs. Miller, US Assistant

**I'd like to volunteer:** Grade level room parent, Advancement Office

**I want to make sure my parents are invited to Grandparents' Day:** Advancement Office

**There's been a death or birth in my family, and I need help:** Mrs. Miller, Coach Inman, Dr. Cramp

**My child is struggling socially:** Kate Conlan, US Counselor

**My child is struggling academically:** The specific teacher, their Academic Dean, Learning Specialist, or Head of Upper School

**My child feels stressed out:** Kate Conlan, US Counselor

**My child has been diagnosed with a learning difference:** Jennifer St. John, US Learning Specialist





**DON'T MISS EVENTS**



## **Don't Miss Events**

### **August Events**

#### **New Student/Parent Orientation**

This event, scheduled before school starts, is for students and parents who are new to Duchesne.

*Tip: Watch the calendar for the specific date and time. Emails will be sent with further information.*

#### **Back to School Sale**

This one-day event offers you the opportunity to buy gently used uniforms, buy your daughter's birthday banner, and see the new items available in the Spirit Store.

*Tips: Come early to get the best selection on used uniforms!*

#### **Back to School Night**

Teachers will walk you through the school year and explain their expectations for your daughters. It's great time to ask questions and get acquainted with your daughter's teachers!

*Tips: Parent attendance is highly recommended. Teachers will review curriculum, classroom procedures, and expectations. It's not an ideal time for parent-teacher conference. That can be scheduled separately.*

### **September Events**

#### **Parent Welcome Coffees**

The Parents' Association invites all mothers and fathers back to school, generally in early September, for a Mothers' Welcome Coffee and a Fathers' Welcome Coffee. Both events are held from 7:30 a.m. to 9 a.m. on separate days. Feel free to drop by to network and build community with your fellow dads and moms. You can also sign up to volunteer for any of the Parents' Association events as well as join Patrons' of Fine Arts and Booster Club.

*Tip: These are parent-only events. Drop your daughter off and come build community with your fellow mothers and fathers. Breakfast and coffee are served at both events. Come as you are...no need to dress special for this event.*

### **Father/Daughter Prayer Service**

This is a must-attend for dads, if possible. A short, student-run prayer service in the chapel is followed by breakfast. This is a great opportunity to spend quality time with your daughter while meeting and visiting with other dads.

*Tips: Please put this on your calendar early. This is a nice event for dads, and you won't want to miss it. Get here early – parking is at a premium!*

## **October Events**

### **9th Grade Picnic**

Sponsored by the Parents' Association, this is a family event for all 9th-grade students, their parents, and their siblings. Hot dogs, hamburgers, and drinks are served on the White House lawn, giving girls and their families additional time to get to know one another.

### **Sporting Clays Tournament**

This skeet tournament fundraiser is open to moms and dads of all skill levels. There are typically 50 teams of four competing for awards and bragging rights. The tournament starts at noon.

## **November Event**

### **Grandparents' and Special Friends' Day**

Upper School girls and their grandparents begin their afternoon by having a wonderful Thanksgiving meal with their granddaughter followed by classroom visits, goûter, photos on the White House Lawn, and early dismissal.

*Tips: Upper School girls enjoy having their grandparents and/or special friends visit and have lunch with them. Make travel arrangements early, if needed. And, be sure that the school has grandparent address information for the invitation. Also, parking on campus is reserved for grandparents only. Offsite parking is available for those who need it.*

## **December Events**

### **Middle School/Upper School Choir Christmas Concert**

One of the highlight events of the Christmas season and a must-see at least once while your family is at Duchesne. This evening concert is the result of a season of rehearsals for our award-winning choir.

## **March Event**

### **Extravaganza**

Duchesne's annual dinner and auction is a fun party attended by current parents, staff, alumnae and friends and includes live auction, silent auction, raffle, sign-up parties, and more!

*Tip: Get a table together and have fun dressing in the theme of the gala!*

## **April Events**

### **Mother/Daughter Style Show and Luncheon**

This style show and luncheon celebrates the Senior class and the mother-daughter relationship. Tootsies and other retailers are the featured fashion providers and girls from Pre-K3 – 11th grade also participate as models. Fathers, uncles, brothers, and grandfathers are welcome to attend!

*Tip: Wear your Sunday best and be ready to be awed by the letters the senior girls write to their mothers.*

### **Coffee House**

Upper School students recite, perform, and share their talents with their fellow students in front of the Chapel. Coffee is brewed and sold as a fundraiser.

## **May Events**

### **Mother/Daughter Prayer Service**

At this event, we celebrate Mary and all Upper School mothers. A reception follows this prayer service.

*Tips: This event is popular...arrive early.*

### **Upper School Prize Day**

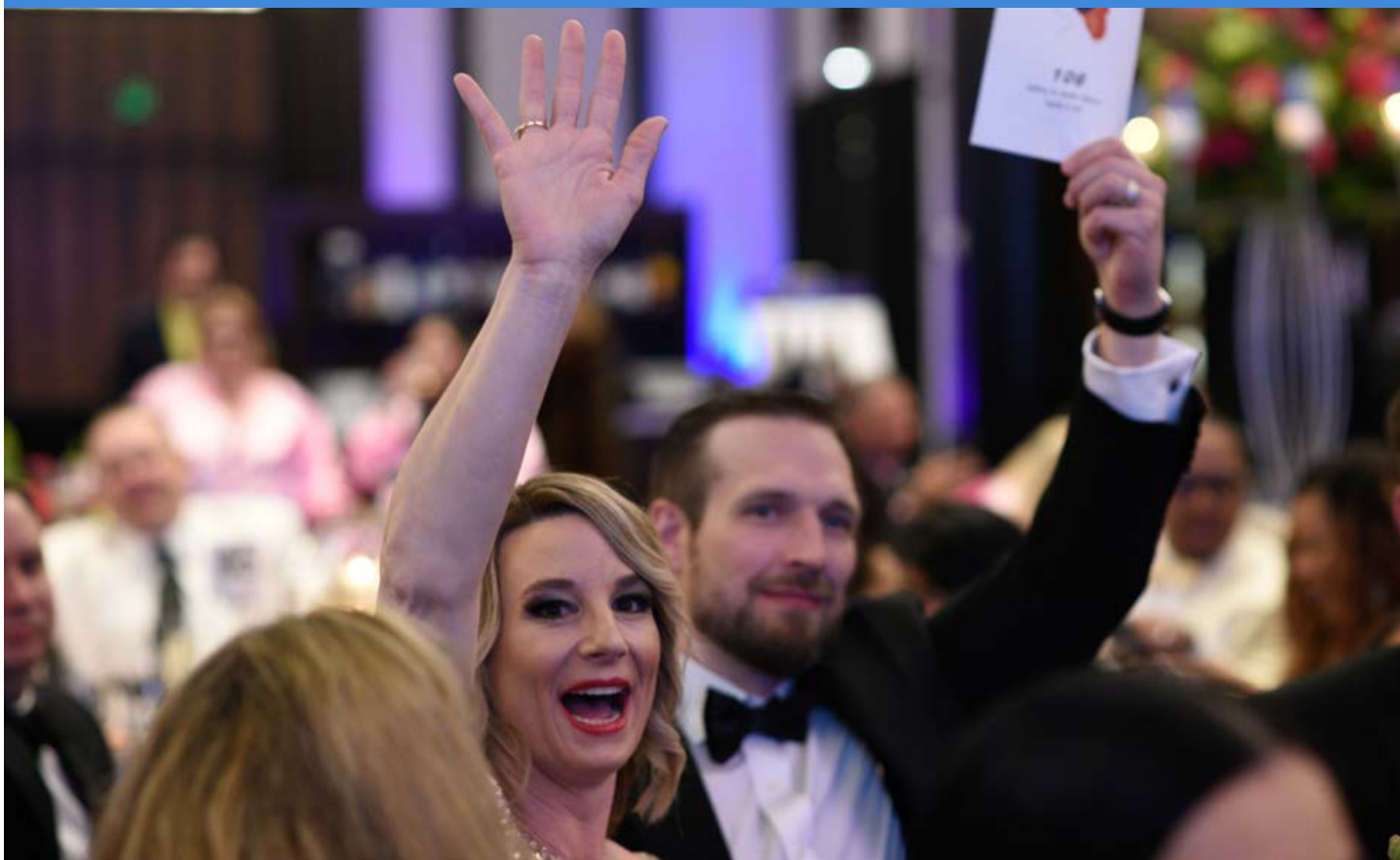
On the day of Graduation, Upper School students are recognized for their academic, athletic, and fine arts accomplishments. Special awards are also given by grade. This event concludes with the Salutatorian address.

*Tips: This is a student-only event.*





# WAYS TO SUPPORT DUCHESNE



## **Ways to Support Duchesne**

### **The Duchesne Fund**

Every gift to Duchesne is a statement: “This is our school, we believe in it, and we’re all in this together.” Everyone’s participation matters.

The Duchesne Fund, the annual fund for Duchesne, is the foundation of our fundraising efforts. Duchesne asks families and friends to support excellence at Duchesne through a contribution to The Duchesne Fund each year. Your voluntary contribution to The Duchesne Fund ensures that the programs we offer continue to grow and expand to meet the needs of our talented girls. Every class that reaches 100% in parent participation is treated to goûter to celebrate. The Duchesne Fund runs for only six weeks in September/October.

*Tip: Make your gift as soon as you receive the letter from Patricia Swenson! You’ll avoid a call from one of the parent volunteers.*

### **Sporting Clays Tournament**

Grab your friends, your customers, your best clients, or your spouse to enjoy a fabulous afternoon of skeet, camaraderie, and delicious food and beverages at the Greater Houston Sports Club! No prior experience is necessary. Moms are encouraged to play, and we have more and more all-women teams participate. Teams consist of four people each, competing for trophies and bragging rights. The Sporting Clay Tournament is an underwriting event for Extravaganza.

*Tip: Don’t be afraid to participate. You can enjoy the event and still make it back in time to pick up your daughter!*

### **Patrons of the Fine Arts**

Support for the arts through the Patrons of Fine Arts at Duchesne provides students with the opportunity to explore their creativity, to perform within an ensemble and contribute to something larger than themselves, to exercise design skills in the service of storytelling, and to express themselves in countless ways that will enrich our community and the world. Duchesne’s Director of Fine Arts is the liaison with the Patrons of Fine Arts.

*Tip: Membership in the Patrons organization secures you great seats at special events! Look for details in August.*

## **Booster Club**

Membership in Duchesne's Booster Club enables the school to provide student athletes with the resources necessary to develop and maintain outstanding athletic teams for each sport, and to support the development of our girls on the field and at home. Funds raised by the Booster Club support a variety of school-spirit activities such as all-school Spirit Nights, senior night recognition for each team, individual and team banners, tailgating at important football games, and the year-end Upper School Sports Banquet.

*Tip: The Booster Club is always looking for concession stand volunteers. This is a great way to watch your daughter play and support Booster Club!*

## **Extravaganza**

Extravaganza is Duchesne's annual dinner and auction. This fun party, attended by current parents, staff, alumni, and friends includes a live auction, silent auction, raffle, sign-up parties, and more! Extravaganza raises close to \$1 million each year that goes directly to the school's annual budget. Extravaganza funds, along with the Duchesne Fund, allows Duchesne to offer all the "extras" that make Duchesne exceptional, including teacher training, special programs and tools in the classroom, new equipment for athletics, and many more items.

### **Fun Event**

- Each year we have a theme that steers the event's décor, attire, and energy
- Many people dress up for the event. Some attendees go all out in full costumes or add a touch of the theme to their outfit while others decide to dress "normal" in business or cocktail attire.
- The event includes cocktail hour during silent and big-board auction, followed by a seated dinner and live auction, and ends with lively music and dancing.

### **Surrounding Events**

- Duchesne hosts several events leading up to Extravaganza that contribute in some way to offset expenses of the gala so that funds raised will have the biggest impact on the school.

## **Amazing Auction Items**

- Silent auction items include sports memorabilia, jewelry, baskets and gift certificates from local vendors, and much more.
- Sign-up parties are parties hosted by the teachers for students in each grade or division to attend, or hosted by parents for families, moms, dads or couples to attend later.
- Big board items include concert tickets, vacations, designer handbags, special wine collections. They are auctioned at the event as mini-live auctions.
- Live auction items include a puppy, big international or domestic trips, and more.
- Paddles Up occurs during the live auction and is a way to donate money to the school for a specific addition to the school.
- Raffle tickets will be sold prior to the event and the raffle winner will be announced at the gala. Previous raffle items have included tuition, jewelry, and even a Jeep!

## **Support When You Shop**

### **Amazon Smile**

Visit [smile.amazon.com](https://smile.amazon.com) and sign in using your regular Amazon login. Select “Duchesne Academy of the Sacred Heart” from the list of Amazon Smile charities. Be sure to select Duchesne in Houston! Duchesne will earn 0.5% of every future purchase you make originating from Amazon Smile!

### **Kroger Neighbor-to-Neighbor Program**

Visit [kroger.com/account/enrollCommunityRewardsNow/](https://kroger.com/account/enrollCommunityRewardsNow/) to register your Kroger Plus Rewards Card with Duchesne Academy (Org. #NA719). The purchase total of your groceries, fuel, and other items will be recorded to the Duchesne account, generating an automatic donation of a percentage of your total purchases.

### **Randalls’ Good Neighbor Program**

At Randalls, stop by the service desk and have your Randalls’ card linked with Duchesne’s Good Neighbor #2729.

### **Office Depot Office Max Give Back to Schools**

Simply make a purchase of qualifying school supplies, provide your Duchesne’s ID (70097845) at checkout (in store and online) and Duchesne will receive 5% back in credits for FREE supplies! It’s a small act that can make a huge difference.





# WAYS TO GET INVOLVED



## **Ways to Get Involved**

### **Parents' Association**

Every parent of a student at Duchesne is a member of the Parents' Association. By volunteering your time and talents in one or more of the following activities, you help build community and school unity at Duchesne. At the Mothers' and Fathers' Coffees, you will have the opportunity to volunteer for any or all these events.

- Mothers' and Fathers' Coffee
- Sporting Clays Tournament
- Grandparents' and Special Friends' Day
- Advent Mass
- Catholic Schools Week Mass
- Family Fun Bingo Night
- Faculty Staff Appreciation Luncheon
- Extravaganza
- Mother-Daughter Style Show and Luncheon
- Uniform Resale

The Parents' Association also sponsors the following year-round activities:

#### **Spirit Store**

Be Duchesne proud! Show off your Duchesne Charger spirit by purchasing spirit wear, water bottles, outerwear, car stickers, and more! The Spirit Store is exclusively run by volunteers.

*Tip: You can volunteer weekly or monthly and for one- to two-hour shifts.*

#### **Helping Hearts**

Helping Hearts is a compassion outreach for families experiencing either great joy (birth of a baby) or sorrow (illness or death). The Helping Hearts committee will work together to meet the short-term needs of families such as meal deliveries and care calendars.

#### **Parent Rosary Group**

This ministry meets every week to pray the Rosary and for any special community intentions.





# DUCHESNE GLOSSARY





## **Duchesne Glossary**

### **Charger**

Our school mascot is known as the Charger. Our icon is a horse affectionately named “Cha Cha.” The school colors are French blue, navy, and gold.

### **Congé**

*(konzhay: French for leave taking, farewell)*

It’s congé! This announcement is recognized by students at Sacred Heart schools as signaling a day when they take leave of their regular studies and channel all energy into having fun. Congés come when they are least expected, since the planning of them is done in secret. This tradition provides an opportunity for older students to exercise skills of planning and organizing as they work with administrators and faculty members to prepare activities for the entire student body.

### **Espacio**

A school-wide time of quiet reflection and daily prayer that lasts two minutes.

### **Feast of St. Madeleine Sophie Barat**

Madeleine Sophie Barat, foundress of the Society of the Sacred Heart, was born in Joigny, France in 1779. She received a remarkable education at home from her Jesuit educated brother. At 16, she and her brother studied together in Paris. While there, she learned of plans to form a new religious congregation that was to be rooted in prayer, dedicated to education, and, ultimately, committed to glorifying the Heart of Christ. In 1800, with three others, she consecrated her life “to make known the revelation of God’s love, whose source and symbol is the Heart of Christ.” Elected Superior General in 1806, she held this post until her death on May 25, 1865. She was canonized a saint in 1925. Her feast day is celebrated on May 25.

### **Feast of St. Philippine Duchesne**

Saint Rose Philippine Duchesne was born in Grenoble, an ancient city in the French Alps, in 1769. Educated at home and at the Visitation Monastery near her home, Philippine entered the Society of the Sacred Heart in 1804. Philippine’s greatest desire was to be a missionary to America and serve the Native Americans. In 1818, Mother Sophie Barat consented to Philippine’s many requests and on May 29 of that year, Philippine and four companions established the first free school for girls west of the Mississippi in St. Charles, Missouri. Philippine died on November 18, 1852 at the age of 83 in St. Charles. She was canonized in July 1988. Her feast day is celebrated on November 18.

## Goals and Criteria

The five Sacred Heart goals have been articulated to help define what a Sacred Heart institution, true to the inspiration of St. Madeleine Sophie Barat, strives to do. Specific criteria further define how the goals are to be lived by all members of the school community—students, faculty, staff, administrators, and Religious. The first Goals and Criteria were published in 1975 and refined in 1990, 2005 and are currently being reviewed and updated.

- Goal I: A personal and active faith in God.
- Goal II: A deep respect for intellectual values.
- Goal III: A social awareness that impels to action.
- Goal IV: The building of community as a Christian value.
- Goal V: Personal growth in an atmosphere of wise freedom.

## Graduation

Graduation is a tradition that ends our school year with the awarding of diplomas to our senior class. The formal graduation is held on the front lawn of the White House. The graduates wear long white dresses, lace crowns, and carry roses.

## Mass and Prayer Services

The Duchesne community comes together several times a year, either as an entire school or division, to celebrate faith, friendship, and community. Prayer Services are generally less formal than a Mass at Duchesne.

*Tip: All students attend scheduled prayer services and Masses at Duchesne. For those who are not Catholic, the Mass is a great time to reflect on faith in general.*

## Mater

In 1844, a young novice of the Society of the Sacred Heart painted a fresco of the Virgin Mary on a wall of the convent. The novice painted Mary as a young woman in a rose colored dress. A lily at Mary's side represented her purity; the distaff and spindle, her love of work; a book, her dedication to study. When viewing the fresco for the first time, Pope Pius IX proclaimed "Mater Admirabilis!" (Latin for "Mother Most Admirable"). The feast day of Mater Admirabilis is October 20. There is a statue or painting of Mater in each of the Sacred Heart schools today. This special day is marked with liturgical celebrations and pink goûter.

## **Merit Assembly**

Merit Assembly celebrates the achievements of students. Students receive merit cards for success and improvement in academics and character. This is a student-only event.

## **Network**

The Network of Sacred Heart Schools is an association of 21 Sacred Heart schools across the United States. There are also Sacred Heart schools in 44 countries around the world. Together they are dedicated to the values of Christian education articulated nearly 200 years ago by the foundress of the Society of the Sacred Heart, Saint Madeleine Sophie Barat.

## **Prize Day**

Prize Day brings a formal end to the school year. Students are recognized for their academic achievements throughout the year and for character formation. The faculty and students come together in a formal setting to distribute the prizes. From the youngest to the oldest, students are taught to accept awards graciously and to applaud the skills and talents of others.

## **Religious**

The term “Religious” is used to refer to the nuns who serve in the schools of the Society of the Sacred Heart. The Religious of the Sacred Heart sign their names followed by RSCJ, which is derived from the French Religieuses du Sacré Coeur de Jesus. There are three RSCJs living on Duchesne’s campus: Sister Ann Caire, Sister Sharon Karam, and Sister Cecile Meijer.

## **Coeur de Jesus**

Coeur de Jesus is our school song. You will hear it sung by the girls during events and Masses on campus. Generally, it is sung in French. The girls are taught the words in all three divisions at retreats and during Masses.

### **Refrain:**

Coeur de Jesus sauvez le monde,	Heart of Jesus, save the world
Que l’univers vous soit soumis	May the world be submitted to you
En Vous seul notre espoir se fonde	In you alone our hope is founded
Seigneur, Seigneur, Vous nous l’avez promis.	Lord, Lord, you have promised us this.

Vous l'avez dit: Votre promise  
Fait notr 'espoir, notre bonheur:  
Je benirai dans ma tendresse  
Les enfants de mon Sacre Coeur

You have told us: your promise  
Will be our hope, our happiness:  
"In my tenderness, I will bless  
The children of my Sacred Heart"

Vous l'avez dit: Sauveur fidele,  
Votr' amour nous l'a revele:  
Le Coeur brulant pour Moi de zeile  
Par le Mien sera console!

You have said, O faithful Savior  
Your love has revealed it to us:  
"The heart that burns with zeal for Me  
Will find consolation in my Heart."