



### **Our Mission**

***Teaching the Way of Jesus Christ, Holy Family Catholic School empowers students to become joyful disciples, lifelong learners, and compassionate leaders.***

Dear Parents and Students,

Welcome to Holy Family Catholic School and to our 2022-2023 academic year. I am looking forward to serving you, and our mission. Our partnership and your commitment to the mission of HFCS will ensure another successful school year.

The Family Handbook reflects the policies of Holy Family Catholic School for the 2022-2023 school year.

Read this document carefully and review the policies and procedures together as a family. **RETURN THIS HANDBOOK AGREEMENT FORM TO THE SCHOOL OFFICE BY AUGUST 15, 2022**

The handbook is revised each year and Holy Family reserves the right to add / change or delete policies as warranted due to various circumstances or Diocesan policies.

The faculty and staff of HFCS look forward to working with you to promote the Catholic identity, spiritual development, academic excellence, physical growth, and maturing social emotional intelligence of your children.

One of my favorite quotes about Catholic schools, along with our mission statement, helps me to appreciate that Jesus Christ is at the center of all our work together as we support our students' growth,

*"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 the inspiration for its students."*

Teaching the Way of Jesus Christ,

Mrs. Ann M. Walters, MPS

Principal

**Holy Family Catholic School  
6146 Pershing Avenue Fort Worth, TX 76107  
Phone: (817) 737-4201 FAX: (817) 738-1542**

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## **HOLY FAMILY CATHOLIC SCHOOL**

Holy Family Catholic School is identifiably Catholic in our culture and community spirit. Academic attitudes and instructional programs are built on this strong foundation of Christian principles. Our primary goal for our students is the development of the whole child, mind, body, and spirit in light of his or her own faith journey and responsibility towards society.

Our motto of **"Learn, Serve, and Lead"** exemplifies three traits our students focus on throughout their education. As future leaders, they must first learn their faith by serving as Jesus did.

## **HISTORY**

Holy Family Catholic School began as St. Alice School in June of 1945. Staffed by the Sisters of Saint Mary of Namur, the school was located at the corner of Locke Avenue and Camp Bowie Boulevard. In January 1961, Monsignor Vincent J. Wolf was appointed pastor of St. Alice Church and in 1962, property was acquired on Pershing Avenue for the relocation of the church and school. The name of the new church and school was changed to Holy Family to emphasize the unique sacredness of family life. Holy Family Catholic School was dedicated on September 27, 1970. At this time, the school was under the direction of the Sisters of the Incarnate Word. The entire faculty was composed of lay staff from 1979 until 2019; in 2019 HFCS was blessed to have a Dominican Sister of Mary Immaculate Province join our faculty. The interior of the school was extensively remodeled in 1984. In 1993, a gym and new 7th and 8th grade classrooms were added.

## **MISSION STATEMENT** (Catholic Identity Committee, 2017)

Teaching the Way of Jesus Christ, Holy Family Catholic School empowers students to become joyful disciples, lifelong learners, and compassionate leaders.

## **SCHOOL HOURS**

The school office is open on all school days from 7:30 A.M. – 3:30 P.M.

Before and After School Care is available before school from 7:00 A.M. and after school from 3:30 P.M. – 6:00 P.M. (See Before and After School Care section for more information).

## **LITURGICAL CELEBRATIONS**

At Holy Family Catholic School, we believe that the liturgy is the center of Christian life. The students actively participate in the liturgical celebrations and great effort is made to make these celebrations especially meaningful to children. Generally, the student body celebrates Mass in the main church every Thursday at 8:15 A.M. Exceptions to this are on Holy Days or other service days. Participation and a sound understanding in liturgical services are fundamental teachings at HFCS. Students will remain seated with their classes during all celebrations. Parents are always welcome, and asked to sit on the east side of church. Prayer services are held occasionally when no liturgy is celebrated as noted on the school calendar.

## **ACADEMIC INFORMATION**

### **Curriculum**

The curriculum includes religion, language arts, mathematics, science, social studies, library skills, health and guidance at all levels. Enrichment classes include music for K-4th, art, and physical education. Grades K through 7<sup>th</sup> attend library class once per week.

### **Numerical Grading system:**

A = 100-94

B = 93-86

C=85-76

D = 75-70

F = 69 and below

A specific skills evaluation form is used in early childhood classes (PK3, PK4, K) utilizing the following scale:

E - Exceeds Expectations

M - Meets Expectations

S - Still Developing

N - Needs Improvement

NA – Not Applicable

### **Conduct Grades**

Every quarter, students will receive conduct grades from each of their teachers of Excellent (E), Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U).

**Excellent** = no behavior reports

**Satisfactory** = 1-3 behavior reports

**Needs Improvement** = 4-5 behavior reports and/or detention from the principal

**Unsatisfactory** = over 5 behavior reports and/or multiple detentions, or a suspension from the principal

### **Grade Changes**

A teacher may not change a grade on a report card at the request of a parent. Inaccuracies may occur and will be corrected after the teacher and the principal have reached such determination.

### **Progress Reports**

FACTS is a very useful tool in monitoring student progress. Parents with concerns about their child's progress are encouraged to communicate with teacher via phone, email, or make an appointment to meet with the teacher. Parents have 24/7 access in order to check FACTS for grades.

Midway through each quarter each student with a grade average in any class at or below 80 will receive a progress report that details his/her progress in the classroom via email. Parents may request a progress report with their child's teacher.

### **Report Cards**

A report card is issued each quarter for all students and sent home via email. Included in the report card is information regarding the student's academic achievement, conduct and attendance.

### **Student Recognition**

#### **Honor Roll**

At the conclusion of each semester, HFCS announces the names of those students (gr. 5-8) who have met the following honor roll requirements in all core classes (ELA, Math, Religion, Science, and Social Studies).

**Highest Honors** are earned by those students with a combined numerical average of 95 or above in all core classes for the semester, with the lowest individual class grade being 85 and a Conduct grade of Satisfactory or above.

**Honors** are earned by those students with a combined numerical average of 90 or above in all core classes for the semester, with the lowest individual class grade being 80 and a Conduct grade of Satisfactory or above.

#### **“Hornet” Awards**

Hornet Awards are given for random acts of kindness above and beyond the expected courtesy, respect, kindness, and sharing. The “Hornet” award is a hornet lapel pin given by faculty and staff members who are “stung” by a student's dedication to behaving in a Christ-like manner. The student will be able to wear his/her pin (on uniforms) with pride and save them at home to inspire them to continually walk the path of Christ. These students will be recognized at Monday assemblies.

### **8<sup>th</sup> Grade Christ Bearer Award**

The student is expected to be a consistent example of living in the way of Jesus Christ. He/she exhibits an example of unselfish behavior or has a dramatic self-initiated example of self-sacrifice. HFCS students are to be courteous, polite, respectful, and share nicely. Christ Bearer students must go above this expectation and behave with Christian humility, not a reward-seeking attitude.

Nominations for Christ Bearer awards will be kept to faculty and staff. The principal will evaluate all nominations.

### **Homework Policy**

#### **Middle School Homework Policy – 5<sup>th</sup> Grade to 8<sup>th</sup> Grade**

Middle School students will have 1 to 1.5 hours of homework per night which will include time for daily reading. No homework will be given on the weekends.

#### **Intermediate Homework Policy– 3<sup>rd</sup> Grade to 4<sup>th</sup> Grade**

Intermediate School students will have 30 to 40 minutes of homework per night with no homework on the weekends.

#### **Elementary Homework Policy– 1<sup>st</sup> Grade to 2<sup>nd</sup> Grade**

Elementary School students will have 30 minutes of homework per night with no homework on the weekends.

#### **Early Elementary Homework Policy– PK to K**

Kindergarten students will be given a weekly reading log to record shared reading time with their parents. Reading and/or math practice sheets may be sent home to reinforce skills taught in the classroom. No homework will be given on the weekends.

PK parents will be encouraged to read out loud to their PK child 3 to 4 times a week. No homework will be given on the weekends.

No written homework will be assigned on holidays but may be assigned on professional development days. This does not apply to long-term projects/assignments.

### **Assignment Notebook**

Students in grades second through eighth are responsible for copying assignments into the "assignment notebook" on a daily basis. These notebooks are provided by the school.

### **Tests**

Tests will not take place immediately after a holiday period. Students should be given at least 3 days' notice for all tests.

No more than two core class (ELA, math, religion, science, history) tests may be given in a day. Specials classes such as physical education, art, or music may give a test at any time, and it does not count as one of the three.

Students are notified in advanced of a test and studying should be ongoing throughout the unit of study. There does not need to be a formal notice of quizzes.

### **Late Assignment Policy**

#### **K late assignment policy:**

Teachers will contact parents when a K student habitually hands in late homework. If necessary, an individualized homework support plan will be put in place.

#### **1st through 3rd<sup>th</sup> grade rubric for late assignments:**

First day: 10 point deduction (highest grade possible is 90, additional points may still be taken for inaccurate or incomplete work)

Second day: 10 additional point deduction (highest grade possible is 80, additional points may still be taken for inaccurate or incomplete work)

Third day: 10 additional point deduction (highest grade possible is 70, additional points may still be taken for inaccurate or incomplete work)

Fourth day: zero

#### **4<sup>th</sup> through 8<sup>th</sup> grade rubric for late assignments:**

First day: 10 point deduction (highest grade possible is 90, additional points may still be taken for inaccurate or incomplete work)

Second day: 10 additional point deduction (highest grade possible is 80, additional points may still be taken for inaccurate or incomplete work)

Third day: zero

### **ZAP Hall**

ZAP (Zero's Aren't Permitted) Hall meets in the library during lunch periods and attendance is required for students who have not turned in their homework. Students will have the chance to work on their late homework during Zap Hall but will still be penalized points as per the above rubric. Zap Hall is a homework safety net for students, not a punishment. A stamp, or teacher signature, in the student's planner will indicate missing homework point deduction. Parents are encouraged to review student planners on a regular basis.

## **EVALUATION OF ACHIEVEMENT AND TESTING**

### **GRADE CHANGES**

A teacher may not change a grade on a report card at the request of a parent. Inaccuracies may occur and will be corrected after the teacher and the principal have reached such determination.

### **PROGRESS REPORTS**

FACTS is a very useful tool in monitoring student progress. Parents with concerns about their child's progress are encouraged to communicate with teacher via phone, email, or make an appointment to meet with the teacher. Parents have 24/7 access in order to check FACTS for grades.

Midway through each quarter each student with a grade average in any class at or below 80 will receive a progress report that details his/her progress in the classroom via email. Parents may request a progress report with their child's teacher.

### **REPORT CARDS**

A report card is issued each quarter for all students and sent home via email. Included in the report card is information regarding the student's academic achievement, conduct and attendance.

### **IOWA ASSESSMENT TESTING**

Early in the fall, grades one through eight participate in the Iowa Assessments and the Cognitive Ability Test (CogAT). By testing in the fall, the school can make curriculum decisions appropriate to students' needs. Parents will receive a written report of their child's test results and teachers will be available to discuss those results.

### **ACRE TESTING**

An assessment of religious education, the Assessment of Catechesis/Religious Education will be administered to each fifth and eighth grade student in the spring.

## **PARENT TEACHER CONFERENCES.**

Scheduled conferences are very valuable to the overall education program. Parent-teacher conferences are scheduled and required during the midpoint of the first quarter of the school year and the midpoint of the third quarter. Conferences will also be scheduled as needed or requested by the parent, teacher, or administration.

Parents and teachers are encouraged to schedule their own conferences throughout the year if there are concerns about the student's academic progress or conduct. Parents are asked to schedule an appointment with the teacher before or after school. Parents are not allowed to visit with teachers during class periods or to contact teachers at home. Parents may not enter a teacher's classroom before or after school without a previously scheduled appointment with that teacher. All parents must sign in at the front office when visiting school for a conference.

## **STUDENT SUCCESS PROGRAM (SSP)**

The purpose of the Student Success Program is to provide support to teachers and students through carefully designed plans which are tailored to meet the academic and/or behavioral needs of individual students in partnership with the student's parents. Formal Accommodation Plans will be created in support of students who have diagnosed learning differences.

## **RETENTION AND SUMMER SCHOOL**

In grades 4-8, students who receive a final failing grade in a core subject will be required to attend an accredited summer school in that subject in order to be promoted to the next grade level. The principal, prior to enrollment, must approve the summer school program. If a student fails two or more core subjects, the student will not be promoted to the next grade level.

**If a student fails to meet the attendance requirement he/she may not be promoted to the next grade level without making up academic time as determined by the principal.**

## **Middle School Information and Programs**

### **Science and History Fairs**

Participation in annual science fair and history projects is mandatory in grades 6, 7, and 8 as part of the academic requirements. The Holy Family Catholic School faculty encourages participation in the diocesan and area contests.

## **STUDENT SERVICE HOURS**

Students in grades 5-8 are required to complete a required number of service hours. The goal of the Student Service Hour requirement is that each student will serve by giving back to the community. The following are the number of service hours required by each grade:

- a. Grades 5, 6, 7 – a yearly total of 15 hours
- c. Grade 8 – a yearly total of 20 hours
- d. Students who are in the National Junior Honor Society must complete an additional 15 hours of community service each year above the grade level requirement

Note: Most often service hours will be completed outside of the school day, before 8:00 A.M. and after 3:15 P.M. Students who participate in NJHS, or Student Council, may count the time spent planning and implementing school activities towards their service hour requirement. On campus grade-level service projects may also count toward service hours.

### **Eighth Grade Promotion**

Students will be allowed to participate in graduation exercises and receive a diploma when all fees have been paid, the student has passed all courses required in the eighth grade, and the student has successfully completed all required service hours.

If a student fails one course, he/she may participate in the graduation ceremony but will not receive a diploma until satisfactory completion of the course. If more than one course is failed, the student will not be promoted and will not be allowed to participate in the ceremony or receive the diploma.

### **Promotion Mass for 8<sup>th</sup> Graders**

Holy Family Catholic School provides a navy color, graduation gown for the promotional Mass ceremonies. The following dress applies:

- a. Boys must wear dress slacks, a shirt with collar and tie, and dress shoes.
- b. Girls must wear skirts or dresses at the most 2" above the knee with dress shoes. Blouses and dresses must have a modest neckline, and may not be strapless or have spaghetti straps.

**Eighth grade students who do not dress properly may be asked to sit out of the graduation ceremony.**

### **ACADEMIC HONESTY**

At Holy Family Catholic School, we place great importance on original and creative work. An individual's ideas are his/her intellectual property; the ideas of others are theirs. Proper documentation is required for information, ideas and/or images obtained from any resource, including the Internet.

All work must be the student's own. Academic dishonesty or academic irregularity, in any form (sharing work, copying work, plagiarism, etc.) will result in a zero and a Report to Parent via FACTS.

The term "plagiarism" refers to any materials represented as the student's own which have been paraphrased or copied from another source without proper credit. It may also include citing information not traceable to the document source.

As defined by St. Louis University School of Law:

*Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, or visual, electronic or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his or her own work ideas, language, data or other material contained in a source not acknowledged by the student, if the student knew or should have known that such acknowledgement was required. Plagiarism includes, without limitation, the following:*

- A. *Submitting another author's published or unpublished work, in whole, in part or in paraphrase, as one's own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference.*
- B. *Submitting as one's own original work any material, including data, tables, graphs, charts or other visual material obtained from any source, without acknowledgement and citation of the source.*
- C. *Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is permitted by the instructor.*

Through the combined efforts of classroom teachers and the school librarian, students at all levels will be thoroughly educated on the expectations for academic honesty within reasonable expectations for their age and will be held accountable for adhering to the guidelines in all HFCS academic activities.

### **ACADEMIC PROBATION AND RETENTION**

Any student in grades 5-8 with a "69" or below average in any of the five core subjects (ELA, math, religion, science, and social studies) at the end of the school year will be placed on academic probation. Students who receive a "69" or below in three or more of the five core subjects at the end of the school year, will be automatically retained.

Students who are on academic probation must do one of the following to be removed from probation:

1. The student must complete a summer school program in the failed subject(s) and achieve a grade of 70 or above in such subject(s). A report documenting the achievement must be sent to the school.
2. The student must satisfactorily complete a tutoring program in the failed subject(s). Written confirmation of the objectives covered and results must be sent to the school.

The principal must approve all summer school and tutoring programs referred to above in advance.



A student in grades K-4 may be placed on academic probation by the principal based upon teacher recommendation, test and grade report, scores and/or observation by other professionals. A student in grades K-4 who is on academic probation must comply with the school's recommendations to be removed from academic probation. An individualized plan will be created for the student based on teacher, principal and learning specialist (if applicable) input and will be shared with the parent. If a student does not satisfy the above requirements, he/she will not be promoted to the next grade.

## **ACCREDITATION**

The school is accredited by the Texas Catholic Conference Education Department, one of the associations recognized by the Texas Education Agency for accrediting non-public schools in Texas. The enriched curriculum exceeds the minimum standards established by the state of Texas.

The school is also governed by the policies and guidelines of the Catholic Schools of the Diocese of Fort Worth and holds memberships in the National Catholic Education Association.

## **ADMISSION INFORMATION**

Holy Family Catholic School welcomes any student who seeks to receive an education that is rooted in the Catholic faith and tradition, regardless of racial, economic, religious, sociological, or ethnic background. However, entrance preference is extended to parishioners of Holy Family Catholic Church. Students from other parishes and of other religious beliefs are accepted if space permits. As a Catholic, non-public school dedicated to academic excellence within a disciplined, value-centered environment, the school actively seeks students and families who have a positive attitude toward the value of a Catholic education.

In accordance with the Texas Catholic Conference accreditation standards, Holy Family Catholic School complies with all age and immunization requirements of the State of Texas and the Catholic Diocese of Fort Worth.

The most important qualification for acceptance, and retention, into the school is the principal's assessment that the applicant will have a successful school experience. This assessment is made in consultation with the family as well as through examination of the student's past academic and conduct records, which must be provided by the parents prior to admission. All reports from professional assessments (academic, behavioral, emotional or developmental) **MUST** be provided at the time of application for admission. All new students are admitted conditionally for the first 9 weeks.

As openings become available, the following priorities will be used to accept students to HFCS:

1. Current students of HFCS
2. Siblings of current HFCS students
3. Members of Holy Family Catholic Church
4. Members of other Catholic parishes
5. Non-Catholic students.

Children entering Pre-K 3 must be three years of age by September 1 of the upcoming school year. Students will be conditionally accepted into Pre-K 3 upon completion of the Early Childhood Screening and a scheduled Meet and Greet with the teacher. Students must be toilet independent.

Children entering Pre-K 4 must be four years of age by September 1 of the upcoming school year. Students will be conditionally accepted into Pre-K 4 with full acceptance contingent on displayed readiness on the Pre-K 4 entrance assessment. Students must be toilet independent.

Children entering Kindergarten must be five years of age by September 1 of the upcoming school year. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance assessment. Students must be toilet independent.

A legal birth certificate and proof of immunizations must be submitted before prekindergarten, kindergarten, or first grade students will be allowed to register. The Catholic School Health Report is required of all new students except those transferring from another Fort Worth Catholic school.

All students in grades 1-8 seeking admission to Holy Family Catholic School are evaluated on the basis of an entrance exam, current standardized test scores (when applicable), and report cards.

All new students will be given a trial period of no less than nine-weeks in which to acclimate himself/herself both socially and academically. This period also allows the school time to assess if the needs of the student are being met. All decisions made by the school in regards to final acceptance are final.

Non-Catholic students whose parents accept the philosophy of Holy Family Catholic School will be accepted on a space available basis. Non-Catholic students are expected to take religion class, and attend all religious observances.

### **New Students**

New student files will be processed and evaluated once all documents are provided. Incomplete application and enrollment packets cannot be processed. In addition to the completed application and enrollment packets the following must be submitted:

- Application and enrollment fees
- Official county /state issued Certificate of Birth (copy)
- Official Certificate of Baptism (Catholic students only) (copy)
- Two most recent report cards (grades 1-8)
- Copy of most recent standardized test scores (grades 1-8)
- Applicable information regarding psychological/educational evaluations
- Immunization records
- Applicable information regarding special health needs
- Court Order of Conservatorship, if applicable

Incoming students will complete an assessment conducted by the grade level teacher.

Children with special needs will be admitted if, with reasonable accommodations on the part of the school, they can be successful in the school environment. Under these circumstances, the child will be conditionally accepted, and status will be reevaluated if the need arises.

Once the packet has been reviewed by the administration, parents will be notified of the student's acceptance status. After the student is accepted the parents will complete the enrollment process and establish a tuition payment account.

### **ELIGIBILITY FOR PARISH-RATE TUITION**

To qualify for Holy Family Catholic School's parish tuition rate a family must be Catholic and meet one of the following requirements:

- **Be a registered, active member of Holy Family Catholic Church.** To be an active member of this faith community means to be a good steward of God's gifts and to live out your Baptismal call through Time, Talent, and Treasure.
- **Be a registered, active member of another Catholic church in the Diocese of Fort Worth.** The local pastors will use their sole discretion in defining active membership.

Applying for the Parish Tuition Rate is part of the Enrollment process.

By August 1, new students must turn in the Student Emergency Care Form, Catholic School Health Report form (including immunization record) signed by a physician or nurse practitioner, a copy of Baptismal and First

Communion certificates (if applicable), and Court order of Conservatorship (if applicable). Stamped signatures, electronic signatures, and faxed copies will not be accepted.

### **Returning Students**

Students returning to Holy Family must provide the following documents:

- Re-enrollment packet
- Enrollment fee
- Updated immunization record (if applicable)
- Catholic School Health Report for Middle School students who might participate in sports. Stamped signatures, electronic signatures, and faxed copies will not be accepted.
- The Student Emergency Care Form must be turned in by the first day of each school year. It is the responsibility of the parents to provide up-to-date and accurate addresses, phone numbers, and health information throughout the school year by immediately notifying the School Office of any changes.

### **ADVISORY COUNCIL**

The School Advisory Council (SAC) is representative of the school and parish community and functions as a consultative group to the parish pastor and the school principal.

### **ASBESTOS NOTIFICATION**

Both the architect and the contractor have attested that they have not knowingly installed any materials containing asbestos in the school building. Holy Family Catholic School is in compliance with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and all Environmental Protection Agency (EPA) regulations concerning asbestos in schools. The complete file is available for review in the School Office.

### **VISITOR PROTOCOL FOR PARENTS AND OTHER VISITORS**

All visitors must check in at the front desk, sign in and out, and wear a name tag while on campus.

### **ARRIVAL AND DROP OFF PROCEDURES**

#### **ARRIVAL**

Students should arrive at school no earlier than 7:30 A.M. except for those who are enrolled in the Before School Care which opens at 7:00. Students who arrive between 7:30 A.M. and 7:50 A.M. will report to the cafeteria where they will be under the supervision of school staff. Students will be dismissed by grade level to their classrooms from the cafeteria at 7:50 A.M. Students arriving after 7:50 bell should go directly to their classroom. Students must be seated in class and ready to begin work at the sound of the 8:00 A.M. bell, or they will be considered tardy.

#### **CARLINE DROP OFF PROCEDURE**

Drivers should pull up to the sidewalk in front of the school. Pull up to the Scantlin Hall stairs to ensure maximum usage of carpool lane. No parent is to exit his or her vehicle. All students will exit the vehicle on the side closest to the curb. Once all students have exited the vehicle, please pull out and away.

Parents must make an appointment with a teacher if they wish to meet before, during or after school. Please do not drop into a teacher's classroom for an unplanned meeting.

#### **For the safety of our students:**

- **Do not put your car in reverse, or back up your car, while in the car line.**
- **Do not drive around cars that are ahead of you in line.**
- **Do not park your vehicle in the carpool lane.**
- **Do not walk through the parking lot or across carline traffic.**

#### **WALK UP DROP OFF PROCEDURE**

Drivers should park in the church handicapped parking area and walk their children through the church courtyard to the Scantlin Hall stairs.

**For the safety of our students:**

- **Do not park your vehicle in the carpool lane.**
- **Do not walk through the parking lot or across carline traffic.**

PK and K parents may escort their child/ren into their classrooms during the first week of school only.

Parents must make an appointment with a teacher if they wish to meet before, during or after school. Please do not drop into a teacher's classroom for an unplanned meeting.

Homeroom teachers and the school receptionist should be advised in writing if a child is to go home with another person other than a parent, or if a student is to go home by different means on a given day. If permission is not provided to the school, a child will not be released from the school unless it is to his/her parent.

**DISMISSAL AND PICK UP PROCEDURES**

**DISMISSAL**

Dismissal for the carpool line will begin at 3:15 P.M. on full school days and at 12:00 p.m. on noon dismissal days. Students are dismissed from the classroom as their rides arrive. **For safety reasons, there is no walk-up line, please stay in the carline until your child is brought to your car.**

**DISMISSAL**

- **PK through 8<sup>th</sup> grade students:**
  - Students will be called to the carline via the intercom system.
- **After School Care students:**
  - All students remaining at the end of the carpool line procedure at 3:30pm will be sent to the cafeteria and clocked into the After School Care. Parents and guardians will ring the front doorbell to gain entry into the school building and will sign their child/ren out from After School Care.

SPECIAL NOTE: Parents or children may not return to a classroom after dismissal unless an appointment was made with the teacher in advance. It is the student's responsibility to leave the classroom at dismissal with all needed books and supplies. Students will not be permitted to return to the classrooms or lockers for forgotten items.

**PICK UP PROCEDURE**

**PK PICK UP PROCEDURE**

Pre-Kindergarten students are escorted from their classroom at 11:00am to the main building unless they are staying for the enrichment period of the day. Pre-Kindergarten parents should ring the doorbell to be admitted into the foyer, a staff member will bring your child to you.

**GENERAL PICK UP PROCEDURES**

All cars must have the NAME SIGNS displayed in the front windshield of the vehicle. These signs are distributed to students at the beginning of the school year. Drivers should pull up to the school along the designated carpool line near the Scantlin Hall stairs. Pull out when the student is in the car to accommodate cars waiting in the line.

**For the safety of our students:**

- **Do not put your car in reverse, or back up your car, while in the car line.**
- **Do not drive around cars that are ahead of you in line.**
- **Do not park your vehicle in the carpool lane.**
- **Do not walk across the parking lot or carline traffic.**
- **Students are not allowed to walk to a parked car without an adult escort.**

If a student requires assistance into a vehicle, the faculty member will provide help. All parents/grandparents/etc. are to remain in the vehicle. Students must always enter and exit cars in the carpool line only through doors closest to the curb.

**Homeroom teachers and the school receptionist should be advised in writing BEFORE DISMISSAL if a child is to go home with another person other than a parent or a person listed on the pick up list in FACTS. The school receptionist will inform BASC staff if it applies to after school care students. If permission is not provided to the school, a child will not be released from the school unless it is to his/her parent.**

## **ATTENDANCE AND ABSENCES**

### **ABSENCE POLICY**

Students are expected to be present and on time every day. A student is responsible for work missed because of absences. Parents are asked to schedule vacations during regular school breaks. Missing several days of classes is detrimental even to the strongest student.

Students who are in attendance less than 90% (182 days) of the school year are in jeopardy of not advancing to the next level. Repeated unexcused absences may be considered grounds for summer school, suspension, retention, or even dismissal. All cases will be reviewed, and the principal will determine final decision.

### **EXCUSED ABSENCE**

An excused absence is one that the family has no control, such as:

- Student illness,
- Serious illness or death in the family
- School-sponsored trips, or
- Emergency

Medical or dental appointments, etc., are to be scheduled outside of school time. Exceptions will be made, if necessary, but only after a note from the parents and an appointment card from the doctor, presented either before going or upon returning from the appointment, have been submitted to the office.

A major goal of any school is to teach responsibility to the student. Students should not be out of school for family vacations, scout trips, etc. If a parent believes that a student should miss school for any reason other than illness or a family emergency (such as a death in the family), the parent must contact the principal in writing in advance of the absence. These absences may be unexcused.

### **UNEXCUSED ABSENCES**

Any absence that does not meet the above criteria is unexcused. A student's absence from school due to an out-of-school disciplinary suspension is unexcused. In addition, every five tardies per semester is deemed to equal one day of unexcused absence and is recorded as an absence on the student's permanent school record.

### **ABSENCES AND SCHOOL WORK**

- Each student is to complete all work missed during an absence, whether it be an excused absence (such as student illness, serious illness or death in the family, school sponsored trips, or an emergency) or unexcused absence (such as family trips or vacations).
- A student is allowed one day (not including the day they return) to make up work missed for each day of absence unless the work was due the day of the absence.
- It is the responsibility of the parent/student to obtain and complete assignments covered during the period of absence and to make arrangements with the teacher for make-up tests and other help at a time convenient for the teacher.
- Teachers will not provide work in advance for students for unexcused absences (such as family trips, family vacations) to complete during the absence.
- In grades 4-8, long-term assignments, such as projects, book reports, research papers, etc., must be brought to school by 8:00 a.m. on the day they are due whether or not the student comes to school that day.

- Books and assignments for a student who is ill may be requested by emailing the homeroom teacher by 11:00 a.m. The email should indicate whether homework should be sent home with a sibling or picked up in the office (after 3:30 p.m.). Emails after 11:00 a.m. cannot be honored because teachers may not view the email or have the free time to prepare the work.
- Absent work that is not requested to be sent home will be in the homeroom classroom upon the student's return.
- The late homework rubric will be implemented if work is not turned in within the time allowed.

### **Procedures Regarding Absences and Late Arrivals**

If a child is absent, parents must call the school office or email the office before 8:00 a.m. to inform the administration of the nature of the absence.

A written excuse will be required from parents after a student's absence. A note from the physician is required when the child has been absent 3 or more days.

The Public Health Department requires a doctor's note to re-admit students with conjunctivitis (pink-eye) or meningitis. School Administration may also require a doctor's note to re-admit a student who has been ill if they deem necessary.

### **Appointments and Early Release**

Students arriving after 10 a.m. will be counted as a half-day absence. Students leaving before 1 p.m. will be counted as a half-day absence.

Unexcused Early Release - Students will have an unexcused early release for reasons unrelated to doctor, dental, or other excused appointments.

### **FAMILY DAYS**

Families are allowed 2 full days (or 4 half-days) per school year to be used as needed for personal reasons. The absence(s) will be treated as "excused" absences. Like all excused absence, the parent must submit in writing to the school's receptionist and your child's homeroom teacher the reason for the absence (i.e., Family Day.) The request to use family days must be submitted at least one week in advance of the scheduled absence.

In the event a student's absence extends beyond two days, and would not otherwise be an excused absence, the first two days of the absence will be considered "Family Days," or the balance if less than two days are available.

A "half-day" may be used for absences in which the student returns to school by 11:30am or leaves school after 11:30am for the remainder of the day.

No Family Day may be taken during Achievement Testing or be used to excuse or delay submission of special projects (e.g., Science Fair, History Fair, etc.). Family Days are not cumulative from year to year and a Family Day taken will apply to all the students in the family. (i.e., Family Days are not granted by individual family member, but to the entire family).

### **TARDINESS**

The first bell rings at 7:50am and students begin to make their way to homeroom. Any student not in his/her seat and ready to begin the day by the 8:00 A.M. bell is considered tardy. Prompt arrival at school is strongly encouraged.

Students arriving late must be accompanied by an adult to the front doors of the building and should NEVER be dropped off at the front door. Parents/guardians must ring the front doorbell to allow the student access to the building. **A late arrival between 8:15am to 9:15am on Thursday mornings is not possible due to Mass. Students may not be left without parent supervision if they arrive on campus during Mass or Prayer Service is over.**

Tardies will be tracked per quarter in FACTS, and parents will be notified when a student has 3 tardies. Upon receipt of the 4th tardy, the student will serve a Before School Detention (Grades 4-8: 6:45am to 7:45am; grades K-3: 7:15am to 7:45am). Each subsequent tardy will result in further non-participation in scheduled field trips. Habitual tardies may result in a referral to the principal for additional disciplinary action.

- Call, e-mail, or letter to parents 3 tardies
- Equals one day of absence and recorded on permanent record card 5 tardies
- Conference with Principal
- Subsequent tardies in increments of five (i.e. 10, 15, 20, etc.) will result in one day of absence for every five unexcused tardies and notification to parents at each increment.

An exception would be for a student arriving from a medical or dental appointment verified with a written note from the doctor or dentist. Excused tardy examples: Court appearance (court note required; car accident; doctor/dental (doctor note required); extenuating circumstances with administrative approval. Unexcused tardy examples: oversleeping, car problems, and routine traffic.

## **BACKPACKS**

Students in grades PK-3 are allowed any type of full-sized backpack.

Students in grades 4-8 may use school bags or backpacks without wheels to carry their books to and from home. Backpacks should be clearly marked with the student's name on the inside of the backpack. Because of safety concerns, backpacks must be placed in a teacher designated area in each classroom. If a doctor prescribes a rolling backpack, the school must have a current prescription on file (updated yearly).

## **BEFORE & AFTER SCHOOL CARE PROGRAM (BASC)**

Before and after school programs are available on a daily basis for students enrolled at Holy Family Catholic School. This service is only available on days when school is in session. This program is an extension of our school day and works under the guidance of the principal. At the end of dismissal, all students are sent to the cafeteria. At 3:30 all students will be admitted into AFTER SCHOOL CARE and all fees will apply. Fees are charged on a HOURLY basis.

All students enrolled in the program are expected to respectfully follow the behavior guidelines set by the staff and the policies of the school.

## **HOURS**

BASC is open from 7:00 A.M. and 3:30-6:00 P.M., and on noon dismissal days from 12:00 to 6:00 P.M., with the exception of designated school holidays/event days. All children must be picked up no later than 6:00 pm.

## **FEES**

1. A registration fee of \$75.00 is required of all students who participate in this program:
2. A rate of \$5.00 per hour will be charged per child. For any child attending any portion of an hour, the parent will be charged the full hour. The rate for any child picked up after 6:00 P.M. will be \$5.00 per minute, per child.
3. Parents will be billed, and the amount will be payable on a semi-monthly basis.

## **INCLEMENT WEATHER CLOSING**

In the event of inclement weather, parents will be notified. BASC will be closed if the school is closed. If school is delayed, BASC will open one-hour prior to start of school.

## **HOLIDAYS**

BASC will not be open during school holidays.

## **SNACKS**

A snack is given to each child after school. The snack cost is included in the registration fee. Children may bring their own snack if they wish; however, the registration fee is not adjusted for those families who provide their child's snack. We do not serve breakfast or a morning snack.

## **ILLNESS**

The health of the children and staff is always a concern at BASC. BASC follows HFCS health guidelines.

## **MEDICATION**

Medication can only be given if the parent has met the school's general requirements for medication dispensing. Medications and permission forms will be kept in the nurse's clinic.

### **DISCIPLINE**

All BASC students are expected to respectfully follow the school rules and procedures and directives of the staff. School discipline policies will be followed in BASC.

### **TOYS, ELECTRONICS, ETC.**

Electronics may be not used in BASC. BASC is not responsible for toys, or any item lost or damaged at BASC.

### **DRESS**

BASC students will follow the school dress code.

### **EXTRACURRICULAR ACTIVITIES**

In the event a BASC student participates in after school activities, a signed release form must be on file. Students are required to check in with the BASC staff before going on to the activity. Those students who do not check in with the BASC staff will be counted absent and, therefore, are not the responsibility of the BASC.

### **BULLYING/HARRASSMENT-**

**Please see our Bullying Policy found on the school website**

**[http://www.hfcsfw.org/editoruploads/files/anti%20bullying%20policy%202015\\_2016.pdf](http://www.hfcsfw.org/editoruploads/files/anti%20bullying%20policy%202015_2016.pdf)**

### **CHILD ABUSE AND NEGLECT**

Schoolteachers and administrators who suspect that a child has been abused or neglected are required by law (Texas Family Code, Chapter 34) to report to Child Protective Services.

### **COMMUNITY SERVICE HOURS**

#### **STUDENT SERVICE HOURS**

Students in grades 5-8 are required to complete a required number of service hours. The goal of the Student Service Hour requirement is that each student will serve by giving back to the community. The following are the number of service hours required by each grade:

- a. Grades 5, 6, 7 – a yearly total of 15 hours
- c. Grade 8 – a yearly total of 20 hours
- d. Students who are in the National Junior Honor Society must complete an additional 15 hours of community service each year above the grade level requirement.

Note: Most often service hours will be completed outside of the school day, before 8:00 A.M. and after 3:15 P.M. Students who participate in NJHS, or Student Council, may count the time spent planning and implementing school activities towards their service hour requirement. On campus grade-level service projects may also count toward service hours.

#### **PARENT/FAMILY SERVICE HOUR REQUIREMENT**

Each family is responsible for thirty (30) required service hours each year. If this time is not possible, a monetary fee (\$10) per hour or a combination of time and money will be the required option. This participation program enlists adults to assist with the sports program, field trips, the making of teaching materials, and all Home and School Association activities including development and fundraising.

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school. *VIRTUS Protecting God's Children for Adults* is a requirement by the Diocese of Fort Worth for those who have regular contact with children.

#### **CUSTODY ISSUES**

Special legal considerations that affect the custody of a student must be given to the principal and are maintained on file with the school. Communication with the school regarding legal decisions related to custody arrangements is very important. Upon request, the non-custodial parent may receive a family packet and other school information. Upon request, a teacher will set up a separate parent conference for the non-custodial parent. A parent whose parental rights



have been legally terminated is not sent a family packet or any other school information if the school is given a copy of the court order terminating those rights.

## **DISCIPLINE**

### **Student Discipline Philosophy**

A Christian atmosphere of care, concern, and respect flourishes throughout Holy Family Catholic School. This transformative environment enables students to fully develop in all areas of growth, including spiritual, cultural, intellectual, social, and physical. As students grow in faith, they cultivate a Christian life in the Catholic Church and in the community at large.

The implementation of the Student Discipline Policy will reflect these values. The faculty are committed to creating an atmosphere conducive to learning and faith development for all students. Rules will be fair and fairly applied. Holy Family Catholic School affirms that disciplinary action in the school is designed to teach, not to punish. Therefore, students will be held accountable for inappropriate conduct in ways designed to prevent a recurrence of the behavior and to teach appropriate behaviors.

Faculty will proactively employ the Zones of Regulation and Virtue-Based Restorative Practices in the classroom in order to cultivate a positive learning environment and in response to student misconduct. Zones of Regulation is a guidance curriculum that teaches students to identify and regulate their own behaviors with the support and encouragement of the teachers. Restorative practices emphasize a relational approach to building the school climate and addressing student behavior. Restorative practices foster belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

Holy Family Catholic School sets high expectations for appropriate behavior of its students. Emphasis is placed on following the Virtue Based Restorative Discipleship model. Growing in discipleship encourages students to make life-giving choices, to demonstrate respect and dignity for all, to build community, and to accept responsibility for words and actions while fostering self-discipline and self-esteem.

Restorative practices are used to support student growth, misbehavior is considered an opportunity to turn a poor choice into an experience of growth. We expect students to restore or replace what they damage and reconcile with those they hurt.

### **Virtue-Based Restorative Discipline Guiding Principles**

1. We will dedicate ourselves to living virtue.
2. We will support others in living virtue.
3. We will commit to constructive thoughts, words, and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and one another.

Restorative practices, such as peer to peer apologies, and classroom meetings, will be the first response to misconduct. Traditional discipline measures, such as detention, suspension, or expulsion, may be used in cases that include hitting, biting, pushing, threatening behavior or language, plagiarism, misuse of technology, destruction or disrespect of property, fighting, inappropriate language, blatant disrespect toward staff members, or other negative behaviors as determined by the principal. Parents will be informed when restorative practices or discipline measures have been put into effect.

## **DEFINITION OF DISCIPLINE MEASURES**

Parents will be contacted by the principal and/or the classroom teacher to discuss the implementation of these discipline measures.

**Time-Out** / Recovery is temporary removal of a student from normal class activities and may occur within the classroom itself or in a supervised area outside the classroom. Following a specified period, the student is allowed to return to the activity in progress if his/her behavior has improved.

### **Detention**

*Before School Care Detention*

- Students report to detention during Before School Care at 6:45am – 7:45am (gr 5-8) and 7:15am – 7:45am (gr 1-4) on the assigned date.
- BASC staff member notifies the principal that the detention has, or has not, been served.

#### *Lunch Detention*

- Students report to the principal's office during his or her assigned lunch/recess times to serve the detention.

#### *After-school Detention*

- Students report to the principal's office at 3:30 to serve the detention.

**Probation** is the status of a student whose conduct indicates a serious lack of cooperation with school policies and philosophy. Such a student and his/her parent/guardian must sign a personal contract with the principal which spells out his/her responsibilities as a student. While probationary status is a pledge of the student's renewed cooperation, it implies the individual will withdraw immediately if there is one, additional, or significant infraction of school policy. While on probation, a student is not eligible to participate in the school's extracurricular activities.

**Suspension** is the temporary prohibition of a student's attendance. In-school suspension requires the student to do all class work and have lunch in an isolated setting. Restroom breaks will be provided. All privileges are withdrawn during the period. Out of school suspension means a student cannot be on campus during a given period of time. Students will be allowed to complete their schoolwork while on suspension. While on suspension, a student is not eligible to participate in the school's extracurricular activities.

**Expulsion** is the permanent termination of a student's enrollment. Students who have been expelled will not be allowed to return to the school without prior permission from the principal.

\*SPECIAL NOTE: Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Holy Family Catholic School.

### **CYBER BULLYING**

Holy Family Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

### **BLOGS/SOCIAL MEDIA POSTS**

Engagement in online blogs or participation in social media sites such as, but not limited to, Facebook, Instagram, Tik Tok, Twitter, etc. may result in disciplinary actions if the content of the student or parent's social media site includes defamatory comments regarding the school, the faculty, other students or the parish. In addition, any photos and/or captions on a student or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

### **OFF-CAMPUS CONDUCT**

Holy Family Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students. This off-campus behavior includes, but is not limited to, cyber-bullying and social media sites.

### **SPECIAL CONDUCT RULES**

#### **Academic Dishonesty / Irregularities**

The student consequences for such actions for grades 5-8 will be a zero for assignment/quiz/test/project, and a meeting with the principal and parents to determine if other consequences are needed.

**Plagiarism** – As defined by St. Louis University School of Law: “Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, or visual, electronic or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his or her own work ideas, language, data or other material contained in a source not acknowledged by the student, if the student knew or should have known that such an acknowledgement was required. Plagiarism includes, without limitation, the following:

- a. Submitting another author’s published or unpublished work, in whole, in part, or in paraphrase, as one’s own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference.
- b. Submitting as one’s own original work any material, including data, tables, graphs, charts or other visual material obtained from any source, without acknowledgement and citation of the source.
- c. Submitting as one’s own original work material produced through unacknowledged collaboration with others, unless such collaboration is specifically permitted by the instructor”

The student consequences for such actions for grades 5-8 will be a zero for assignment/quiz/test/project, and a meeting with the principal and parents to determine if other consequences are needed.

**Vandalism/Theft** - The first offense requires a conference with parents, restitution, and detention and/or suspension. A malicious or second offense carries the same consequences and further disciplinary action as determined by the principal.

**Gum** - Gum chewing is not allowed.

**Search** - The school has the right to search desks, lockers, and any bag/sack.

### **PROHIBITED ARTICLES AT SCHOOL**

Articles which are hazardous to the safety of others, or which interfere in some way with school procedures may not be brought to school. Items such as weapons, knives, box cutters, X-ACTO knives, BB guns, tobacco products, illegal drugs, real or simulated drug paraphernalia, and alcohol are strictly prohibited and will be confiscated. Bringing such articles to school is cause for suspension or expulsion.

Items such as stuffed pets, toys, playing cards, etc. must remain in the student’s backpack until final dismissal. These items if found out of the student’s backpack, will be taken up and returned to the parent/guardian at his/her request or retained until the end of the school year. Teachers, with the principal’s approval, may give special permission for such items to be brought to his/her classroom as part of a special display or activity. In such cases, the item is permitted for that specific display/activity only.

**CELL PHONES, E-READERS & OTHER TECHNOLOGY:** Cell Phones must be turned off and in the student’s backpack at all times while on campus. They are only for use before and after school, not including time spent in BASC or at school functions, if a parent chooses to send them with a child. While on campus, students should request to use the school phone if a need arises.

E-readers are allowed in school in grades 4-8 only when they are used as a replacement for an independent reading book. Students may not download information while at school or use the device for playing games, etc. Parents are responsible for the content on the e-readers. Holy Family Catholic School is not responsible for the loss or theft of cell phones, e-readers or any other electronic devices brought to school by students, with or without permission from their parents.

Students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the HFCS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire HFCS school community. As the student is a Holy Family Catholic School student at all times, if he/she engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, he/she may be disciplined by school officials.

In addition to the Diocesan Social Media Policy and regulations found in this Family Handbook, students are expected to abide by the following:

- To protect the privacy of HFCS students and faculty, students may not take a picture of someone without their permission. Posting pictures of others on social media sites is discouraged. Posting disparaging or inappropriate pictures is prohibited.
- Students may not, under any circumstances, create digital video recordings of HFCS community members either on campus or at off-campus HFCS events for online publication or distribution.

- Students may not use social media sites to publish disparaging or harassing remarks about HFCS community members, athletic or academic contest rivals, etc.
  - Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school or on the Catholic faith and beliefs.
- Failure to abide by this Policy, as with other policies at HFCS, may result in disciplinary action as described in the Family Handbook, or as determined by administration.

## DRESS CODE

Holy Family Catholic School's dress code provides a level of formality suitable for serious academic performance. The rationale behind this dress code includes encouraging dressing for success, providing uniformity, promoting discipline and fostering a better learning environment.

Students are expected to wear the complete school-approved uniform with pride and dignity every day of the school year. All uniforms must be properly fitted, clean and in good repair. All students are expected to be in complete compliance with the dress code from the time they enter the building in the morning until they exit the building at the end of the day.

## UNIFORM PURCHASES

The official school uniform must be purchased from Mills Uniform Company.

### Year Round Store

Hulen Bend Village Shopping Center  
6080 S. Hulen #390  
Fort Worth, TX 76132  
Phone: 817-563-7100  
Retail Manager: Sherri Klassen

### Online Site

<https://www.millswear.com/school.jsp?path=-1|29675&id=412382>



# Holy Family Catholic School

## 2022-2023 Uniform Program


### School Code: 3376







Your Mills Store: Fort Worth  
Location Details and Hours of  
Operation: [millswear.com/locations](https://www.millswear.com/locations)

SHOP ONLINE  
[millswear.com](https://www.millswear.com)





CUSTOMER SERVICE  
1-800-541-1850

## Girls: Tops (2022-2023 Uniform Program)

Item	Part Number	Colors	Price Range (\$)	Description	PK	K-4	5-8
	A211--- -	White	18.75- 24.00	Girls' Broadcloth SS Peter-Pan Blouse	N/A	Required for Dress Day - Long- or short-sleeve	N/A





	A212--- -	White	22.00- 22.50	Girls' Broadcloth LS Peter-Pan Blouse	N/A	Required for Dress Day - Long- or short- sleeve	N/A
	B331--- -	White	24.25- 33.25	Unisex Oxford Short-sleeve Shirt	N/A	N/A	Required for Dress Day - Long- or short- sleeve
	B332--- -	White	29.00- 37.50	Unisex Oxford Long-sleeve Shirt	N/A	N/A	Required for Dress Day - Long- or short- sleeve
	C50933 76	Red	30.95- 33.95	Unisex Poly-wicking Short-sleeve Polo with logo	Required for Everyday - Style is optional	Required for Field Trip Day - Style is Optional	Required for Field Trip Day - Style is Optional
	C70533 76	Red	25.50- 30.25	Unisex Cotton/poly Pique Short-sleeve Polo with Holy Family Catholic School logo	Required for Everyday - Style is optional - Limited to Stock on Hand	Required for Field Trip Day - Style is Optional - Limited to Stock on Hand	Required for Field Trip Day - Style is Optional - Limited to Stock on Hand
	C72533 76	Red	30.25- 33.25	Unisex Cotton/poly Pique Long-sleeve Polo with Holy Family Catholic School logo	Required for Everyday - Style is optional	Required for Field Trip Day - Style is Optional	Required for Field Trip Day - Style is Optional

## Girls:Bottoms (2022-2023 Uniform Program)

Item	Part Numb er	Colors	Price Range (\$)	Description	PK	K-4	5-8
	M098--- -	Navy Green Red Yellow Plaid	48.50- 49.50	Girls' Front-zip Jumper	N/A	Required for Dress Day	N/A
	M150--- -	Navy Green Red Yellow Plaid	50.00- 52.25	Girls' Box-pleat (reg) Skirt	N/A	N/A	Required for Dress Day
	M422--- -	Navy Tropical	46.50- 49.75	Girls' 2-in-1 Skort	N/A	Limited to stock on- hand	Limited to stock on- hand
	M522--- -	Navy	38.75- 48.75	Girls' Poly-Performance Double Wrap Skort	N/A		



	MT22-- --	Navy Green Red Yellow Plaid	48.00	Girls' No-zip Pull-on Skort	Required for Everyday	N/A	N/A
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## Girls:Outerwear (2022-2023 Uniform Program)

Item	Part Numb er	Colors	Price Range (\$)	Description	PK	K-4	5-8
	E64133 76	Navy	36.50- 43.00	Unisex Acrylic V-neck Sweater-vest with Holy Family Catholic School logo	N/A		For Grades 5 to 8 Only - Required for Dress Day
	E66133 76	Navy	49.50- 56.25	Unisex Acrylic V-neck Cardigan Sweater with Holy Family Catholic School logo			
	F72133 76	Navy	27.50- 29.50	Unisex Cotton/poly Crew Sweatshirt with Holy Family Catholic School logo			
	G84233 76	Navy	44.50- 52.75	Unisex Fleece Front-zip Jacket with Holy Family Catholic School logo			

## Girls:Accessories (2022-2023 Uniform Program)




Item	Part Numb er	Colors	Price Range (\$)	Description	PK	K-4	5-8
	F665----	Navy	17.00- 21.00	Girls' Stretch Modesty Short	N/A	To be worn under skirt/jumpe r	To be worn under skirt/jumpe r
	H903--- -	Navy Green Red Yellow Plaid, Navy	10.50	Girls' Crossover Tie	N/A	N/A	Required for Dress Day
	H930--- -	Navy	5.75	Girls' Anklet Socks			
	H938--- -	Navy	6.75	Girls' Flat Knee-Hi Socks	N/A	Required for Dress Day	Required for Dress Day
	H944--- -	Navy	9.75- 10.75	Unisex Three-Pack Crew Socks			
	H950--- -	Navy	9.75- 10.75	Girls' Tights			
	H980--- -	Navy Green Red Yellow Plaid	7.50	Girls' Hairbow			



	H981--- -	Navy Green Red Yellow Plaid	7.00	Girls' Scrunchie			
	H984--- -	Navy Green Red Yellow Plaid	11.75	Girls' Headband			

## Girls:Shoes (2022-2023 Uniform Program)




Item	Part Number	Colors	Price Range (\$)	Description	PK	K-4	5-8
	S211----	White	50.00-50.25	Kids' New Balance Athletic Velcro Shoes	Limited to stock on-hand	Limited to stock on-hand	N/A
	S213----	White	50.00-50.25	Kids' New Balance Athletic Lace Shoes	Limited to stock on-hand	Limited to stock on-hand	N/A
	S215----	White	70.00-70.25	Women's New Balance Athletic Lace Shoes	Limited to stock on-hand	Limited to stock on-hand	N/A
	S220----	White	48.25	Kids' Athletic Velcro Shoes			N/A
	S221----	White	48.25	Kids' Athletic Lace-up Shoes			N/A
	S805----	Tan	90.25	Women's Sperry Koifish Shoes	N/A	N/A	

## Boys:Tops (2022-2023 Uniform Program)






Item	Part Number	Colors	Price Range (\$)	Description	PK	K-8
	B331----	White	24.25-33.25	Unisex Oxford Short-sleeve Shirt	N/A	Required for Dress Day - Long- or short-sleeve
	B332----	White	29.00-37.50	Unisex Oxford Long-sleeve Shirt	N/A	Required for Dress Day - Long- or short-sleeve
	C5093376	Red	30.95-33.95	Unisex Poly-wicking Short-sleeve Polo with logo	Required for Everyday - Style is optional	Required for Field Trip Day - Style is Optional

	C705337 6	Red	25.50- 30.25	Unisex Cotton/poly Pique Short-sleeve Polo with Holy Family Catholic School logo	Required for Everyday - Style is optional - Limited to Stock on Hand	Required for Field Trip Day - Style is Optional - Limited to Stock on Hand
	C725337 6	Red	30.25- 33.25	Unisex Cotton/poly Pique Long-sleeve Polo with Holy Family Catholic School logo	Required for Everyday - Style is optional	Required for Field Trip Day - Style is Optional

### Boys:Accessories (2022-2023 Uniform Program)

Item	Part Number	Colors	Price Range (\$)	Description	PK	K-8
	H820----	Black	20.75	Unisex Leather Braided Belt	N/A	
	H900337 6	Navy	16.75- 18.75	Unisex Poly Classic Tie with Holy Family Catholic School logo	N/A	Required for Dress Day
	H944----	Navy	9.75- 10.75	Unisex Three-Pack Crew Socks		





### Boys:Bottoms (2022-2023 Uniform Program)

Item	Part Number	Colors	Price Range (\$)	Description	PK	K-8
	D112----	Navy	24.75	Unisex Cotton/poly Twill Pull-on Shorts		Grade K Only
	D126----	Navy	29.25- 40.00	Boys' and Mens' Cotton/poly Twill Flat-front Shorts		
	D301----	Navy	32.25- 58.25	Boys' Poly-Performance Flat-front Pants		
	D513----	Navy	32.25- 39.00	Boys' and Mens' Poly-Performance Flat-front Shorts		
	D516----	Navy	28.25	Unisex Cotton/poly Twill Pull-on Pants		For Grade K Only - Required for Dress Day - Style is Optional






	D904----	Navy	30.50-56.75	Boys' and Mens' Cotton/poly Twill Flat-front Pants		Required for Dress Day
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## Boys:Outerwear (2022-2023 Uniform Program)

Item	Part Number	Colors	Price Range (\$)	Description	PK	K-8
	E6413376	Navy	36.50-43.00	Unisex Acrylic V-neck Sweater-vest with Holy Family Catholic School logo	N/A	For Grades 5 to 8 Only - Required for Dress Day
	E6613376	Navy	49.50-56.25	Unisex Acrylic V-neck Cardigan Sweater with Holy Family Catholic School logo		
	F7213376	Navy	27.50-29.50	Unisex Cotton/poly Crew Sweatshirt with Holy Family Catholic School logo		
	G8423376	Navy	44.50-52.75	Unisex Fleece Front-zip Jacket with Holy Family Catholic School logo		

## Boys:Shoes (2022-2023 Uniform Program)

Item	Part Number	Colors	Price Range (\$)	Description	PK	K-8
	S211----	Black	50.00-50.25	Kids' New Balance Athletic Velcro Shoes	Limited to stock on-hand	Grades K to 4 Only - Limited to Stock on Hand
	S213----	Black	50.00-50.25	Kids' New Balance Athletic Lace Shoes	Limited to stock on-hand	Grades K to 4 Only - Limited to Stock on Hand
	S214----	Black	70.00-70.25	Men's New Balance Athletic Lace Shoes	Limited to stock on-hand	Grades K to 4 Only - Limited to Stock on Hand
	S220----	Black	48.25	Kids' Athletic Velcro Shoes		Grades K to 4 Only - Limited to Stock on Hand
	S221----	Black	48.25	Kids' Athletic Lace-up Shoes		Grades K to 4 Only - Limited to Stock on Hand

	S809----	Tan	98.25	Men's Sperry Billfish Shoes	N/A	Grades 5 to 8 Only
<div> <div></div> = Approved for select grade range         </div> <div> <div></div> = Not Approved for select grade range         </div>				UPDATED: 07/20/2022		

### HORNET STORE (Donated Uniforms)

The Hornet Store, located in the Loaves and Fish closet in the Dining Hall, offers, free of charge, gently used uniforms. Hornet Store inventories are solely dependent on recent donations. Donations may be dropped off at the school at any time during normal operating hours. Parents may access the Hornet Store on any normal school day from 7:30 a.m. to 3:00 p.m.

### GENERAL UNIFORM GUIDELINES

- All students in K-8 must have at least one complete formal uniform for Mass and other announced days. Components of the formal uniform are designated as "Required for Dress Day" in the Uniform Program chart.
- Only the navy v-neck and cardigan sweaters embroidered with the school logo are permitted as outerwear for Mass.
- Students are not permitted to wear the navy fleece jacket or sweatshirt embroidered with the school logo or navy hoodie printed with the school logo during Mass.
- All students in PK-8 must have at least one red polo shirt embroidered with the school logo. This is the standard shirt worn for field trips.
- Jumpers, skirts, and skorts must be no shorter than 2" above the kneecap.
- Modesty shorts must be worn under the jumper and skirt and must be solid navy in color.
- All shirts must **always** be neatly tucked into pants, shorts, skorts and skirts and not rolled under sweatshirts or sweaters.
- Only solid white undershirts may be worn with the formal uniform and the sleeve cannot extend past the uniform shirt sleeve.
- Navy, white or black undershirts may be worn under the red polo and the sleeve cannot extend past the uniform shirt sleeve.
- Socks must come above the ankle bone.
- Shoelaces must be the same, or similar to, the shoelaces original to the shoes.
- ALL uniform and non-uniform articles of clothing **MUST BE LABELED** with the student's name.

### UNIFORM FOR PHYSICAL EDUCATION CLASS

**Grades K-4:** Students will wear the school uniform and shoes for P.E.

**Grades 5-8:** Students are required to wear the school uniform (red polo and uniform bottoms) and may change out of uniform Sperry shoes and wear white or black athletic shoes during PE and recess. Sperry shoes are required during the rest of the academic day.

### HAIR

Students' hair must be neatly arranged and groomed. The dress code excludes fad hairstyles and color/highlights for boys or girls. Cuts and styles must be conventional and in good taste, the principal will make the decision regarding what is acceptable. Boys' hair must be conservatively cut and must not be longer than the uniform shirt collar; ponytails or hairclips are not allowed for boys. Boys must be clean shaven. Students whose hair style or facial hair is not in keeping with this policy may be sent home until the issue has been resolved.

### JEWELRY/ ACCESSORIES

Students are allowed to wear one small necklace. This necklace may be a cross and/or other Catholic symbol, or a simple school appropriate necklace. Students may wear a watch and two small bracelets, one religious and one other simple, school appropriate bracelet. Students may wear one ring, it may be religious or a simple, school appropriate ring. Students

may be asked to remove jewelry if it is inappropriate or becomes a distraction to learning. Alarms, calculators and/or audio-visual remote controls on watches may not be used during the school day.

Only girls may wear earrings. One earring may be worn in each ear lobe. For safety reasons, these must be small stud earrings that do not protrude below the ear, hoop earrings are not allowed.

Only girls are permitted to wear conservative hair bows, headbands, and simple hair clips.

### **NAIL POLISH AND MAKEUP**

Nails must be short and clean at all times. Only girls in grades 5-8 may wear clear fingernail polish on school days, wearing artificial nails is never allowed.

Eighth grade girls are allowed to wear **ONLY** a minimal amount of natural looking foundation during school. Eye makeup, including false eyelashes, is not allowed. Students may be asked to remove excessive makeup.

### **SPIRIT DRESS**

- Students may wear HFCS spirit wear tops with their uniform.
- Student who pay \$2.00 may wear “silly socks” on HSA Silly Sock Day
- Jackets, coats, hats, bandanas, and sunglasses may not be worn in the school or church buildings unless it is permitted for Catholic Schools Week.

**Birthdays** – Students may come out of uniform on their birthday but must follow the spirit dress policy. Summer/holiday birthdays may pick a day during the regular school year. Students must always be in formal uniform for Mass or other announced days requiring a formal uniform. Parents may have lunch with their child in the cafeteria and bring a special birthday lunch for their child. Parents may also provide store prepared birthday treats for the class, either dropping them off at the front desk for the teacher to distribute or bringing the treats to the cafeteria during lunch when eating with your child. **Please check with the teacher regarding any student food allergies before purchasing or distributing the treats.**

### **Spirit Dress Days –**

- Students may wear official HFCS spirit wear tops with their uniform.
- Student who pay \$2.00 may wear “silly socks” on HSA Silly Sock Day
- Jackets, coats, hats, bandanas, and sunglasses may not be worn in the school or church buildings unless it is permitted for Catholic Schools Week.
- Students who wear their uniform to Mass at Holy Family Catholic Church on Uniform Sunday (the first Sunday of each month) may wear Spirit Day shirts on the following Monday. Send a Uniform Sunday picture of your child to Lisa Griffith, [lgriffith@hfcsfw.org](mailto:lgriffith@hfcsfw.org), for the Hornet Herald.

**Fiesta Day** - Students may dress in Hispanic costume or the school uniform. If it is a Mass day the student must wear formal dress if not wearing Hispanic cultural attire.

### **ENFORCEMENT OF DRESS CODE**

Dress code compliance will be checked by the homeroom teacher at the beginning of each day and by the P.E. teacher at the start of P.E. class. Each teacher throughout the day will monitor compliance with the Dress Code policy. As such, any teacher will send home a Behavior Notification through FACTS indicating that the student failed to comply with the Dress Code Policy.

For major uniform infractions or repeated infractions, the parent will be notified by phone through the school office, and the student may be detained from class while the problem is being corrected and additional disciplinary action may be taken by the principal. The time spent away from the classroom will be considered unexcused.

## **PARENT/TEACHER EMAIL GUIDELINES**

The following guidelines have been established for email between teachers and parents:

- E-mails should be limited to brief and school related subject matters.
- Emails should be professional and respectful.
- Junk or joke e-mails should not be forwarded to the teachers/staff.
- E-mails should not take the place of parent/teacher meetings or conferences.
- Because of assigned duties, teachers will not be able to answer e-mails right away. Turnaround time may be 24-48 school hours (1-2 school days).

## **PARENT COMPLAINT AND GRIEVANCE PROCESS**

The following complaint and grievance procedure is designed to be used when a parent has a concern, complaint or grievance with a teacher.

Step 1: Contact the teacher. Parents must communicate their disagreement with the teacher by phone, email, or a pre-arranged conference.

Step 2: Contact the principal. If the meeting with the teacher did not resolve the disagreement, parents must then arrange a formal meeting with the principal and teacher.

Step 3: Contact the pastor. If there is still parental dissatisfaction, the parent must then arrange a formal meeting with the principal and pastor.

## **EMERGENCY CLOSING AND DELAYED OPENING**

- When the Ft. Worth ISD announces that it will be closed or opening late due to hazardous weather conditions, Holy Family Catholic School will generally follow the same procedures.
- If the FWISD closes for any other reason, Holy Family Catholic School will be open unless a specific announcement to close is made.
- Circumstances may result in a decision to close Holy Family on a day the FWISD remains open.
- HFCS will communicate via Parent Alert for school closing or delayed opening information.
- On days when the school closes or opens late due to bad weather, the Before & After School Care program will follow the same hours. If afternoon activities are cancelled due to bad weather, the Before & After School Care program will close at 4p.m. Parents will be notified to pick up their children by 4p.m.
- If HFCS closes early for any reason, students must be picked up at the time the school requests via Parent Alert.
- In the event that we are under a "Tornado Warning" or extreme weather conditions, we will not dismiss the students to the parents. Parents are welcome to come in the school building and seek shelter at the school. If the sirens go off, we will have the students seek immediate shelter as designated during our drills. Once the storm has passed, the students will be dismissed.

## **EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES**

### **Eligibility**

A student must be passing all subjects with at least a grade of 70 and have Conduct grade no lower than "S" in order to be eligible to try out and/or participate in extracurricular activities. Students who do not maintain these requirements will not be allowed to participate until the next eligibility verification period. HFCS will abide by all Diocesan extracurricular activity eligibility guidelines.

### **Interscholastic Sports Program**

Holy Family Catholic School follows the guidelines set forth by the Diocese of Fort Worth, which includes the "Play Like a Champion" program. This program was developed at the University of Notre Dame. The program is research based, child-centered and designed to do four basic things:

- I. To lead all involved, students, coaches, teachers and parents, in recognizing the

- 2. spiritual nature of sports as play;
- 3. To help train youth sports coaches to be effective ministers;
- 4. To promote moral and character development in our youth through participation in sports activities; and
- 4. To create the safest sport environment for all our young people.

All coaches in all diocesan schools, both junior high/middle school and high school, must attend a Play Like A Champion training before they will be allowed to coach for any diocesan Catholic school. In addition, as a part of student eligibility for a student to participate in school athletics, at least one parent per family must attend a PLC training meeting.

Each member of the school team and the parents represent the school and must abide by all school rules, even though sports activities occur after regular school hours. Behavior must reflect Christian values and good sportsmanship. HFCS follows the guidelines outlined in the Diocesan Interscholastic Sports Handbook.

### **Sports Offered**

Sports offered may differ somewhat from year to year; all are contingent on getting volunteer coaches. Examples of sports: basketball, volleyball, track and field, soccer, softball, baseball, etc. Students who have been issued school-owned athletic uniforms or equipment are responsible for returning school property or making restitution for it.

### **Personnel**

An interscholastic sports coordinator is employed by the Diocese to implement and supervise the overall program. Although the principal is responsible for the sports program, he/she works with campus sports coordinators and coaches. The sports coordinators handle individual sports sign up, physical examination forms, uniform distribution/return, and communication between the diocese and coaches.

### **Practices**

The volunteer coaches will be responsible for all team members at practice. Therefore, no other students' or parents, will be allowed in the gym to watch or participate. Siblings or other students left at school must check in the After School Program. Students are not allowed in the church foyer or in the church restrooms during after school activities.

### **Physical Exams**

It is required that students who participate in the Interscholastic Sports Program must provide the school with evidence of a complete, satisfactory physical examination.

**Student Council** is available for students in grades 5-8. Elected class representatives organize school events and service projects with a teacher sponsor.

### **Running Club**

Students in all grade levels may join Running Club that practices one day a week on the field.

### **NJHS (National Jr. Honor Society)**

7<sup>th</sup> and 8<sup>th</sup> graders who meet the requirements as set by our local Chapter are eligible to apply for admission.

**FAMILY DIRECTORY** – Can be found on FACTS.

### **FIELD TRIPS (and car seats)**

#### **Background and Purpose**

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that the trip has become a school tradition. All grades do not always have the same number of field trips, and teachers, in consultation with the principal, reserve the right to restrict or deny student participation of any field trip due to, but not limited to, poor academic performance and/or poor conduct.

### **General Field Trip Information**

Field trips are a privilege. Students may be denied participation if they fail to meet behavioral and /or academic requirements. A student who has a conduct grade of N or U may not participate. This decision is at the discretion of the teacher and principal.

Parent volunteers provide transportation. A field trip request form must be signed for each trip and turned in at least two days prior to the day of the trip in order for the child to be included. A telephone call will NOT be accepted in lieu of the proper field trip permission slip.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will be placed in another classroom for the day and provided with alternative assignments.

Parent participation on field trips is greatly appreciated and needed for supervision, transportation, and specific needs determined by the teacher. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.

Per Diocesan Policy, siblings are not permitted to accompany the class, and the teacher will limit the number of parents accompanying the class. Parent drivers and/or chaperones are not to give refreshments to children. Even though field trips take place off-campus, all volunteers MUST have a current Protecting God's Children for Adults training certificate and background check on file in the school office in order to be eligible to serve as a field trip chaperone. The Diocese mandates that training must be updated every 2 years.

Additionally, field trip drivers must have a clear driving records check and carry a minimum limit of insurance liability of:

- \$100,000 bodily injury
- \$300,000 each accident
- \$25,000 property damage

The school must have a copy of the current policy detailing these limits (\$100,000/\$300,000/\$25,000) on file. Please keep in mind the liability card is not sufficient. Should the insurance expire during the school year, please provide up-to-date policy information.

### **CAR SEATS**

Each year nearly 1,600 children die in motor vehicle accidents. Motor vehicle accidents are the leading cause of unintentional, injury-related death among children ages 14 and younger. Unrestrained children are more likely to be injured, to suffer more severe injuries, and to die in motor vehicle crashes than children who are restrained.

HFCS will follow Section S45.412 of the Transportation Code of the state of Texas.

Sec. 545.412. CHILD PASSENGER SAFETY SEAT SYSTEMS; OFFENSE. (a) A person commits an offense if the person operates a passenger vehicle, transports a child who is younger than eight years of age, unless the child is taller than four feet, nine inches, and does not keep the child secured during the operation of the vehicle in a child passenger safety seat system according to the instructions of the manufacturer of the safety seat system.

(b) An offense under this section is a misdemeanor punishable by a fine of not less than \$25 and not more than \$250.

(b-1) Repealed by Acts 2011, 82nd Leg., 1st C.S., Ch. 4, Sec. 69.01(1), eff. September 28, 2011.

(c) It is a defense to prosecution under this section that the person was operating the vehicle in an emergency or for a law enforcement purpose.

(d) Repealed by Acts 2003, 78th Leg., ch. 204, Sec. 8.01.

(e) This section does not apply to a person:

(1) operating a vehicle transporting passengers for hire, excluding third-party transport service providers when transporting clients pursuant to a contract to provide nonemergency Medicaid transportation; or

(2) transporting a child in a vehicle in which all seating positions equipped with child passenger safety seat systems or safety belts are occupied.

(f) In this section:

(1) "Child passenger safety seat system" means an infant or child passenger restraint system that meets the federal standards for crash-tested restraint systems as set by the National Highway Traffic Safety Administration.

(2) "Passenger vehicle" means a passenger car, light truck, sport utility vehicle, passenger van designed to transport 15 or fewer passengers, including the driver, truck, or truck tractor.

(3) "Safety belt" means a lap belt and any shoulder straps included as original equipment on or added to a vehicle.

(4) "Secured," in connection with use of a safety belt, means using the lap belt and any shoulder straps according to the instructions of:

(A) the manufacturer of the vehicle, if the safety belt is original equipment; or

(B) the manufacturer of the safety belt, if the safety belt has been added to the vehicle.

(g) A judge, acting under Article [45.0511](#), Code of Criminal Procedure, who elects to defer further proceedings and to place a defendant accused of a violation of this section on probation under that article, in lieu of requiring the defendant to complete a driving safety course approved by the Texas Department of Licensing and Regulation, shall require the defendant to attend and present proof that the defendant has successfully completed a specialized driving safety course approved by the Texas Department of Licensing and Regulation under Chapter [1001](#), Education Code, that includes four hours of instruction that encourages the use of child passenger safety seat systems and the wearing of seat belts and emphasizes:

(1) the effectiveness of child passenger safety seat systems and seat belts in reducing the harm to children being transported in motor vehicles; and

(2) the requirements of this section and the penalty for noncompliance.

(h) Notwithstanding Section [542.402](#)(a), a municipality or county, at the end of the municipality's or county's fiscal year, shall send to the comptroller an amount equal to 50 percent of the fines collected by the municipality or the county for violations of this section. The comptroller shall deposit the amount received to the credit of the tertiary care fund for use by trauma centers.

## **FINANCIAL INFORMATION**

### **ELIGIBILITY FOR PARISH-RATE TUITION**

To qualify for Holy Family Catholic School's parish tuition rate a family must be Catholic and meet one of the following requirements:

- **Be a registered, active member of Holy Family Catholic Church.** To be an active member of this faith community means to be a good steward of God's gifts and to live out your Baptismal call through Time, Talent, and Treasure.

- **Be a registered, active member of another Catholic church in the Diocese of Fort Worth.** The local pastors will use their sole discretion in defining active membership.

Applying for the Parish Tuition Rate is part of the Enrollment process.

## **FINANCIAL AID**

Holy Family Catholic School hopes to provide every qualified student the opportunity to attend our school. The responsibility for funding a student's educational expenses lies with the parents. For those that cannot pay the full cost, Holy Family has a grant and aid program that provides assistance. All financial aid is issued as need-based aid. There is no assurance that an applicant will receive aid or that a student receiving aid in one year will be issued aid the following year.

Holy Family Catholic School has contracted with FACTS to administer the Grant & Aid application process. The purpose of FACTS Grant & Aid is to provide a reasonable assessment of the ability of each family to pay for the education of their children. FACTS Grant & Aid does not make any decisions about recipients and amounts of aid awarded. The Pastor, Principal and their designees determine recipients and amounts awarded.

Generally, the application must be fully submitted by April 15 preceding the school year of application. However, should a family's circumstances change during a school year an application may be submitted for consideration.

## **TUITION**

Holy Family Catholic School partners with FACTS to offer an online tuition management and incidental billing platform. All families are required to establish a FACTS account with a bank account or credit card for payment of scheduled tuition charges and all other billing. Incidental billing charges are due when billed.

Tuition will be paid through the FACTS tuition payment program in one of the following ways:

1. In full no later than July 1st; or
2. In semi-annual installments in July and January; or
3. In 10 monthly installments from July through April.

Tuition must be paid for each month a child attends at least one school day in that month. Tuition payments and other fees that remain outstanding beyond 30 days are considered delinquent; access to FACTS Family Portal will be denied and all records held until payment is made. Holy Family Catholic School may suspend a student from class and/or extracurricular activities if tuition or other fees are not received by the due date.

Parents, who are unable to make timely tuition payments due to unforeseen, exigent circumstances, must address these concerns with the principal. A payment plan will be established and if the approved payment plan is not followed, the student will not be permitted to attend class.

A family may not pre-register for the following year if they have delinquent tuition or other fees. Additionally, if a family becomes delinquent after it pre-registers, the student will lose one's spot and the fee will go toward the delinquent tuition.

## **REFUNDS**

Enrollment fees and other fees are non-refundable. Under all payment plan options, tuition is non-refundable when:

- It represents the July monthly portion; or
- It represents the monthly portion for which a child has attended at least one school day during that month.

When tuition has been paid under the "in full" or "semi-annual" payment plan, any unused tuition will be refunded if:



- The student moves a distance that prohibits attendance at Holy Family Catholic School; or
- The principal determines that the student is unable to meet the demands of HFCS through no fault of the student; or
- The student is unable to attend classes due to prolonged illness, injury, or death.

No refund is available for the first month of school and no refund is due for any month in which a child attended at least one school day during that month. Any delinquent tuition payments or fees will be deducted from the amount of refund

## **GENERAL STUDENT INFORMATION**

### **TELEPHONE USE**

Telephones are used by staff for school business and are available for student use only in the case of an emergency. Parents are asked to communicate with children at home before they arrive at school. The telephones must be free for school business. Emergency calls will, of course, be handled as quickly as possible. (For personal cell phone policy, refer to the "Prohibited Articles" section in this handbook.)

### **BACKPACKS / BACKPACKS WITH WHEELS**

Students in grades PK-3 are allowed any type of full-sized backpack.

Students in grades 4-8 may use school bags or backpacks without wheels to carry their books to and from home. Backpacks should be clearly marked with the student's name on the inside of the backpack. Because of safety concerns, backpacks must be placed in a teacher designated area in each classroom. If a doctor prescribes a rolling backpack, the school must have a current prescription on file (updated yearly).

### **CARE OF TEXTBOOKS AND MATERIALS**

Students are expected to:

- Take proper care of textbooks;
- Keep textbooks neatly covered at all times;
- Write in workbooks or other materials only under the direction of the teacher;
- Keep all book covers, homework, books and binders free of graffiti;
- Pay for damaged or lost books.

### **SOLICITATION/SELLING**

Students may not sell any items at school unless the principal has approved the sales project. Permission from the pastor must be given in order to sell items at the church.

### **LOST AND FOUND**

Articles that have been found are collected on a "Lost & Found Rack" in the hallway west of the cafeteria. Valuables are kept in the office. Placing the child's name in clothing will aid in the return of lost items.

Unclaimed articles will be sorted monthly and either sent to the Hornet Store, donated to the St. Vincent de Paul Society, or thrown away.

### **CLASS PARTIES**

School/Home and School Association (H.S.A.) sponsored parties are Christmas, Valentine's Day, and Fiesta Day during the last 45 minutes of the school day. Parents are responsible for set-up, hosting and cleanup.

The teacher **MUST** approve all food and/or activities in advance.

Both the teacher and principal, in advance of announcements to the students, must have approved any and all other class parties for rewards etc.

## **GENERAL PARENT INFORMATION**

### **CALENDAR**

The annual and monthly school calendar is available on the HFCS website. Any changes with regard to event dates will be communicated as needed. School holidays may or may not coincide with the Fort Worth I.S.D. Hornet Herald, the HFCS weekly newsletter, contains communication from the principal and information about current and upcoming events.

### **COMMUNICATIONS**

Hornet Herald, the HFCS weekly newsletter, contains communication from the principal and information about current and upcoming events.

If there is a concern regarding the child's work, the parent should contact the teacher via email and the teacher will respond within 24-48 hour period.

Should a parent have a concern, it will be determined if the concern relates to a school or classroom matter. With a classroom matter, the parent is to see the teacher first. If the teacher and parent cannot resolve the matter, or if there is continued concern, the principal will then meet with the parent. If appropriate, the teacher may choose to be present. After these steps have been followed, a parent may contact the Pastor.

FACTS, the school information website, provides parents with student progress. The web site will make other information available to parents.

### **PARENT ALERT**

The Parent Alert service through FACTS delivers automated phone calls, texts, and emails in the event of emergencies.

In the event of inclement weather, parents will be alerted through the Parent Alert Program. Prekindergarten students are not required to attend class if the start of school is delayed to 10:00 A.M. or later.

### **DIRECTORY**

For the convenience of students and parents, a directory that includes names, addresses, and telephone numbers of pupils, can be accessed through FACTS. Permission for Publication is part of the enrollment packet.

### **NOON DISMISSAL DAYS**

School is dismissed at 12:00 P.M. as indicated on the school calendar. Teachers have professional meetings or parent conferences planned on those days. BASC is offered; PK Enrichment is not offered.

### **HOME AND SCHOOL ASSOCIATION (H&SA)**

H.S.A. membership is open to all families of the school. HFCS benefits measurably from the involvement of parents and parishioners, creating a true sense of community in a Christian environment. The H&SA supports the school in numerous ways, including fundraising, hospitality, extracurricular activities, and special projects. Meetings are posted on FACTS and on the school calendar if dates are available at the time of publication.

### **DADS' CLUB**

The Dads' club promotes fellowship and provides support and assistance to Holy Family Catholic School. It is open to all men who have or have had children at HFCS. Meetings will be announced via the Hornet Herald, school website, and FACTS.

### **WITHDRAWALS**

The parents of any student who is withdrawing during the school year should complete an Application for Withdrawal. The parent may also complete an Exit Survey. Teachers and staff will summarize the student's file for forwarding to his/her next school of enrollment. A 24-hour notice must be given.

### **PARENTS AS PARTNERS**

As partners in the educational process at Holy Family Catholic School, we ask parents:

- To set rules, times, and limits so your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch and a nutritional snack every day.
- To actively participate in school activities such as, but not limited to, parent/teacher conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy.
- To notify the school office with changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To attend Mass and teach the Catholic faith by word and example.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student concerns.
- To treat other parents and community members with positive respect and courtesy.

### **Parents' Roles**

We at Holy Family Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life- physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Family Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Family Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K through 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher or any faculty member at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive; however, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a student takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## HEALTH AND SAFETY

**\*\*\*Holy Family Catholic School follows all health and safety guidelines as set forth by the Diocese of Fort Worth.**

**Accident or Illness** - In the event of accident or illness requiring more than minor first aid, parents will be notified. It is essential that parents have 3 current emergency phone numbers on the Emergency Care form. Please notify the school office of any changes.

The school is responsible for first aid only (immediate care for sickness or injury). If, in the opinion of the principal, a child is in need of immediate medical attention and the parents cannot be contacted, the principal will have the student taken to the family doctor or to the hospital *AT THE EXPENSE OF THE PARENTS*. Release is signed by parent/guardian on the Student Emergency Care form. It is imperative that this form contains "up-to-date" information. The school does not carry accident insurance to cover students; however, family medical insurance policies cover injuries, which occur at school.

**Medication** - The parent must sign a permission form, obtainable in the school office, and the doctor for any medication dispensed at school. A new permission form is required at the beginning of each school year for all medication. Each student's medication must have affixed a prescription label including his/her name, the name of the drug, the directions concerning dosage, and the instructions about the duration of the medication. All medications will be safely stored in the clinic and dispensed through the nurse's office.

At no time should students have medication, including cough drops, in their possession. Parents are responsible for bringing in and picking up all medications.

## COMMUNICABLE DISEASE

- Immunizations required by the State Department of Health must be observed.
- Students should remain at home when they exhibit the first symptoms of a disease.
- When a student in school is suspected of having a communicable disease, he/she should be separated from other students until he/she can be sent home

## Guidelines for Excluding Students from School

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100° or above	Fever free for 24 hours
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice and nit free
Other symptoms suggestive of acute illness	Written physician release

**Health Records** - Health data is maintained for all students. A copy of the student's health record must accompany him/her when transferring to or from another school.

## Screenings

Vision, hearing, and scoliosis screenings are conducted in school following state laws and Diocesan policy. Checks for head lice are conducted on a periodic basis.

## Policies and Requirements

Health Examination A health examination is required for all new students within twelve months before admission.

Health Personnel The diocesan health coordinator, in cooperation with the school nurse, has the responsibility for health services.

Infectious Diseases If a student contracts an infectious disease or condition, he is not allowed to attend school and parents are asked to notify the school immediately. The school nurse, if necessary, will notify the Health Department.

## **Immunizations Requirements**

**Immunization Policy** – found in the TCCB ED School Health Manual and TCCB ED Guide to Quality and Effectiveness.

Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. **A student who fails to present the required evidence shall not be accepted for enrollment.**

## **Conscientious Objections**

Catholic schools do not accept students who have received a parental choice or religious exemption from the immunizations required by Texas state law. **Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas.** (Atty. Gen. Op. GA-0420) See **Appendix D in the TCCB ED Guide to Quality and Effectiveness.**

## **Exemption**

The only exemption to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the state of Texas.

## **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

All students entering school must have received immunizations according to the following schedule:

**Diphtheria/tetanus/pertussis** containing vaccine:

- Ages 3 and 4 years: 4 doses
- Kindergarten entry: 5 doses required, one dose on or after 4th birthday or 4 doses if the 4th dose was given on or after the 4th birthday
- 7th grade entry: Required to have one booster of tetanus/diphtheria/pertussis containing vaccine, if at least 5 years have passed since the last dose of a tetanus-containing vaccine or when the 5 year interval has lapsed (**Tdap booster**).
- 8th grade entry: One dose (**Tdap booster**) when 10 years have passed since the last dose

**Hepatitis A**: 2 doses

- 1st dose is to be given on or after age 1 for children in grades PK - 8th
- 2nd dose is to be given a minimum of 6 months after the 1st dose, grades PK - 8th

**Hepatitis B**: 3 doses required for all students grades PK - 8th

**HibCV**: Minimum 1 dose required for students younger than 5 years after 15 months or a primary series with a booster on or after age 1

**Meningococcal Conjugate (MCV4)**: One dose for students for entry into grades 7th and 8th on or after the student's 11th birthday.

**MMR**:

- Ages 3 and 4 years: One dose required on or after age 1

- Kindergarten through 8th entry: Two doses required with the 1st dose on or after age 1

**MMR/M:** Students vaccinated prior to 2009 with two doses of measles and one dose each of rubella and mumps will satisfy this requirement.

**Pneumococcal:** Minimum 1 dose required for students 59 months and younger, given after age 2. (Unless a primary series of 2 doses was received under the age of 1 with a booster given after age 1.)

**Polio:**

- Ages 3 and 4 years: 3 doses required
- Kindergarten entry: 4 doses required, one dose on or after 4th birthday unless the 3rd dose was given on or after the 4th birthday. (Required for grades K-8th)

**Varicella:**

- Ages 3 and 4 years: 1 dose required
- Kindergarten through 8th entry: 2 doses required

## COVID -19, school year 2022-23

### Diocese of Fort Worth Catholic Schools

- Masks remain optional for all Catholic schools and parishes
- Okay to reopen water fountains, clean regularly
- Continued reporting of all school cases, students, staff and employees to Diocese Nurse Consultant, and notification of cases to school communities

### CDC Guidance for K-12 School and Early Care and Education Programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>

updated: May 27, 2022

### Strategies for Everyday Operations in Schools – CDC recommendations

1. Staying up to date on routine vaccinations is essential, teachers, staff, and students.
2. Staying home when sick when anyone has symptoms of infectious diseases, and test for COVID-19, <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>
3. Optimal ventilation and improved air quality to reduce the risk of germs and contaminants spreading through the air. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/ventilation.html>
4. Hand Hygiene and Respiratory Etiquette, can prevent the spread of infectious diseases, teach and reinforce proper handwashing, using soap and water, before and after eating and after recess, if not available, 60% alcohol-based hand sanitizer. Covering of coughs and sneezes decreases the spread of infectious diseases, including COVID-19. <https://www.cdc.gov/handwashing/when-how-handwashing.html>

[https://www.cdc.gov/hygiene/personal-hygiene/coughing-sneezing.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fhealthywater%2Fhygiene%2Fetiquette%2Fcoughing\\_sneezing.html](https://www.cdc.gov/hygiene/personal-hygiene/coughing-sneezing.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fhealthywater%2Fhygiene%2Fetiquette%2Fcoughing_sneezing.html)

5. Cleaning and Disinfection of all hard surfaces at least once a day to reduce the risk of germs spreading by touching surfaces. <https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>

6. Quarantine recommendations for close contacts are to wear a well-fitting face mask and get tested will vary depending on vaccination status and history of prior COVID-19 infection. For children who cannot wear a mask consistently, it is safest to quarantine for a full 10 days. <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

## **Safety Plan**

Holy Family Catholic School follows Standard Response Protocols and has a detailed emergency plan, which includes the response to fire, tornado, flood, personal injury, threats, storms, utility failure, bomb threat, chemical spill, and unauthorized entry. Holy Family focuses on keeping our children safe by conducting fire drills, tornado drills, evacuation procedures, lockdowns, and controlling entrance into the school building. The faculty and staff are trained yearly in CPR, AED, and First Aid as well as all dismissal procedures.

## **STUDENT RECORDS**

Holy Family Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any/all official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office.

In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony.

A cumulative record is maintained for each student including personal and family data, achievement records, test data, and health record. All material in the cumulative folder is confidential and is accessible only to members of the professional staff and to the parents or guardians. Requests for records to be copied must be made at least 24 hours in advance.

Medical records may be obtained at any time upon request.

Diocesan policy states that all student records must carry the legal names of students as shown on their birth certificates or the files must contain copies of court orders showing name changes.

Any teacher evaluation or report requested by an outside source must be mailed or faxed to that source. We do not allow parents to hand carry these reports. Parental permission is needed to obtain this information.

## **HOLY FAMILY CATHOLIC SCHOOL - CONTRACT FOR 2022-2023**

With the successful submission of this enrollment packet and payment of all applicable enrollment fees, Holy Family Catholic School will enroll my child for the 2022-2023 school year. However, I acknowledge that my child is not considered fully enrolled with Holy Family Catholic School until they attend the first day of the school year. Furthermore, I, as parent/guardian, agree to the following provisions:

1. I understand that a Catholic education is NOT a right; it is a privilege.
2. I understand the education of my child is a collaborative effort involving my child, myself, and the faculty and administration of Holy Family Catholic School.
3. I understand that my child's teachers are dedicated professionals who make sacrifices to teach in a Catholic School.
4. I can expect the following from Holy Family Catholic School:
  - to collaborate and communicate with parents while providing a comprehensive educational experience for my child.
  - to uphold the teachings of the Catholic Church, share the faith with enthusiasm and pastoral care, and be worthy role models.
  - to provide an excellent academic program and a safe, positive environment.
  - to respond to concerns in a professional and timely manner, while protecting the child's and family's confidentiality.
  - to be good stewards of the resources provided to the school.
5. In order to demonstrate fully my commitment, full support and cooperation with Holy Family Catholic School, I will:

- ensure that our family prays regularly and attends Sunday Mass or Church service weekly as well as on Holy Days.
  - personally pray for the well-being of the school, the faculty and staff, and the students and families as I am able.
  - continue to teach my child Christ-like behavior to prevent the hurtful consequences of bullying, teasing and intimidating behavior towards others.
  - expect my child to use respectful verbal and body language, and model respect by refusing to start rumors or listen to gossip.
  - understand that all students and parents are responsible for the good name of the school, knowing that behavior outside of school that is non-exemplary or harmful to the school's good reputation may lead to disciplinary action at school.
  - provide my student with assistance and support needed for academic and social success, and hold my student responsible for his/her own choices and behavior.
  - communicate honestly and respectfully to school personnel, even when upset, to resolve disputes or relay concern in a timely manner.
  - trust that the school authorities will do everything in their power to facilitate my child's reaching of his/her full potential in Spirit, Mind and Body.
6. I will timely pay the required tuition and fees set by the school as detailed in my FACTS account.
  7. I understand that if tuition or any other fees remain outstanding beyond 30 days FACTS Family Portal access will be denied and all report cards will be held. Holy Family Catholic School may suspend my child from class and/or extracurricular activities if tuition or any other fees are not received by the due date. No records, transcripts, recommendations, diplomas or report cards will be issued to families who owe tuition or any other fees.
  8. I understand that it is solely my responsibility, in a timely manner, to discuss with the principal and Business Manager any family situation that arises that may impact my ability to meet my financial obligations to Holy Family Catholic School.
  9. I understand my eligibility for the parish rate discount must be evaluated annually and is contingent upon my timely providing my pastor with the applicable form and that it is the pastor's sole discretion to determine my status as a registered, active member. I understand that if tuition is split between two or more parties, it is the responsibility of each party to individually apply for the parish rate discount for their portion. I also understand that the school's Business Office must receive the approved, signed application no later than April 1, 2022 for my tuition payment plan account to reflect the parish rate discount.
  10. The enrollment fee and other fees will not be refunded under any circumstances once the admissions process has been completed.
  11. Under all payment plan options, tuition is non-refundable when it represents the July monthly portion or it represents the monthly portion for which my child has attended at least one school day during that month.
  12. When tuition has been paid "in full" or with the "semi-annual" payment plan, unused tuition will be refunded if my child moves a distance that prohibits attendance at Holy Family Catholic School; or the principal determines that my child is unable to meet the demands of HFCS through no fault of my child; or my child is unable to attend classes due to prolonged illness, injury, or death.
  13. I understand that if I am enrolling my child in the Pre-Kindergarten program that they must be completely potty-trained.
  14. I understand that if I am enrolling my child in the Pre-Kindergarten program that they must attend the curriculum portion of the day to be able to attend the Enrichment Program during that day.
  15. My child is responsible for conforming to and obeying the rules and regulations of Holy Family Catholic School as published in the handbook for parents, accessible on the website, or as announced or amended during the school year.
  16. I will pay the reasonable cost of repairing or replacing any damage to or loss of school property caused by my child.
  17. Unless and until I satisfactorily fulfill my obligations as outlined in the present contract, Holy Family Catholic School will not enroll my student for the subsequent year, will withhold my child's report card(s) and transcript(s), and will not permit graduation of my child.
  18. My child may participate in all school-sponsored activities on and off campus, including athletics, unless I deliver written notice to the contrary to the school office.



19. I understand that if my child was not enrolled at Holy Family Catholic School at the end of last school year, he/she will remain on probation until the end of nine weeks at which time his/her status will be reviewed. A child whose performance has not met the expectations of Holy Family Catholic School may be withdrawn.
20. I release the Diocese of Fort Worth, Holy Family Catholic School and its council members, faculty and staff from liability for accidental personal injury to, or accidental death of, my child.
21. During the school year, I will perform 30 hours of service for Holy Family Catholic School. If this obligation is not met, I agree to pay \$10.00 per hour for any hour, or portion thereof, not served. To volunteer with students I am aware of the safe environment training sponsored through VIRTUS that must be taken along with a background check. In addition, I am aware of the Diocese of Fort Worth's insurance requirements to drive students on school-sponsored activities as well as having a clear driving records check.
22. If suit is filed to enforce any provision of this contract, the prevailing party shall be entitled to recover reasonable attorney's fees. Any such suit shall be filed in a court of competent jurisdiction in Tarrant County, Texas.
23. I also understand that acceptance at Holy Family Catholic School each year is neither guaranteed nor automatic. Each year the faculty evaluates all students. The principal reserves the right to ask any student to withdraw or to refuse admission if a student does not appear to be successful at Holy Family Catholic School, or if other family members cause disruption to the school community.
24. Parents will communicate with teachers/school by regularly responding to messages and reports from the school (Hornet Herald, email, phone calls, written notes, and FACTS Family Portal). School personnel will respond in a timely manner (one school day) to parental requests for information about student progress at school or about problems that parents may perceive. In addition, the school strives to inform families of events and activities through the weekly newsletter and the FACTS Family Portal calendar.
25. I understand that when my child is using the internet or any other computer/ telecommunications/ electronic or digital communications device, they must adhere to all rules of courtesy, etiquette, privacy and laws regarding the use of information and data as prescribed by either Federal, State or local laws as well as the applicable policies of the Diocese of Fort Worth and Holy Family Catholic School.
26. I have accessed the Diocesan School Policy #6200 [Use of Technology](#), #6205 [Online Social Media](#) and #6210 [The Minimum Social Media Requirements](#) and reviewed them with my child. I understand both policy statements and agree that all members of my family will abide by the standards set forth in these policies. I further acknowledge that any violation of these policies by a student member of my family will result in disciplinary action against the student member of my family up to and including expulsion from the school.
27. I have accessed the [iPad/Laptops, Tablets and Electronics Usage Agreement](#) and reviewed it with my child. I understand that my child will use the iPad via the iPad portable lab and/or the iPad reading centers and laptops via Technology class or as managed by any other classroom teacher to improve and personalize his/her education this year. I agree that my child will not deface or destroy this property in any way. Inappropriate use of the equipment will result in disciplinary action. I will assume full and total financial responsibility for the repair and/or replacement of a device damaged by my child. Replacement of the device will be at the current market value for a comparable item. My student will report any damage or changes to the iPad/laptop immediately to their teacher, who will determine necessary action.

**HANDBOOK - The school administration retains the right to amend the handbook for just cause and will notify the parents of changes made.**

## **ADDENDUMS**

### **DIOCESAN POLICY 1265**

### **VIOLENCE AND WEAPONS**

The school is concerned with providing students and employees with a safe and productive environment. As such, the school expressly prohibits any and all acts or threats of violence by or against any student, employee, family member of a student, vendor, or other visitor to the school facilities. This policy applies to all students and employees, whether or not they are engaged in business on behalf of the school, and whether or not they are on school premises.

In addition, the school strictly prohibits the possession of, exhibiting or threatening to exhibit or to use, or use of any and all weapons, including handguns on school premises by any student or employee, family member of a student, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible. The school premise includes not only the main facilities, but also the parking lots, entrances and exits, break areas, etc. Students and employees are further

prohibited from the possession of, exhibiting or threatening to exhibit or to use, or the use of any and all weapons while conducting business on behalf of the school off school premises.

The school is required to post signs containing the written statutory notice prohibiting bringing concealed weapons onto the school property. Contact the Diocese for the specific wording and statutory requirements for the written notice.

## **DIOCESAN POLICY 1290 DISABILITY DISCRIMINATION COMPLAINT REVIEW PROCESS**

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the School arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint Review Process is to be free from restraint, coercion, discrimination, or retaliation in any form. The Complaint Review Process should be used when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

### **I INITIAL COMPLAINT PROCESS**

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) involved.
2. If you cannot reach a resolution, or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the principal of the school. Notification to the principal must be written and within fifteen (15) days of the event which is the subject of your complaint. If you do not submit a written complaint to the principal within the fifteen (15) day period, your complaint will be considered untimely.
3. The principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The principal will advise you in writing of the outcome of the investigation and his or her decision of submission of your written complaint.

### **II. REVIEW LEVEL**

1. If you disagree with the decision of the principal, you may appeal the decision in writing to the next level for review within fifteen (15) days from the date of the principal's written decision or your appeal will be considered untimely. The request for review must be sent to the Superintendent of the Catholic Schools of the Catholic Diocese of Fort Worth. The Superintendent can be reached at the address of The Catholic Center, 800 West Loop 820 South, Fort Worth, Texas 76108-2919, and telephone number (817) 560-3300.
2. The Superintendent will set the date, time, and location for the review. Your review may be conducted by a single person or by a representative committee, as the case warrants. All persons involved in the complaint may select someone to help in preparation for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set after receipt of your request for review, giving consideration to the schedules of all persons involved.
3. At the Review Hearing:
  - a. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
  - b. The reviewer(s), interview(s), or other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
  - c. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
  - d. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within ten (10) days of the hearing. The decision of the reviewer(s) is final and is not to be subject to any other grievance, arbitration, review, or reconciliation procedure of the Catholic Diocese of Fort Worth.

Your participation in this Complaint Review Process does not prevent you from making a complaint to an applicable government agency.

## **HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973**

If you feel that your child with a disability needs a minor adjustment to enable him/her to participate in the general education curriculum of the School, please talk to your child's teacher and/or Principal of the school. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

## **STUDENT NON-DISCRIMINATION POLICY**

The School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, nationality, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School

The School does not discriminate on the basis of race, color, disability, sex, nationality, and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the School in meeting the student's needs.

## **DIOCESAN POLICY 5217                      STATUTORY NOTIFICATION OF A SCHOOL OF THE ARREST OF A STUDENT**

Article 15.27 of the Texas Code of Criminal Procedure requires the police to give a private school, in which a child is enrolled, oral or written notification that the child has been arrested for a felony or certain misdemeanors.

“(h) This article applies to any felony offense and the following misdemeanors:

(1) an offense under Section 20.02 [Unlawful Restraint], 21.08 [Indecent Exposure], 22.01 [Assault], 22.05 [Deadly Conduct], 22.07 [Terroristic Threat], or 71.02 [Engaging in Organized Crime], Penal Code;

(2) the unlawful use, sale, or possession of a controlled substance, drug paraphernalia, or marihuana, as defined by Chapter 481, Health and Safety Code; or

(3) the unlawful possession of any of the weapons or devices listed in Sections 46.01(1)-(14) or (16), Penal Code, or a weapon listed as a prohibited weapon under Section 46.05, Penal Code.”

The oral or written notification required by Article 15.27 of the Texas Code of Criminal Procedure or any other statute, to a school, that a student has been arrested for a felony or misdemeanor that the law requires the police to notify the school of the arrest is grounds for the expulsion of the student from the school.

## **DIOCESAN POLICY 5218                      REGISTERED SEX OFFENDERS**

No individual, who is required to register as a sex offender under Chapter 62, Code of Criminal Procedure, or any other statute, may be a student. Any student, who is required to register as a sex offender, shall be expelled from the school.

## **Diocesan Policy 6200. USE OF TECHNOLOGY**

Access to the technology resources in the Catholic schools of the Diocese of Fort Worth, including the Internet, shall be made available primarily for instructional and administrative purposes. Access to the school's computers, network, and Internet resources is a privilege, not a right. All users shall have the responsibility to use the equipment and software with care and to comply with the Diocese's Acceptable Use Policy. Teachers may grant students access to the school's technology as deemed appropriate by the teacher. Users of the school's technology shall not purposefully access materials that are considered an Unacceptable Use as defined hereinafter. Individuals making an Unacceptable Use of the school's technology will be subject to disciplinary action, which may include, but not be limited to, termination of employment or expulsion from the school.

## **ACCEPTABLE USE POLICY**

## **INTERNET TERMS, CONDITIONS, AND REGULATIONS**

It is the policy of the Catholic schools of the Diocese of Fort Worth to require the Acceptable Use of the Internet and related technologies by all employees, volunteers, patrons, guests, and students as set forth below. Access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action taken for any Unacceptable Use of the school's technology.

1. Acceptable Use—The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic schools of the Diocese of Fort Worth. Use of other organizations' networks or computing resources must comply with the rules appropriate for the networks.

2. Unacceptable Use — The term "Unacceptable Use" as used herein shall include, but not be limited to, the following prohibited acts:

- a. transmission or the receipt of any material in violation of any U. S. or state regulation including, but is not limited to, copyright material, threatening, violent, or obscene material, or material protected by trade secret;
- b. use for commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication;
- c. pornography, information on bombs, inappropriate language and communications, and flame letters;
- d. acts of vandalism, any malicious attempt to harm or destroy data or another user or to damage hardware or software, the uploading or creation of computer viruses, and
- e. unauthorized use of another's computer, access accounts, and/or files.

3. Privileges—The use of the Internet and related technologies is a privilege, not a right, and Unacceptable Use may result in cancellation of the privilege and may subject the individual to disciplinary action, which may include, but not be limited to termination of employment or, expulsion from the school. Each user who is provided access to Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies.

4. Copyright—It is the policy of the Catholic schools of the Diocese of Fort Worth that all employees, volunteers, patrons, guests, and students will abide by the federal copyright laws. Employees, volunteers, patrons, guests, and students may, with the school's permission, copy print or non-print acceptable use materials allowed by:

- \* Copyright law
- \* Fair use guidelines
- \* Specific licenses or contractual agreements
- \* Other types of permission

Employees, volunteers, patrons, guests, and students who willfully disregard copyright law are in violation of the policy of the Catholic schools of the Diocese of Fort Worth; they do so at their own risk and assume all liability.

5. Other

- \*\* Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- \*\* Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users,
  - or misrepresent other users on the network.
- \*\* Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or
  - Damage the software or hardware components of a computer or computing system is prohibited.
- \*\* Prior approval is required from the school for List serves use by or for Employees, volunteers, patrons, guests, and students.

## **ELECTRONIC AND/OR DIGITAL COMMUNICATIONS POLICY**

Electronic and/or digital communications with students, and staff members should be conducted for educationally appropriate purposes using school sanctioned communications methods. The school sanctioned communications methods are: teacher school web pages such as the school website, Moodle, or School Notes, teacher school email, teacher school

phone and educationally focused networking sites such as Churchwerks. The term “Staff member” as used herein shall mean all employees of a school.

Staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A staff member is free to contact parents using e-mail, a home phone, personal cell phone or other appropriate electronic or digital devices. Staff members are to contact parents, not students, when they need to disseminate information for the student’s benefit. Staff members should not purposely distribute a home phone number or a personal cell phone number to students.

Staff members are not to contact students directly by electronic and/or digital communications. If a staff member contacts a student, other than by a school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the student shall immediately notify the student’s parents about the contact, and the student’s parents shall immediately reported the contact to the principal or to other proper school authorities.

Students are not to contact a staff member, other than by school sanctioned communications methods. If a student contacts a staff member, other than by school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the staff member shall immediately report the contact to the principal or to other proper school authority who shall immediately notify the parents of the student concerning the communication by the student to the Staff member.

## **6205 ONLINE SOCIAL MEDIA**

Although this policy closely mirrors the Diocesan policy on social media, due to the special, privileged and powerful relationship between a Catholic school and its parents and students, sections of this policy are more restrictive. The first legal duty of a Catholic school is to keep those entrusted to them safe.

The Catholic schools of the Diocese of Fort Worth acknowledge the right of employees to use personal websites, social networks, wikis, weblogs and other emerging technologies not only as a form of self-expression, and, in their individual capacity, as a means to further the work of the Church. Additionally, the same rules that apply to school employee’s messaging and communications in traditional media apply in the online social media space. This specifically means that teachers and all school staff, including substitutes and volunteers, are never to use social media to directly communicate, interact or respond directly to students unless that social media is operated, controlled and directed by the school itself. Simply because the development and implementation of an online social media program can be fast, easy, and inexpensive does not mean that different rules apply. School employees should bear in mind that posting of certain comments, photos, links or references to third party websites and information on websites, social networks, wikis and weblogs may have a harmful effect on the Church and its schools, its reputation, and its employees.

In light of this possibility, school employees are required to adhere to the following policy regarding the use of personal and professional websites, social networks, wikis, weblogs and other emerging technologies. This policy supports other related Diocesan and school policies, including Acceptable Technology Use and the Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers.

School employees may only access websites, weblogs, wikis and social networks for legitimate professional job-related purposes during the workday with the approval of their direct supervisor. School employees are not to create, post or otherwise access weblogs, personal social networks, wikis or personal websites for personal use during normal school working hours. Employees should exercise sound judgment and common sense to prevent online social media sites from becoming a distraction at work.

If you identify yourself as an employee of a Catholic school on a personal website, weblog or social network, you must make it clear to your readers that the views you express are yours alone and that your views do not necessarily reflect the views of the Diocese or its schools. In the event that you identify yourself as an employee of a Catholic school on a personal website, weblog, wiki or social network, to help reduce the potential for confusion, you are required to put the following notice in a reasonable prominent place on your site (e.g., at the bottom of your personal profile page) in at least a size 12 font bolded:

“The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer.”

School employees are prohibited from disclosing on personal or professional websites, weblogs, wikis or social networks, any information that is confidential or proprietary to the Diocese, its schools or to any third party that has disclosed information to the Diocese or its schools.

The school has exclusive ownership rights with respect to certain concepts and developments you produce that are related to school business. Employees may not use school trademarks on their site or reproduce any school materials or logos. Please consult with your principal if you have questions about appropriateness of publishing anything that may be related to the school on your site.

School employees may not use the copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC), without the necessary permissions of the rights holder(s).

School employees are prohibited from providing a link or otherwise referring to the school website on their personal website, social networks, wikis or weblogs without consulting with and obtaining the approval of the principal of the specific school.

School employees shall not allow any obscene, harassing, offensive, derogatory or defamatory comments and images which reflects/discredits or causes embarrassment to the Diocese and its schools, its employees, patrons, vendors, partners, affiliates, agencies, students, and others on personal, the school's and professional websites, any other social networks, wikis or weblogs.

- All social media being used by Catholic entities must be clearly branded in order provide institutional authority as well as avoid confusion. Unless you have been officially authorized in writing to speak or act on behalf of a Catholic entity, employees are prohibited to use such brandings or create secondary social media sites that give the illusion of being authoritative.

All social media used by Catholic entities must comply with the Minimum Social Media Requirements contained in Policy 6210.

The school reserves the right to regularly monitor any and all schools based computers. In addition, it is the policy of the Catholic schools of the Diocese of Fort Worth that every portable information/data storage device used by a school staff member or student may be examined at any time because it may contain something dangerous.

The school reserves the right to monitor professional websites, social networks, wikis or weblogs created on school computers during the course of a normal workday, or on school computers on personal time.

Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous. If your complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.

The school requires that you confine your personal website, social network or weblog commentary to topics unrelated to the Diocese or its schools (or in certain cases, that you temporarily suspend your website or weblog activity altogether) if it believes this is necessary or advisable to ensure compliance with this policy or federal and state laws.

School employees will comply with all aspects of the Children's Online Private Protection Act (COPPA). Employees are forbidden to post or distribute personal identifiable information including pictures on any child under the age of eighteen without parental consent. Personal identifiable information includes name, home address, email address, telephone number or any information that would allow someone to identify or contact a child. If written verifiable consent is obtained from a parent, it is important that the parent has approved the information that is to be provided and has full knowledge of its use, purpose and how the information is going to be provided. Likewise, parents should be made aware that the school is

making use of only school controlled websites, social networks, weblogs and other emerging technologies to communicate with students.

School employees will model safe and effective use of technology for students including developmentally appropriate instructions on responsibility associated with the use of technology and the possible dangers associated with technology. School employees who violate this Online Social Media policy will be subject to disciplinary action, up to and including termination. If you have questions about this policy or any matter related to your site that this policy does not address, please consult with the principal of your school.

## **6210 THE MINIMUM SOCIAL MEDIA REQUIREMENTS**

The following guidelines are required for schools wishing to establish social media. These requirements apply to all current and future social media, including but not limited to websites, wikis, Facebook, Twitter, blogs and other emerging technologies.

- Site administrators must be adults and/or approved employees of the school
- There must be at least two site administrators for each site to allow for rapid response and continuous monitoring and updating of the site.
- All social media must be reviewed by the principal or the pastor before implementation to ensure it is not in conflict with current standards, policies and Catholic teachings.
- Personal sites shall not be used in connection with school programs or to communicate with students. Students are defined as any and all students enrolled in a Catholic school in the Diocese of Fort Worth.
- Passwords, names of the sites and the site addresses or site location information shall be registered in a central location in the school and at least two (2) adults must have access to this information.

In establishing a school site, know and abide by these key “Rules of the Road”: • Abide by all diocesan, parish and/or school guidelines

- All communication by school employees reflect on the Church and the school
  - Do not claim or in any way give the impression or the appearance representing the official position of the school or the teachings of the Church, unless you have written authorized to do so.
  - All school social media sites shall be clearly branded and identified to provide institutional authority and to avoid confusion.
  - Abide by all copyright, fair use and financial disclosure laws.
  - Never divulge confidential information.
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**FAMILY HANDBOOK AGREEMENT FORM**

Student's Name (print): \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_

Student's Grade (print): \_\_\_\_\_

Mother's/Guardian Name (print): \_\_\_\_\_

Father's/Guardian Name (print): \_\_\_\_\_

I have read the Holy Family Catholic School Family Handbook and agree to follow the policies and procedures contained in this document.

Signature of Mother/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Father/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN THIS FORM TO THE SCHOOL OFFICE BY AUGUST 15, 2022**