

HOLY FAMILY CATHOLIC SCHOOL
6146 Pershing Avenue
Fort Worth, TX 76107
Phone: (817) 737-4201
FAX: (817) 738-1542

Dear Parents and Students,

Welcome to Holy Family Catholic School! In choosing HFCS, you have demonstrated a commitment to the mission of our Catholic school.

The Family Handbook reflects the policies of Holy Family Catholic School for the 2017-2018 school year. Please read this document carefully and review the policies and procedures with your child(ren). Please sign the Family Handbook Agreement and return it to the school office. Although the handbook is revised each year, Holy Family reserves the right to add / change or delete policies as warranted due to various circumstances or Diocesan directives.

The faculty and staff of your school look forward to working with you to promote spiritual development, academic excellence, physical growth, and emotional stability in the context of the Roman Catholic Church. At Holy Family Catholic School, we are aware of the living presence of Jesus, the “Master” who, today as always, is with us in our journey through life. The Gospel spirit should be evident in a Christian way of thought and life, which permeates all facets of the educational climate (*Archbishop J. Michael Miller, C.S.B.*).

Together let us pray that God, who has begun this great work in us, may carry it through to completion.

Peace in Christ,

John Shreve, Ed.D.
Principal

TABLE OF CONTENTS

HOLY FAMILY History, Mission, and Vision Statements.....	3
PROFILE OF A HFCS GRADUATE.....	3
ACADEMIC INFORMATION.....	4
ACADEMIC HONESTY.....	5
ACADEMIC PROBATION AND RETENTION.....	6
ACCREDITATION.....	6
ADMISSION INFORMATION.....	7
ADVISORY COUNCIL.....	9
ASBESTOS INFORMATION.....	9
ARRIVAL AND DISMISSAL PROCEDURES.....	9
ATTENDANCE AND ABSENCES.....	11
BACKPACKS.....	14
BEFORE AND AFTER SCHOOL CARE PROGRAM....	14
BULLYING / HARRASMENT (see Bullying Policy on school website www.hfcsfw.org) ...	15
CHILD ABUSE AND NEGLECT.....	15
CODE OF CONDUCT.....	16
COMMUNITY SERVICE.....	19
CUSTODY ISSUES.....	20
DISCIPLINE.....	20
DRESS CODE.....	20
EMAIL GUIDELINES.....	25
EMERGENCY PROCEDURES.....	26
EVALUATION OF ACHIEVEMENT AND TESTING....	26
EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES.	27
FAMILY DIRECTORY.....	29
FIELD TRIPS.....	29
FINANCIAL INFORMATION.....	32
GENERAL STUDENT INFORMATION.....	31
GENERAL PARENT INFORMATION.....	34
HEALTH AND SAFETY.....	38
HONOR ROLL AND RECOGNITION.....	41
LITURGICAL CELEBRATIONS.....	42
PARENT-TEACHER CONFERENCES.....	42
RETENTION AND SUMMER SCHOOL.....	42
SCHOOL HOURS.....	42
STUDENTS RECORDS.....	42
ADDENDUMS – Diocesan Policies.....	43

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 lights 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. Since 1979, the entire faculty has been composed of lay staff. The interior of the school was extensively remodeled in 1984. In 1993, a gym and new 7th and 8th grade classrooms were added. We celebrated our 50th anniversary in October 1995 and our 70th anniversary in 2015.

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.

VISION STATEMENT

Holy Family Catholic School aspires to provide a Christ-centered education focusing on academic excellence enhanced by service opportunities, physical education, fine arts, and current and evolving technology. Led by a passionate faculty and staff, we will support an enrollment that meets our facility's capacity while maintaining our small, nurturing community.

PROFILE OF AN HFCS GRADUATE

Person of Faith

The graduate is able to articulate the teachings of the Catholic faith, while continuing to put these teachings into practice.

Moral Decision Maker

The graduate considers the moral and ethical implications of decisions and chooses to do what is right according to the teachings of the Church.

Appreciative Person

The graduate will develop an appreciation for the beauty in the world and the wonder of his/her body through fine arts and physical activity.

Culturally Sensitive

The graduate exhibits global awareness and cultural sensitivity, and supports the Church's teachings regarding social justice.

Academically / Technologically Proficient

The graduate is academically and technologically prepared for higher education.

Effective Communicator

The graduate dialogues objectively while refining persuasive skills through various modes of expression and seeks to clarify diverse points of view through active listening.

Creative Learner and Problem Solver

The graduate applies creative talents to solve problems and serve others.

Critical Thinker

The graduate uses reason in pursuit of Truth, recognizing that all Truth is rooted in the person of Christ.

Life-Long Learner

The graduate engages in the pursuit of knowledge as a life-long activity.

ACADEMIC INFORMATION

Curriculum

The curriculum offered includes religion, language arts, mathematics, science, social studies, library skills, health and guidance at all levels. Enrichment classes include Spanish, computer, music (Band - grades 5-8), art, dance, and physical education. Grades PK4 through 8th attend Library class once per week. (more detailed information on the school's website (www.hfcsfw.org)).

Preparation for High School

The HFCS Middle School program is designed to help students gain an edge in college preparation early in their academic careers. Students develop and improve study habits necessary for succeeding in rigorous course work while exploring the world from various perspectives. These courses help students prepare to take Honors, Accelerated, and Pre-AP / AP courses when they enter high school.

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

Note: All service hours are to be completed outside of the school day, before 8:00 A.M. and after 3:00 P.M. Students who are in the Liturgical choir, Yearbook Committee, or Student Council may count the time spent in these organizations towards their service hour requirement.

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 nor be allowed to neither participate in the ceremony nor receive the diploma.

Promotion Mass for 8th 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. All blouses and dresses may not be strapless or spaghetti straps and have a modest neckline. Only clear nail polish will be worn on fingernails and toenails.

*Note: Any eighth grade student who does not dress properly will not take part in the graduation ceremony. They will be asked to sit in back of the church.

ACADEMIC HONESTY

At Holy Family Catholic School, we place great importance on original and creative work. Anything less is disappointing and unacceptable. 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 RenWeb.

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 six major subjects at the end of the school year will be placed on academic probation. Any student who receives a "69" or below in three or more of the six major subjects at the end of the school year will be automatically retained.

A student in grades 5-8 that is 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 that is on academic probation must comply with the school's recommendations to be removed from academic probation. If a student does not satisfy the above requirements, he/she will not be promoted to the next grade. In addition, the student may be refused readmission to the school.

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.

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. 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.

The most important qualification for acceptance 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, 2017 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.

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.

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.

A legal birth certificate and proof of immunizations must be submitted before prekindergarten, kindergarten, or first grade students will be allowed to register. The Diocesan Physical Examination Form 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 prove 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 attend all religious observances.

New Students

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

- Registration fee
- 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
- Signed release for records from previous school
- Letter of Reference (current school Principal for grades 1-8)

Incoming students will complete an assessment conducted by the grade level teacher and their parents are required to meet with the principal prior to acceptance.

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 application file 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 registration process and receive a tuition statement. To receive the reduced Parish Tuition rate, the family must be a registered active member of a sponsoring parish.

By August 1, new students must turn in the 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 the Authorization for Release of Student Records Form (Gr. 1-8). Stamped signatures, electronic signatures, and faxed copies will not be accepted. By the first day of school new students must turn in the Student Emergency Information form, and other forms requested by the administration in the school-wide summer mailing.

Returning Students

Students returning to Holy Family must provide the following documents:

- Registration forms
- Registration and other fees paid to date
- Updated immunization record for all students and a 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 Information 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 that share in the education ministry of the school. The Council actively participates in school governance in concert with the Pastor of the Parish and the school principal, using the consensus model.

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.

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 Program. Students who arrive between 7:30 A.M. and 7:50 A.M. will report to the cafeteria where they will be supervised by staff. At the 7:50 bell, students in the cafeteria will be dismissed to class by grade, and students just arriving should go directly to class. 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.

DROP OFF PROCEDURE

Parents of Pre-Kindergarten and Kindergarten students may park in the school lot and walk the student(s) to their classrooms once the 7:50 bell has rung.

No parent/students may walk back to the classrooms unless an appointment was made with the teacher in advance. Prekindergarten students may be walked to the PK building for the fall semester.

Beginning the spring semester (January), the PK students will be escorted to class by staff member.

All others will observe the following procedure:

Drivers should pull up to the sidewalk in front of the school. Pull up to the handicapped parking areas 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. If a student is unable to exit a vehicle on their own, parents must park in the parking lot and then help their child. Parked vehicles in carpool lane create congestion and create an unsafe environment for our students. Once all students have exited the vehicle, please pull out and away.

FOR THE SAFETY OF OUR CHILDREN, PLEASE DO NOT WALK ACROSS THE CARLINE. Parents may park in the handicapped parking spaces near the church and walk their kids to the front door of the school.

DISMISSAL

Dismissal for the car pool line will begin at 3:00 P.M. on full school days. Students are dismissed from the classroom as their rides arrive.

The safest and quickest method of picking up your children are through the carline.

FOR THE SAFETY OF OUR CHILDREN, PLEASE DO NOT WALK ACROSS THE CARLINE. We will call only those picking up in the carline for the first 10 minutes (3:00pm to 3:10pm). At 3:10pm, we will call those students whose parents / guardians have walked up to the building for pickup. Students are not allowed to walk to a parked car without an adult escort.

To further ensure a safe and timely dismissal, parents/guardians may not enter the school building prior to and during dismissal time. Students who have not been picked up by 3:20 P.M will be sent to the After School Care Program.

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

Pre-Kindergarten students are dismissed from the school library at 11:00am in the main building. Pre-Kindergarten parents are asked to wait outside the school upon arrival, and a faculty member will escort your child to you.

Please observe the following 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 to the point near the handicapped parking. Then quickly and safely pull out when the student is in the car to accommodate cars waiting in the line. Please do not park or block traffic in the pickup line.

If a student requires assistance into a vehicle, the faculty member will provide help. All parents/grandparents/etc. are to remain in the vehicle. If further assistance is required beyond what

the faculty member can provide, the parent/grandparent/etc. must park the car and walk up to receive the student. Students must always enter and exit cars in the carpool line only through doors closest to the curb.

Since it is dangerous for children to walk through oncoming traffic to a parked car, we request that all children are picked up at the curb where they will be safely loaded in the waiting vehicle by the staff. Students are not allowed to walk to a parked car without an adult escort.

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.

ATTENDANCE AND ABSENCES

ABSENCE POLICY *“Early is on time; on time is late”*

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 absolutely 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. It is the responsibility of the 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. Students are allowed to make up work for excused absences. 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. Make up work for unexcused absences will NOT be given a grade. Teachers will not provide work in advance for students to complete during any 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.

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. Students may also check RenWeb and/or call a classmate for the homework missed due to an absence.

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. Please remember the adage: **“Early is on time; on time is late; late is unacceptable.”**

Students arriving late must be accompanied by an adult into the building and should NEVER be dropped off at the front door. **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 RENWEB, 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 PK-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.

MIDDLE SCHOOL BETWEEN-CLASS TARDIES: During the school day when changing classes, grades 6-8 students will have 3 minutes to arrive at their next class. After 3 minutes, the student will be considered **tardy** and 2 points deducted from his/her conduct grade. On the 4th tardy, a detention will be issued and 5 points taken from the student's conduct grade. Each subsequent tardy will result in a referral to the principal for additional disciplinary action.

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 and the lack of space in the classrooms, backpacks must be able to fit in the locker. If a doctor prescribes a rolling backpack, the school must have a current prescription on file (updated yearly).

BEFORE & AFTER SCHOOL CARE PROGRAM (formerly called Extended Care / Extended Day) **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 under the supervision of each and every member of the school faculty and staff and the BEFORE AND AFTER SCHOOL Program staff and are; therefore, expected to respectfully follow their directives.

HOURS

BASC is open from 6:30 to 7:30 A.M. and 3:30-6:00 P.M. Also, 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 \$4.00 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 \$4.00 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, Extended Day will open one-hour prior to start of school.

HOLIDAYS

Extended Day will not be open during school holidays.

SNACKS

A snack is given to each child after school. The snack cost is included in the weekly fee. Children may bring their own snack if they wish; however, the weekly fee is not adjusted for those families who provide their child's snack. We do not serve breakfast nor do we have a morning snack.

ILLNESS

The health of the children and staff is always a concern at BASC. In the event a child becomes ill with a temperature above 100 degrees, the parents or guardian will be notified to come and pick up the child. A child cannot return to BASC until they have been fever-free for a full 24 hours. If a child has an infectious disease such as chicken pox, impetigo, lice etc., the child cannot return without a doctor's written permission stating the child is no longer contagious or the Health Department readmission criteria have been met.

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

Each child is responsible for his/her behavior in BASC and will follow all school rules and procedures. All Students are expected to respectfully follow the directives of each and every member of the staff. If a student fails to meet the stated expectations, the follow procedures will be followed:

1. Counsel the student;
2. Exclude the student from certain activities;
3. Issue a Behavior Report on RenWeb;
4. Conference with parents;
5. Temporary or permanent removal from the Before & After School Program.

HOMEWORK

There is time and space available for the children to do their homework each day. Each child is responsible to take time to do his/her homework and to bring all books required. The children are not allowed to return to their classrooms after the school day is over.

TOYS, RADIOS, 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)

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.

CODE OF CONDUCT

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, 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

The faculty/staff of Holy Family Catholic School reserve the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber bullying and social media sites.

SEVERE MISBEHAVIOR

In case of serious misbehavior, the student will be sent to the principal and issued a Misconduct Slip. Blatant misbehavior includes: disrupting class, improper behavior outside class or at a school sponsored activity held on/off campus, obscene language, student harassment, fighting or roughhousing (pushing, shoving, boxing, karate kicking, etc.), insubordination, intimidation, abusive language or behavior, defacement of school property, obscenity-written or drawn, and other conduct or actions, regardless of where or when such actions take place or if they are of a nature to bring discredit to the school or if they conflict with Christian values. Suspension or expulsion may be invoked for blatant misbehavior.

DEFINITION OF CONDUCT RELATED TERMS

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.

Lunch Detention takes place after the student finishes eating. He/she reports to the faculty member who will monitor him/her in a designated place.

School Detention will not exceed 30 minutes (7:15am-7:45am) for students in grades K-3 and 1 hour (6:45am-7:45am) for students in grades 4-8. The teacher will notify the parent at least one day in advance of the detention via RenWeb. If a student does not serve a detention, 10 points will be deducted from his/her conduct grade in grades 5-8. In grades 1-4, if a student fails to return a detention slip or to serve a detention, his/her conduct grade will be negatively affected.

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; however, the maximum points a student can receive for class work completed is a 70. 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.

SPECIAL CONDUCT RULES

Academic Dishonesty / Irregularities - The first offense for a student found to be academically dishonest (testing irregularities, failure to follow procedures, lying, forgery, plagiarism, etc.) is a zero on the assignment for all parties willfully involved and a Misconduct Report with a 10-point deduction in conduct and notification will be sent to parents. The second offense is a zero on the assignment for all parties willfully involved, a mandatory parent conference, and another misconduct report with a 10-point deduction in conduct. The third offense in the same class carries the penalty of failure of the class for the quarter.

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 consequences for such actions will be a 10 point conduct deduction for grades 5-8, and all students will receive a zero for assignment/quiz/test/project.

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. Any offense is a 5-point deduction in the conduct grade and a detention for each offense after.

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, 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, radios, tape/CD players, 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 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.

If a student's cell phone is seen or heard during the school hours, the following hierarchy of consequences will occur:

1st Violation: A Behavior Report (RenWeb) will be issued and the cell phone will be confiscated and picked up by the parent. The student will serve a lunch/recess detention.

2nd Violation: A Behavior Report (RenWeb) will be issued and the parent will pick up the phone after school on the following school day. The student will spend one day in In-School Suspension (6:45am-7:45am) and the overall conduct grade will be lowered by 5 points.

3rd Violation: A Behavior Report (RenWeb) will be issued and the parent and principal will meet to discuss further steps. The student may lose privileges, including that of having a phone on campus and may be subject to suspension.

Any 1st offense intentional misuse of a phone or electronic device such as playing games, taking photos or video, or voice recording may be treated minimally as a 2nd or 3rd violation, depending on the circumstances and at the discretion of administration.

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. If a student uses an e-reader for any other purpose while on the school campus, he/she will receive a Report to Parent and any appropriate consequences at the discretion of administration. These include the loss of privileges including that of bringing the e-reader to school and possible suspension. 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.
- 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.

COMMUNITY SERVICE HOURS STUDENT SERVICE HOURS

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

Note: All service hours are to be completed outside of the school day, before 8:00 A.M. and after 3:00 P.M. Students who are in the Liturgical choir, Yearbook Committee, or Student Council may count the time spent in these organizations towards their service hour requirement.

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 tutoring, typing, 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. *Keeping Children Safe* 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

Realizing that self-control is essential to good classroom order and to effective education, Holy Family Catholic School expects from students a sense of responsibility for their own behavior. Discipline policies set loving, consistent, firm, and reasonable limits for school behavior. The primary purpose of Holy Family Catholic School is to prepare students to live effectively in the present as Catholic young people, and in the future as Catholic adults.

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 Parker School Uniform Company located at 1125 Oakland, Fort Worth. The uniform may be purchased online from Parker at their website www.parkersu.com. The access code is FW392095.

Throughout the school year the Hornet Store offers gently used genuine Parker uniforms. Selection and styles are dependent on recent donations.

P.E. uniforms are available from the Hornet Store.

GENERAL UNIFORM GUIDELINES

- All students in K – 8 must have at least one complete formal uniform for Mass and other announced days.

- All students in K – 8 must have at least one red polo shirt embroidered with the school logo, as this is standard field trip dress.
- Jumpers, skirts, skorts and shorts must be no shorter than 2” above the kneecap..
- Modesty shorts worn under the jumper or skirt must be solid color.
- All shirts, excluding the ¾ sleeve fitted shirt for girls in grades 6-8, 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 formal uniform. Navy, white or black may be worn under the red polo, and the sleeve cannot extend past the uniform shirt sleeve. Exceptions will be made during the cold weather months.

UNIFORM FOR BOYS AND GIRLS - PreK 3 and 4

Pre-K students are not required to wear a uniform; however, they must comply with the guidelines detailed in the sections “Non-Uniform Dress,” “Hair,” “Jewelry/Accessories,” and “Makeup”. They are encouraged to wear Holy Family Catholic School spirit shirts/sweatshirts at least one time per week (Friday’s).

UNIFORM FOR GIRLS in grades K-5

Jumper – HFCS plaid, v-cut to waist top with pleated skirt that has buttons and pockets on each side.

Skort – Navy, full-legged shorts underneath skort with kick pleat and back zipper.

Pants – Navy, pleated with belt loops.

Shorts – Navy, pleated with belt loops and cuffs.

Shirt –

- White, short-sleeve or long-sleeve Peter Pan collar, or
- White, short-sleeve or long-sleeve button down oxford, or
- Red, short-sleeve polo embroidered with school logo.

Belt – Solid black, navy or dark brown with no lengthy tail.

Socks – Solid navy, black or white, and must cover the anklebone.

Tights – Solid navy, black or white.

Shoes –

- Solid white, navy or black, non-platform tennis shoes, or
- Parker “School Days” in navy/white, or
- Parker “Classy Mary Jane”
- Shoelaces must be a solid color that matches the shoes.
- NO slip-on shoes may be worn

Outer Garments that may be worn in school

- Navy V-neck cardigan and acrylic sweater,
- Navy hoodie or sweat shirt embroidered with the school logo
- Navy fleece jacket embroidered with the school logo, or
- Navy sweater vest embroidered with the school logo

Outer Garments in the Church

*Note: Students may wear either the navy V-neck cardigan or acrylic sweaters in the church. No Navy fleece jacket embroidered with the school logo or navy sweatshirt or hoodie with logo may be worn in the church.

Formal Uniform

- Jumper – HFCS plaid;

- Shirt – White Peter Pan collar or button down oxford;
- Socks or Tights and Shoes as described above; and,

UNIFORM FOR GIRLS in grades 6-8

Skirt – HFCS plaid, inverted pleats with front and back darts, side zipper and no pockets.

Skort – Navy, full-legged shorts underneath skort with kick pleat and back zipper.

Pants – Navy, pleated with belt loops.

Shorts – Navy, pleated with belt loops and cuffs.

Shirt –

- White, $\frac{3}{4}$ length sleeve fitted shirt with notched hemline, or
- Red, short-sleeve polo embroidered with school logo. Shirts must be tucked in at all times.

Belt – Solid black, navy or dark brown with no lengthy tail.

Socks

- Navy, white or black opaque knee socks ON MASS DAY.
- On non-formal uniform days, girls may wear crew socks that cover the anklebone in navy, white, or black.

Tights – Solid navy, black or white.

Shoes –

- Parker “School Days” in navy/white, or
- Parker “Classy” in black, or
- Solid color navy, black, or brown leather or leather-like below the ankle dress shoe with flat-soled heel, a maximum height of 2”.
- Loafers (penny, tassel or fringed tongue) are acceptable

Shoelaces - must be a solid color that matches the shoe.

Tie – HFCS plaid, continental bow tie with pearl snap.

Outer Garments that may be worn in school

- Navy V-neck cardigan and acrylic sweater,
- Navy hoodie or sweat shirt embroidered with the school logo
- Navy fleece jacket embroidered with the school logo, or
- Navy sweater vest embroidered with the school logo

Outer Garments in the Church

*Note: Students may wear either the navy V-neck cardigan or acrylic sweaters in the church. No Navy fleece jacket embroidered with the school logo or navy sweatshirt or hoodie with logo may be worn in the church.

Formal Uniform

- Skirt – HFCS plaid;
- Shirt – White, $\frac{3}{4}$ length sleeve, fitted;
- Socks, Shoes and Tie as described above; and

UNIFORM FOR BOYS in grades K-5

Pants – Navy, pleated with belt loops.

Shorts – Navy, pleated with belt loops.

Shirt –

- White, short-sleeve or long-sleeve button down oxford, or
- Red, short-sleeve polo embroidered with school logo.
- Shirts must be tucked in at all times.

Belt – Solid black, navy or dark brown with no lengthy tail.

Socks – Solid navy, black or white, and must cover the ankle bone.

Shoes –

- Solid white, black or navy walking or tennis shoes, or
- Parker “Raider” in black.

Shoelaces must be solid color that matches the shoes.

Tie – *Grades 1-5 only* – Navy, pre-tied, clip-on embroidered with “HFCS” and a cross.

Outer Garments that may be worn in school

- Navy v-neck cardigan and acrylic sweater,
- Navy hoodie or sweat shirt embroidered with the school logo
- Navy fleece jacket embroidered with the school logo, or
- Navy sweater vest embroidered with the school logo

Formal Uniform –

- Pants – Navy;
- Shirt – White, short-sleeve or long-sleeve button down oxford;
- Belt, Socks, Shoes and Tie as described above; and,

UNIFORM FOR BOYS in grades 6-8

Pants – Navy, pleated with belt loops.

Shorts – Navy, pleated with belt loops.

Shirt –

- White, short-sleeve or long-sleeve button down oxford, or
- Red, short-sleeve polo embroidered with school logo. Shirts must be tucked in at all times.

Belt – Solid black, navy or dark brown with no lengthy tail.

Socks – Solid navy, black or white and must cover the ankle bone.

Shoes –

- Solid color black or brown leather or leather-like below the ankle dress shoe; or
- Loafers (penny-, tassel- or fringed tongue) are acceptable, or
- Parker “Raider” in black.

Shoelaces must be solid color that matches the shoes.

Tie – Navy, men’s standard necktie embroidered with “HFCS” and a cross.

Outer Garments that may be worn in school

- Navy v-neck cardigan and acrylic sweater,
- Navy fleece jacket or hoodie embroidered with the school logo, or
- Navy sweater vest embroidered with the school logo

Outer Garments in the Church

*Note: Students may wear either the navy v-neck cardigan or acrylic sweaters in the church. No Navy fleece jacket embroidered with the school logo or navy sweatshirt or hoodie with logo may be worn in the church.

Formal Uniform –

- Pants – Navy;
- Shirt – White, short-sleeve or long-sleeve button down oxford (Shirts must be tucked in at all times.);
- Belt, socks, shoes and tie as described above.

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 staff and principal will make the decision regarding what is acceptable. Boy's hair must be conservatively cut. No ponytails allowed for boys. Students whose hair is unacceptable will be sent home until the hair is acceptable to the principal.

JEWELRY/ ACCESSORIES

Students are allowed to wear one religious or Holy Family medal and chain under the uniform. This includes wearing a small cross and other religious symbols. **Students may wear a watch and one religious bracelet, and one religious ring.** 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.

Only girls are permitted to wear **conservative-colored hair bows, headbands**, and a simple conservative hair clips. Students may not wear hats, bandanas or sunglasses inside the school/church buildings.

MAKEUP

Only girls in grades 6-8 may wear clear fingernail polish.

All girls may wear any color nail polish on non-uniform dress days, however no artificial nails allowed. Nails must be short and clean at all times. No artificial nails are allowed.

Only eighth grade girls are allowed to **ONLY** wear natural looking light foundation during school and this must be a minimum amount.

*Note: No student may wear any other make-up. Students will be asked to wash their faces if they are in non-compliance.

PHYSICAL EDUCATION CLASS

Grades K-4: Tennis shoes with the regular school uniform.

Grades 5-8: Students are required to suit out for P.E. daily, even on "non-uniform dress days".

Students wear:

- Any solid color 'basketball length' gym shorts
- Any solid colored Holy Family T- shirt, or Catholic shirt or Spirit Shirt
- Grade 5: Solid white tennis shoes per the dress code.
- Grades 6-8: Athletic shoes of their choice.

NON-UNIFORM DRESS

These days require conventional or basic clothing styles, keeping the following in mind:

- Jeans must be properly fitted, clean and in good condition. (No holes)
- No sweatpants or leggings without a skirt are permitted.
- Skirts, culottes or shorts must be no shorter than 2” above the kneecap. **NO GYM / ATHLETIC SHORTS ARE ALLOWED.** Sleeveless sweaters, blouses, or dresses are not permitted.
- Shirts that expose the midriff are not permitted.
- Clothing must be free of messages or symbols referring to alcohol, drugs, tobacco, vulgar language, and/or gangs.
- Socks or hose must be worn. Socks must come above the ankle bone. No flip flops or shower shoes. Boots must be a standard style (Western or Cowboy); however, proper athletic shoes must be brought to wear for PE classes.
- Jackets, coats, hats, bandanas, and sunglasses may not be worn in the school or church buildings.

Birthdays – Students may come out of uniform on their birthday, but must follow the non-uniform dress policy. Summer/holiday birthdays may pick a day. Students must always be in formal uniform for Mass or other Liturgy.

Spirit Days - Students are allowed to replace the uniform shirt with an official HFCS t-shirt which must be worn appropriately as would a uniform shirt. Students may wear the shirt with uniform skirts/jumpers, or shorts/pants only. Students who attend weekend Mass at Holy Family Catholic Church in their school uniforms may wear Spirit Day (Holy Family Catholic School) shirts on Monday.

Fiesta Day - Students may dress in Hispanic costume or the school uniform. It is not a non-uniform dress day. If no fiesta attire, then the student must wear formal dress due to Mass on this day.

Scout Days - Students may dress in their **formal** scout uniforms the day of their scout meetings as long as it does not coincide with a Formal Uniform day (e.g. Mass Day).

*Note: Failure to be dressed appropriately on Non-Uniform Dress days will result in the student’s exclusion from participation in class and/or activities until he/she is dressed appropriately with the time spent away from the classroom considered unexcused, and/or the loss of future non-uniform dress privileges.

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 RenWeb indicating that the student failed to comply with the Dress Code Policy. A student who violates the dress code policy will receive a deduction of two points from the conduct grade. A student may receive multiple violations in one day if the violation is within his/her ability to control, i.e. untucked shirt, etc. The fourth dress code violation, and any one after that in a given nine week period, will additionally result in a detention and in grades 5-8, five points will be deducted from the conduct grade.

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.

**The administration reserves the right to amend this and any school policy guideline as needed. Changes will be communicated in advance to all families.*

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.
- 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.
- Information that includes grades or medical issues will not be transmitted via e-mail.
- 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).

EMERGENCY PROCEDURES

Emergency Closing / 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 RenWeb 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 the 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.

EVALUATION OF ACHIEVEMENT AND TESTING

The quarterly report grades are based on:

- a. The degree of mastery of the course objectives;
- b. Daily work and class participation;
- c. Contributions beyond assigned tasks; and
- d. Quizzes, tests and projects.

GRADING

Letter Grade	Numerical Equivalent	Description of Progress
A	94-100	Outstanding
B	86-93	Good
C	76-85	Acceptable
D	70-75	Limited
F	Below 70	Unsatisfactory

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

RenWeb 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 RenWeb 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.

ASSIGNMENT NOTEBOOK

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

EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES

Eligibility

A student must be passing all subjects with at least a grade of 70, and have Conduct grade of "80" 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. This year the diocese has mandated “Play Like a Champion” for all interscholastic sports programs across the diocese. This program was developed at the University of Notre Dame. The program is research based, child-centered and designed to do four basic things:

1. To lead all involved, students, coaches, teachers and parents, in recognizing the spiritual nature of sports as play;
2. To help train youth sports coaches to be effective ministers;
3. 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 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 use the church restrooms during after school activities. Failure to comply is a serious use of facilities violation and may result in a student’s temporary or permanent expulsion from the team.

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.

Yearbook Staff

Is open to students in grades 7 and 8 and meet after school usually in the computer lab.

Student Council is available for students in grades 6-8. Elected class representatives organize school events and service projects with a teacher sponsor.

Liturgical Choir

Is available to all students to join and practice is in the church on Monday after school.

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)

8th graders who meet the requirements as set by our local Chapter are eligible to apply for admission.

FAMILY DIRECTORY – Can be found on RenWeb.

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 below “90” 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 Keeping Children Safe training certificate on file in the school office in order to be eligible to serve as a field trip chaperon or driver. The Diocese mandates that training must be updated every 3 years.

The Diocese of Fort Worth also requires all drivers on school fieldtrips to carry a minimum limit of 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 enforce the Transportation Code of the state of Texas. Effective: September 1, 2009, the legislation aims to strengthen the current, child passenger safety protections by providing children younger than eight years old, unless they are four feet nine inches in height, are to be properly secured while riding in an operating vehicle in a child passenger safety seat system in accordance with the instructions of the manufacturer of the safety seat system.

Amends Sections 545.412(a) and (b), Transportation Code, as follows:

a. "Provides that a person commits an offense if the person operates a passenger vehicle, transports a child who is younger than eight, rather than five, years of age, unless the child is taller than four feet, nine inches, rather than less than 36 inches in height, 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. Provides that an offense under this section is a misdemeanor punishable by a fine of not more than \$25, rather than not less than \$100 or more than \$200. Requires a municipality or county, notwithstanding any other law, to remit each fine collected under this section to the comptroller of public accounts for deposit in a separate account in the general revenue fund that is authorized to be appropriated only to the Texas Department of Transportation and used to purchase child passenger safety seat systems and distribute them to low-income families. Provides that Chapter 133 (Criminal and Civil Fees Payable to the Comptroller), Local Government Code, applies to a fine collected under this section."

FINANCIAL INFORMATION

ELIGIBILITY FOR PARISH-RATE TUITION

To qualify for parishioner tuition rate a family must be Catholic and a registered, participating, and contributing member of Holy Family Catholic Church. Each year parents must submit "Approval for Receiving Parish Tuition Rate" form. Parents are responsible for acquiring the Pastor to complete.

Families that belong to other Catholic parishes will qualify for parish rate by submitting a letter from their pastor defining the family as active.

FINANCIAL AID

In order to provide tuition assistance for families who require it, parents must complete an application through FACTS to be considered. All tuition assistance programs, whether through the Diocese and/or local school, will require the completion of this assessment.

The school has a tuition assistance program for Holy Family parishioners that provide limited assistance on the basis of need. Tuition assistance is generally awarded in May for the following school year.

Should circumstances arise during the school year, parents can apply. The Diocesan process for the financial assessment is required before local consideration can be given.

TUITION

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 are considered delinquent if not received by the tuition management company by the 30th day of the month in which it is due. If tuition is not received by the due date, the student(s) will not be permitted to attend class. No records, transcripts or report cards will be issued to families who owe tuition, library fines or other fees.

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 preregister for the following year if they have delinquent tuition. Additionally, if a family becomes delinquent after it preregisters, the student will lose one's spot and the fee will go toward the delinquent tuition.

REFUNDS

Registration 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

WEEKLY FOLDERS

To keep parents better informed with regard to student work, all students in grades kindergarten through eight will take home a folder each week. This folder is to be sent home on the first day of instruction of the week and will contain the student's work from the previous week. Parents of students in the lower grades (PK3 – 5) are asked to sign the folder, take out the work, and return the folder on the next day. In the upper grades (6-8), individual papers will require a signature and be returned to the various subject teachers.

HOMEWORK

Formal home study is assigned to help student become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

RATIONALE FOR HOMEWORK

Research demonstrates an overall positive effect of homework on student achievement. The successful completion of homework increases students' retention and understanding of the material it covers.

Regular completion of homework helps students develop positive work habits of study, concentration, self-discipline and helps to build a sense of efficacy.

Homework helps build a partnership between the home and the school.

RECOMMENDED TIME PER NIGHT

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

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 three core class (English, reading, math, science, history) tests may be given in a day. Specials classes such as physical education, computer, Spanish, art, or band/music may give a test at any time, and it does not count as one of the three.

A project can also be due on a day where there are multiple tests.

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

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.

What can Parents/Caregivers Do to Help?

- a. Take an active interest in your child's homework.
- b. Support your child in setting aside time each day for homework.
- c. Provide a dedicated place for homework and study if possible.

- d. Assist teachers to monitor homework by signing completed work if requested and be aware of the amount of homework set.
- e. Communicate with teachers any concern about the nature of homework or your child's approach to homework.
- f. Encourage your child to read and take an interest in current events.
- g. Alert the school to any domestic circumstances or extracurricular activities which may need to be taken into consideration when homework is being set or marked.
- h. Check your child's agenda/planner and initial that the work is completed. Please provide a reason if the homework is not completed.

LATE ASSIGNMENT RULE

Students are supported to become self-reliant and self-directed. It is essential that a student take responsibility for grades he/she has earned and be accountable for homework and long-term assignments, etc. Therefore, all assignments/projects, etc., turned in late will result in a grade of zero for students in grades 6 - 8. Assignments (18-19, 5th included in late assignments) are considered late if they are not turned in at the beginning of that subject's designated class time. Credit will not be given for any/all assignments delivered by a parent. Students in grades 1-5 will receive a maximum grade of a 70 for the first day an assignment is late. Any subsequent days late will receive a zero. All assignments, must, however, be completed to show content mastery.

If a student is absent when a long-term assignment such as science fair projects, book reports, etc. are due, the parent/guardian will need to bring it to school by 8:00 A.M. on that day or it will be a zero.

MAKE-UP WORK

Each student is to complete all work missed during an excused absence. It is the responsibility of the 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.

Students are allowed to make up work for excused absences. A student is allowed one day to make up work missed for each day of absence.

Make up work for unexcused absences will not be graded and a grade of "0" will be assigned.

Books and assignments for a student who is ill must be requested by emailing the teacher by 10:00 A.M. After 10:00 A.M contacts may not be honored, as teachers may not have the opportunity to prepare the work. Books and assignments may be picked up at dismissal time in the front office.

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

Teachers will be working with students to be more organized and take home only what is needed. Tote bags and backpacks (with or without wheels) are permitted for transporting homework and communications. These bags will be emptied out each morning in class.

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.

The student's teacher to record any damage incurred on an issue textbook will conduct periodic textbook checks.

SOLICITATION/SELLING

Students may not sell any items at school or on the campus. Permission must be obtained to sell Girl Scout cookies, Campfire candy etc. Students are not to be asked to purchase items unless the principal has approved the sales project.

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.

*Note: ALL uniform and non-uniform articles of clothing MUST BE LABELED with the student's name.

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

An annual school calendar will be provided to parents in hard copy format. The school calendar may also be viewed on RenWeb. Any changes with regard to event dates will be communicated as needed. The RenWeb calendar will include up-to-date changes. School holidays may or may not coincide with the Fort Worth I.S.D.

COMMUNICATIONS

A weekly work folder with an electronic newsletter will go home on the first day of instruction of each week. 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. Parent may also use the Monday folder return for communication with the teacher.

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. In all matters, the teacher will keep confidentiality as long as no one's life, health and safety are at stake. RenWeb, the school information website, provides parents with student progress. The web site will make other information available to parents.

HOMEWORK

Formal home study is assigned to help student become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

RATIONALE FOR HOMEWORK

Research demonstrates an overall positive effect of homework on student achievement. The successful completion of homework increases students' retention and understanding of the material it covers.

Regular completion of homework helps students develop positive work habits of study, concentration, self-discipline and helps to build a sense of efficacy.

Homework helps build a partnership between the home and the school.

Recommended homework per night

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

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 three core class (English, reading, math, science, history) tests may be given in a day. Specials classes such as physical education, computer, Spanish, art, drama or band/music may give a test at any time, and it does not count as one of the three.

A project can also be due on a day where there are multiple tests.

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

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.

What can Parents/Caregivers Do to Help?

- a. Take an active interest in your child's homework.
- b. Support your child in setting aside time each day for homework.
- c. Provide a dedicated place for homework and study if possible.
- d. Assist teachers to monitor homework by signing completed work if requested and be aware of the amount of homework set.
- e. Communicate with teachers any concern about the nature of homework or your child's approach to homework.
- f. Encourage your child to read and take an interest in current events.
- g. Alert the school to any domestic circumstances or extracurricular activities which may need to be taken into consideration when homework is being set or marked.
- h. Check your child's agenda/planner and initial that the work is completed. Please provide a reason if the homework is not completed.

LATE ASSIGNMENT RULE

Students are supported to become self-reliant and self-directed. It is essential that a student take responsibility for grades he/she has earned and be accountable for homework and long-term assignments/etc. Therefore, all assignments/projects/etc., turned in late will result in a grade of zero for students in grades 6 - 8. Assignments are considered late if they are not turned in at the beginning of that subject's designated class time. Credit will not be given for any/all assignments delivered by a parent. Students in grades 1-5 will receive a maximum grade of a 70 for the first day an assignment is late. Any subsequent days late will receive a zero. All assignments, must, however, be completed to show content mastery.

If a student is absent when a long-term assignment such as science fair projects, book reports, etc. are due, the parent/guardian will need to bring it to school by 8:00 A.M. on that day or it will be a zero.

MAKE-UP WORK

Each student is to complete all work missed during an excused absence. It is the responsibility of the 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.

Students are allowed to make up work for excused absences. A student is allowed one day to make up work missed for each day of absence.

Make up work for unexcused absences will not be graded and a grade of "0" will be assigned.

Books and assignments for a student who is ill must be requested by emailing the teacher by 10:00 A.M. After 10:00 A.M contacts may not be honored, as teachers may not have the opportunity to prepare the work. Books and assignments may be picked up at dismissal time in the front office.

PARENT ALERT

The Parent Alert service through RenWeb 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 RenWeb. Permission for Publication form will be given to each family.

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. Extended Day is offered.

HOME AND SCHOOL ASSOCIATION (H.S.A.)

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.S.A. supports the school in numerous ways, including fundraising, hospitality, extracurricular activities, and tutoring and special projects. Meetings are posted on RenWeb 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 Monday Memo, school website, and RenWeb.

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 tutoring, typing, 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. *Keeping Children Safe* (Safe and Sacred) is a requirement by the Diocese of Fort Worth for those who have regular contact with children.

VISITORS

Teachers must focus on the children at all times. Interruptions during the school day take them away from that primary mission. For the safety of the children, this is a closed campus. No one is to enter the building without checking in at the office and getting a name badge. The children's safety depends on our knowing who is on campus at all times. Parents are welcome to visit the school, but must clear the visit with the office. During the hours of instruction, no visitors are allowed in the classrooms without the teacher's permission. This is an interruption to the teacher and to the educational process.

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 (or purchases 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 and update RenWeb 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.

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, 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

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 PK3, PK4, and grades K-8th
- 2nd dose is to be given a minimum of 6 months after the 1st dose, grades PK3, PK4, and grades K-8th

Hepatitis B: 3 doses required for all students grades PK3, PK4 and K-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

Safety Plan - Holy Family Catholic School 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 and First Aid as well as all dismissal procedures.

In the case of a school wide evacuation, the children will go to a designated location away from the school. Although the students may return to the school building when the crisis is over, this may not always be the case. In some emergencies it may be necessary for parents to pick up their children from that location. All parents will be notified via Parent Alert as to the location.

The classroom teacher takes the children to a designated location off campus. The Nurse will accompany them and is in charge of the evacuation site. The Principal remains at the school, if possible, to keep communication lines open and will be in contact with the Nurse and the off-site location.

In the case of Parents' Pickup, the RenWeb Parent alert will be put in effect and parents will be alerted by phone, text, and email.

HONOR ROLL / RECOGNITION

ACADEMIC HONOR ROLLS

At the conclusion of each nine-week grading period, HFCS announces the names of those students (grades 5 – 8) who have made the honor roll. All grades/courses must meet the criteria.

- a. **“HIGHEST HONORS”** are earned by students with a numerical average of 96 or above with all grades being a “76” or higher, and no “incompletes” as of the last day of the 9 week term. Students must have at least a 90 or above in conduct.
- b. **“HIGH HONORS”** are earned by students with a numerical average of 90 to 95 with all grades being a “76” or higher, and no “incompletes” as of the last day of the 9 week term. Students must have at least a 90 or above in conduct.

- c. **“HONORS”** are earned by students with a numerical average of 86 to 89 with all grades being a “76” or higher, and no “incompletes” as of the last day of the 9 week term. Students must have at least a 90 or above in conduct.

“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.

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. As the school’s Advisory Council suggested this award’s creation, the Advisory Council Chair presents this award to all recipients.

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 and west areas of church. Prayer services are held occasionally when no liturgy is celebrated as noted on the school calendar.

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. After the third quarter, conferences will 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.

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.

When a student is retained it may not in the best interest of the child to remain at Holy Family Catholic School.

SCHOOL HOURS

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

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

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.

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.