LEARN · SERVE · LEAD

Our Mission

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

2026-2027 FAMILY HANDBOOK

Dear Holy Family Catholic Community,

Welcome to Holy Family Catholic School and to our 2025-2026 academic year! I am looking forward to serving you, and our mission. Our partnership and your commitment to supporting the mission of HFCS, will ensure another successful school year.

The 2026-2027 Family Handbook reflects the policies of Holy Family Catholic School for the 2026-2027 school year.

Read this document carefully and review the policies and procedures together as a family.

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

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

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

> *"Let it be known to all who enter here that Jesus Christ is the reason for this school, the unseen but ever-present teacher in all its classes, the model of its faculty, and the inspiration for its students.*

Teaching the Way of Jesus Christ,

Brenda Conway

Principal

Holy Family Catholic School
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HOLY FAMILY CATHOLIC SCHOOL

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

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

HISTORY

Holy Family Catholic School began as St. Alice School in June of 1945. Staffed by the Sisters of Saint Mary of Namur, the school was at the corner of Locke Avenue and Camp Bowie Boulevard. In January 1961, Monsignor Vincent J. Wolf was appointed pastor of St. Alice Church and in 1962, property was acquired on Pershing Avenue for the relocation of the church and school. The name of the new church and school was changed to Holy Family to emphasize the unique sacredness of family life. Holy Family Catholic School was dedicated on September 27, 1970. At this time, the school was under the direction of the Sisters of the Incarnate Word. The entire faculty was composed of lay staff from1979 until 2019; in 2019 HFCS was blessed to have a Dominican Sister of Mary Immaculate Province join our faculty. The interior of the school was extensively remodeled in 1984. In 1993, a gym and new 7th and 8th grade classrooms were added.

MISSION STATEMENT (Catholic Identity Committee, 2017)

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

SCHOOL HOURS

The school office is open on all school days from 7:30 A.M. – 3:50 P.M.
Before and After School Care is available before school from 7:00 A.M. and after school from 3:25 P.M. – 6:00 P.M. (See Before and After School Care section for more information).

LITURGICAL CELEBRATIONS

At Holy Family Catholic School, we believe that the liturgy is the center of Christian life. The students actively participate in 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. Participation and a sound understanding in liturgical services are fundamental teachings at HFCS. Students will remain seated with their classes during all celebrations. Parents are always welcome and asked to sit on the east side of the church. Prayer services are held occasionally when no liturgy is celebrated as noted on the school calendar.

IMPLEMENTATION PRIVILEGE

Being educated in a Catholic school is a grace and a privilege, not a right of the student. The conduct of a student or a parent/guardian of the student (including any lifestyle, other conduct, or advocacy of a matter that is contrary to the Catholic faith or that may cause scandal, disruption, or confusion within the school community) may cause the student to lose the privilege of attending a Catholic school.

ACADEMIC INFORMATION

PreK 3 and PreK 4 Curriculum

Early Childhood expectations:

Pre-K 3-year-olds will be expected to do the following by the end of the year:

- Language and Literacy: Verbalizes needs, follows 2-step directions, recognizes own name in print.
- Math and Logic: Counts to 15, identifies basic shapes, sorts by 1-2 attributes.
- Motor Skills: Holds a crayon with a tentative tripod grasp, uses safety scissors, stacks blocks
- Receptive language: Ability to listen quietly to a short story (5-10 Minutes) and answer simple, concrete questions about it.
- Expressive Language: Speaking in complete sentences of 3-5 words that are mostly intelligible to unfamiliar adults.
- Basic Cognition: Identifying primary colors and showing basic understanding of time concepts (e.g., yesterday, today, tomorrow).
- Religion/Faith Formation: Know the motion and words to the sign of the cross, pray while holding prayer hands, recall a favorite bible story

Pre-K 4-year-old will be expected to do the following by the end of the year:

- Phonemic Awareness: Recognizing and producing rhyming words, identifying the first sound in a word, and naming most, if not all, uppercase and lowercase letters as well as the sounds they produce.
- Early Reading: Tracking print from left to right, recognizing common sight words, and writing their own first name with correct letter formation.
- Mathematical Concepts: Counting out loud to 20, touching objects to count them with 1-to-1 correspondence up to 10, and identifying which group has “more” or “less.”
- Fine motor control: Demonstrating a mature, three-finger pencil grasp, cutting cleanly along a straight line, and writing some letters or numbers.
- Executive Function: Sustaining attention on a self-chosen task for 15-20 minutes and transitioning between activities smoothly without meltdowns.
- Religion/Faith Formation:
    - Physical Reverence -Learning to make the sign of the cross using their right hand
    - Mass Behavior - Sit, stand, and kneel at appropriate times quietly
    - Basic Vocabulary - Recognizes common sacred objects and places, such as the altar, the crucifix, the bible and the church tabernacle.

A specific skills evaluation form is used in early childhood classes (Pre-K3, Pre-K4, and Kindergarten) utilizing the following scale:

E - Exceeds Expectations

M - Meets Expectations

S - Still Developing

N - Needs Improvement

NA – Not Applicable

1st-8th grade Curriculum

The curriculum includes Religion, Language Arts, Mathematics, Science, Social Studies, Library Skills, Health, and Guidance at all levels. Enrichment classes include music for Kindergarten-4th grade, Art, Physical Education, and Technology Applications. Band is included for Grades 4-8. Students in grades Kindergarten through 5th attend Library class once per week. Grades 1st-8th attend Latin class.

Numerical Grading system:

A = 100-94

B = 93-86

C = 85-76

D = 75-70

F = 69 and below

Conduct and Effort Codes are given quarterly by each student's teacher and will be posted on their report card.

Expectations (1st–3rd Grade)

1st Grade

First graders begin developing independence by packing their folders, managing belongings, and following simple routines. By the end of the year, they are expected to tie their shoes independently and take ownership of their personal space, including their desk, supplies, and backpack. In terms of behavior and self-management, they learn to understand and accept natural consequences for their choices, follow classroom expectations with reminders, and use words to express needs and feelings with teacher support. They also practice kindness, sharing, and taking turns with peers. Academically, first graders aim for a reading fluency of about 60 words per minute on grade-level text. They demonstrate foundational phonics and decoding skills, complete assignments, and return folders on time with family support and begin writing complete sentences with proper capitalization and punctuation. Math expectations include understanding addition and subtraction within 20 and place value up to 100.

2nd Grade

Second graders show growth in independence by completing multi-step tasks with minimal reminders and managing materials, homework, and daily routines on their own. They take increased ownership of their actions and behavior. For behavior and self-management, they accept consequences appropriately and demonstrate progress in self-reflection. They begin using problem-solving strategies before seeking adult help, show respect for peers, teachers, and learning environments, and start resolving minor peer conflicts independently. Academically, second graders aim for a reading fluency of about 90 words per minute on grade-level text. They read and comprehend increasingly complex stories and informational texts, show responsibility for turning in assignments on time, and write organized paragraphs with detail and correct conventions. Math expectations include mastery of addition and subtraction within 100 and early multiplication concepts.

3rd Grade

Third graders demonstrate full age-appropriate independence by organizing materials, managing time, and completing tasks without assistance. They begin to advocate for their academic or social needs appropriately, such as raising concerns or asking questions, and take responsibility for missing work or incomplete assignments. In terms of behavior and self-management, they consistently accept consequences and show maturity in self-correction. They maintain self-control in challenging situations, work cooperatively with peers using empathy and respect, and

demonstrate resilience, effort, and perseverance. Academically, third graders aim for fluent and accurate reading on grade level, with benchmarks typically ranging from 115 to 130+ words per minute depending on district norms. They read closely for comprehension, make inferences, and summarize texts. They consistently turn in assignments on time, manage their workload independently, and write clear paragraphs with a structured beginning, middle, and end. Math expectations include proficiency in multiplication, division, fractions, and multi-step problem solving.

Expectations-4th-6th grade

The philosophy in educating grades 4th -6th includes expectations in the areas of Reading and Math fluency to promote an intrinsic skill set that supports individual learning goals and motivation (*include following through*) to achieve excellence. Students will be expected to read at or above grade level and practice these skills at home with parents along with Saxon Math each night.

1. Math/Reading Fluency & Dictation
2. Motivation & Focused Follow Through
3. Book Reports/Reading Logs, Organizational Tools, Routines/Timers
4. Reading Levels/Goal Setting with Parents & Study Habits
5. Develop Intrinsic Skills for Motivation & Consistent Expectations

4th-6th focuses on a culture that pursues excellence - doing their best all the time - seeking to answer thoroughly - seeking fullness of understanding - not giving up or just trying to get the work finished.

Expectations- 7th-8th Grade

In middle school, our core expectation is that students develop into self-directed learners who take ownership of their education. This means students must learn to manage their time effectively, ensuring assignments are completed on schedule, and study time is prioritized.

To support this, we maintain clear expectations for all assignments and classroom procedures. Students are expected to actively engage in their learning by taking effective notes, which helps solidify their understanding of the material. A crucial part of this engagement involves asking investigative questions to explore topics in greater depth rather than just accepting surface-level information.

Furthermore, we emphasize the importance of paying attention to detail in all tasks, from checking their work for errors to carefully following instructions, as this precision is vital for academic success and future endeavors.

To support their middle school students' success outside the classroom, parents are expected to provide a structured and encouraging home environment. Key to this is establishing a quiet place to study, free from distractions, which helps the student focus on their work. Implementing a set time to study daily creates a consistent routine, reinforcing the importance of academic responsibilities.

Additionally, parents should actively support student organization with projects such as the History Fair and Science Fair, not by doing the work for them, but by helping them manage timelines, gather necessary materials, and stay on track.

Finally, ensuring the student has all necessary school supplies readily available throughout the year prevents disruptions to their learning process and demonstrates a commitment to their educational needs.

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 a conclusion.

Progress Reports

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

Midway through each quarter, parents of students in 1st-8th grade will receive an emailed progress report that details student progress in the classroom.

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.

ACADEMIC PROBATION AND RETENTION

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

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

- 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.
- 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.

Students in Kindergarten – 4th grade 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 Kindergarten through Four who is on academic probation must comply with the school's recommendations to be removed from academic probation. An individualized plan will be created for the student based on teacher, principal and learning specialist (if applicable) input and will be shared with the parent. If a student does not satisfy the above requirements, he or she will not be promoted to the next grade.

Student Recognition

Honor Roll

At the end of each semester, HFCS recognizes 5th-8th grade students who have met the following Honor Roll requirements in all core classes (English, Literature/Reading, Math, Religion, Science, and Social Studies).

A designation of High Honors is earned by students with a combined numerical average of 95 or above in all core classes for the semester, with the lowest individual class grade being 85 and Quarterly Conduct Comments that are consistent with the character and citizenship of a virtuous HFCS scholar.

A designation of Honors is earned by those students with a combined numerical average of 90 or above in all core classes for the semester, with the lowest individual class grade being 80 and Quarterly Conduct Comments that are consistent with character and citizenship of a virtuous HFCS scholar.

"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 their uniform with pride and remind them to continually walk the path of Christ. Students who receive hornet pins will be recognized at Monday assemblies.

Saint Leadership Awards

Students are recognized quarterly for showing leadership qualities that mirror lives of the following saints. The faculty nominates students who constantly demonstrate these qualities

Saint Leadership Award	Significance
Saint Teresa of the Little Flower	This student does little acts with great love.
Saint John Bosco	This student works well with little kids.
Saint Cecilia	This student sings boldly during Mass, school's prayer services, and adoration.
Saint Catherine of Siena	This student demonstrates the courage to talk to teachers or administration about the needs of others.
Saint Kateri Tekakwitha	This student takes the initiative to pick up trash in the school and on the school grounds.
Saint Thomas Aquinas	This student takes the lead to explain our Catholic faith to others.
Saint King Louis IX	This student demonstrates the cardinal virtue of justice.
Saint John Chrysostom	This student is an effective public speaker.
Saint Charles Borromeo	This student shows leadership through organizing projects.
The Immaculate Heart of Mary	This student leads through piety/reverence.
St. Francis of Assisi	This student leads by being a peacemaker.

HOMEWORK POLICY

Middle School Homework Policy – Sixth Grade to Eighth Grade

- 6th Grade: Students will have 60-70 minutes of homework per night on average, which will include time for daily reading. No homework will be given on weekends.
- 7th Grade- 8th Grade: Students will have 70-90 minutes of homework per night on average, which will include time for daily reading. Homework **can be** given on weekends.
- Long-Term Projects grades 6-8- If absent on the day the project is due; the project needs to be dropped off the morning that it is due.

Intermediate Homework Policy– Third Grade to Fifth Grade

Intermediate School students will have 40-50 minutes of homework per night on average with no homework on weekends.

Elementary Homework Policy– First Grade to Second Grade

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

Early Elementary Homework Policy– Pre-Kindergarten to Kindergarten

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

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

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

Assignment Notebook

Students in grades second through eighth are responsible for copying assignments into their Good News assignment notebook daily. These notebooks are provided by the school.

Tests

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

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

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

MISSING/LATE-WORK POLICY

Work and assessments missed due to an excused absence must be made up within a reasonable time (a maximum of one day for each day absent) unless the work was due on the day of the absence.

- Grades Kindergarten – 5th have a late-work policy that is appropriate to that grade level.
- Grades 6th – 8th policy is that if student work is not turned in on the assigned day, the student shall receive a 10% deduction (these assignments must be turned into the teacher at the beginning of the class period). An additional 10% may be deducted for each day work is late. If a student does not have his or her assignment by the third day, a grade of "0" may be given.
- Extensions on assignments may be given at the discretion of the teacher. A student must request an extension prior to the assignment's due date, except in extreme cases. Appropriate reasons for an extension are family emergency, illness, or death in the family. A maximum of 5 school days may be given for an extension.
- Make-up tests need to be taken outside of class time at the teacher's discretion. Long-term assignments and projects will be due at a date determined by the teacher with consultation from Administration.

EVALUATION OF ACHIEVEMENT AND TESTING

Grade Changes

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

Progress Reports

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

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

ARK Testing

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

PARENT TEACHER CONFERENCES.

Scheduled conferences are very valuable to the overall educational partnership between parents, students, and teachers. Parent-teacher conferences are scheduled and required during the midpoint of the first quarter of the school year. Conferences will also be scheduled as needed or as 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 a 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 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.

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

STUDENT SUCCESS PROGRAM (SSP)

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

MIDDLE SCHOOL INFORMATION AND PROGRAMS

Science and History Fairs

Participation in the annual science fair is mandatory in grades 6- 8 as part of the academic requirements. Participation in the annual History Fair is mandatory for 8th graders. The Holy Family Catholic School faculty encourages participation in the diocesan and area contests.

STUDENT SERVICE HOURS

Students in grades six through eight must 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. Students in grades 6, 7, and 8 – a yearly total of 15 hours each. 5 hours will be volunteered in service of the school, 5 hours will be volunteered in service of Holy Family Catholic Church, and 5 hours will be volunteered in service to the community.

b. Students who are a part of the National Junior Honor Society must complete an additional 15 hours of community service each year above the grade level requirement.

c. Students are encouraged to exceed the minimum hours required each year. Annual awards will be given to the student to perform the highest number of total volunteer service hours.

Note: Most often service hours will be completed outside of the school day, before 8:00 A.M. and after 3:25 P.M. Students who participate in NJHS, or Student Council, may count the time spent planning and

implementing school activities towards their service hour requirement. On campus grade-level service projects may also count toward service hours. Questions may be directed to the service hours coordinator or principal.

EIGHTH GRADE PROMOTION

Students will be allowed to participate in graduation exercises and receive a diploma when all fees have been paid, after the student has passed all courses required in the eighth grade, and when 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 a student fails more than one course, the student will not be promoted and will not be allowed to participate in the ceremony or receive a diploma.

Promotion Mass for Eighth 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 two inches above the knee with dress shoes. Blouses and dresses must have a **modest neckline** and may not be strapless or have spaghetti straps.

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

ACADEMIC HONESTY

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

All work must be a 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 parents via FACTS.

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

As defined by St. Louis University School of Law:

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

A. *Submitting another author's published or unpublished work, in whole, in part or in paraphrase, as one's own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference.*

B. *Submitting as one's own original work any material, including data, tables, graphs, charts or other visual material obtained from any source, without acknowledgement and citation of the source.*
C. *Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is permitted by the instructor.*

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

ACCREDITATION

The school is accredited by the Texas Catholic Conference of Bishops 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 Office of the Diocese of Fort Worth and holds memberships in the National Catholic Education Association.

DISCIPLINE

Student Discipline Philosophy

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

The implementation of the Student Discipline Policy will reflect these values. The faculty are committed to creating an atmosphere conducive to learning and faith development for all students. Rules will be fair and justly applied. Holy Family Catholic School affirms that disciplinary action in the school is designed to teach, not to punish. Therefore, students will be held accountable for inappropriate conduct in ways designed to prevent a recurrence of the behavior and to teach appropriate behaviors.
Faculty will proactively employ the Zones of Regulation and Virtue-Based Restorative Practices in the classroom to cultivate a positive learning environment and to respond to student misconduct. Zones of Regulation is a guidance curriculum that teaches students to identify and regulate their own behaviors with the support and encouragement of the teachers. Restorative practices emphasize a relational approach to building the school climate and addressing student behavior.
Restorative practices foster belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

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

Virtue-Based Restorative Discipline Guiding Principles

1. We will dedicate ourselves to living virtue.
2. We will support others in living virtue.
3. We will commit to constructive thoughts, words, and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and one another.
5. Restorative practices, such as peer-to-peer apologies, and classroom meetings, will be the first response to misconduct. Traditional discipline measures, such as detention, suspension, or expulsion, may be used in cases that include hitting, biting, pushing, threatening behavior or language, plagiarism, misuse of technology, destruction or disrespect of property, fighting, inappropriate language, blatant disrespect toward staff members, or other negative behaviors as determined by the principal.

DEFINITION OF DISCIPLINE MEASURES

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

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

Detention

Before School Care Detention

Students report to detention during Before School Care at 7:00 A.M. – 7:45 A.M. (grades Six through Eight) and 7:15 A.M. – 7:45 A.M. (grades One through Five) on the assigned date.

- BASC staff member notifies the principal that the detention has, or has not, been served.
- **Lunch Detention**
- Students report to the principal's office during his or her assigned lunch/recess times to serve the detention.

After-school Detention

Students report to the principal's office at 3:50 P.M. to serve detention.

Multiple detentions assigned for the same persistent offense may result in suspension.

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

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

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

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

CYBER BULLYING

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

BLOGS/SOCIAL MEDIA POSTS

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

OFF-CAMPUS CONDUCT

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

SPECIAL CONDUCT RULES

Academic Dishonesty / Irregularities

The student consequences for such actions for grades 6-8 will be a zero for assignment/quiz/test/project, and a meeting with the principal and parents to determine if other consequences are needed.
The student consequences for such actions for grades Six through Eight will be a zero for assignment/quiz/test/project, and a meeting with the principal and parents to determine if other consequences are needed.

Vandalism/Theft

The first offense requires a conference with parents, restitution, and detention and/or suspension. A malicious or second offense carries the same consequences and further disciplinary action as determined by the principal.
Gum - Gum chewing is not allowed.
Search - The school has the right to search desks, lockers, and any bag/sack.

Threat Assessment

Students will occasionally make threats of violence or suicide in front of other students or faculty members. The principal, director of security and/or nurse will be notified immediately if a student threatens to harm himself or others, or personal or school property.

The Crisis Management Team, under supervision of the principal, will employ the Diocesan Threat Assessment Program policies and protocols.

PROHIBITED ARTICLES AT SCHOOL

Articles hazardous to the safety of others or which interfere with school procedures may not be brought to school. Items such as weapons, knives, box cutters, X-ACTO knives, BB guns, tobacco products, illegal drugs, real or simulated drug paraphernalia, and alcohol are strictly prohibited and will be confiscated. Bringing such articles to school is cause for suspension or expulsion. Items such as stuffed pets, toys, playing cards, etc. must remain in the student's backpack until final dismissal. These items, if found out of the student's backpack, will be taken up and returned to the parent/guardian at his/her request or retained until the end of the school year. Teachers, with the principal's approval, may give special permission for such items to be brought to his/her classroom as part of a special display or activity. In such cases, the item is permitted for that specific display/activity only.

CELL PHONES, E-READERS AND OTHER TECHNOLOGY

Cell Phones must be turned off and in the student's backpack while on campus. They are only for use before and after school, not including time spent in BASC or at school functions, if a parent chooses to send them with a child. **While on campus, students should request to use the school phone if a need arises.**

Smart watches are not permitted.

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 the entire HFCS school community. As the student is always a Holy Family Catholic School student, if he/she engages in conduct, whether inside or outside of 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 create digital video recordings of HFCS community members on campus or at off-campus HFCS events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about HFCS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school or on the Catholic faith and beliefs.

Failure to abide by this Policy, as with other policies at HFCS, may result in disciplinary action as described in the Family Handbook, or as determined by administration.

DRESS CODE

Holy Family Catholic School's dress code provides a level of formality suitable for serious academic performance. The rationale behind this dress code includes encouraging dressing for success, providing uniformity, promoting discipline, and fostering a better learning environment.
Students are expected to wear the complete school approved uniform with pride and dignity every day of the school year. All uniforms must be properly fitted, clean and in good repair. All students are expected to comply with the dress code from when they enter the building in the morning until they exit the building at the end of the day.
Please refer to the school web site for all uniform requirements for boys and girls.

Any changes to the uniform code will be made by the Administration. Amendments to the code will be updated online for parent access.

5290 DRESS
Students must dress appropriately in accordance with their God-given biological sex while on campus, at all school functions, and while representing the school at outside functions.
The official school uniform must be purchased from Flynn O'Hara Uniforms.

Year Round Store:
363 Carroll Street
Fort Worth, TX 76107
https://flynnohara.com/shop/holy-family-catholic-school-tx243/

Holy Family Catholic School Uniform Code 2026-2027

HFCS wants students to take pride in the Holy Family uniform and remember that they represent their school when seen in uniform. Students are expected to be in correct uniform each day. Wearing a uniform reinforces discipline and allows students to focus more on their academics instead of the latest fashion. The administration reserves the right to send home any student who is dressed improperly. In all cases, the interpretation remains with the administration. The uniform code will be strictly enforced.

Flynn O'Hara Uniform is our school uniform provider for 2026-2027. Shop online and view the Holy Family Catholic School uniform information. Our school code is TX243. Flynn O'Hara's year round store is located at:

FlynnO'Hara Uniforms Fort Worth, TX
363 Carroll Street
Fort Worth, TX 76107

Hours & Location

https://flynnohara.com/shop/holy-family-catholic-school-tx243/

BOYS UNIFORM CODE
GRADES PK3 – 8th

Pants and Shorts

Pants and shorts **may not** be oversized, too small or show signs of fading. Shorts may be no shorter than 2" from the top of the knee and may be worn year round. ***Pants are required for Mass and formal uniform days.***

PK3 & PK4

• Navy Twill Pull-On Elastic Waist Pants or Shorts
• Navy Performance Pull-On Elastic Waist Pants or Shorts

Kindergarten

• Navy Pull-On Elastic Waist Pants (Performance or Twill)
• Navy Pull-On Elastic Waist Shorts (Performance or Twill)

1st – 8th

• Navy Pants (Twill or Performance)
• Navy Shorts (Twill or Performance)

Shirts

Shirts must be tucked in at all times. No oversized (shoulder seam below shoulder, cuff below the wrist) shirts allowed. Shirts must be buttoned except for the top button. **Only solid white undershirts or turtlenecks may be worn under the uniform shirt.** Sleeves of the undershirt/turtleneck must not be longer than the uniform. **All students are required to have the red logo polo.**

PK3 & PK4:

• Red Performance Polo Shirt with heat transferred logo
• Red Short Sleeve Polo Shirt with heat transferred logo
• Red Long Sleeve Polo Shirt with heat transferred logo

KINDERGARTEN – 8TH:

• Red Performance Polo Shirt with heat transferred logo
• Red Short Sleeve Polo Shirt with heat transferred logo
• Red Long Sleeve Polo Shirt with heat transferred logo
• White Button-Down Collar, Short or Long Sleeve Oxford Shirt – **Required**

Sweaters, Sweatshirts, and Fleece Jackets

If a student needs to wear a second layer in the classroom because of cold weather, that second layer must be a school sweater, sweatshirt or jacket. Sweaters, sweatshirts or jackets may not be oversized or faded. Sweaters, sweatshirts or jackets may not be tied around the waist. All sweaters, sweatshirts and fleece jackets require the school Logo.

PK3 & PK4:
• Navy Heavy Crewneck Sweatshirt with heat transferred logo
• Navy V-Neck Cardigan Sweater with heat transferred logo
• Navy Full Zip Fleece Jacket with heat transferred logo

KINDERGARTEN – 5TH
• Navy Crewneck Sweatshirt with heat transferred logo
• Navy Cardigan Sweater with heat transferred logo
• Navy Front Zip Fleece Jacket with heat transferred logo

6th – 8TH:
• Navy V-Neck Sweater Vest with heat transferred logo- **Required**
• Navy Heavy Crewneck Sweatshirt with heat transferred logo
• Navy V-Neck Cardigan Sweater with heat transferred logo
• Navy Full Zip Fleece Jacket with heat transferred logo

Ties, Belts, Socks, and Accessories

Striped Tie - navy, yellow, and white for Kindergarten – 8th Grade – **Required**
Belt for 1st – 8th Grade **– Required**
Solid Navy or white Crew Socks (***no trademarks or emblems) must be over the ankle***
Watch – Apple or smart watches are not permitted.

Shoes

-No hightops, Converse or Vans

PK3 & PK4 &Kindergarten – Shoes must be Velcro – No lace up.
• White or Black Saucony Cohesion **Velcro** Athletic Shoes
• White, Black or Navy, **Velcro** New Balance 574 or 990 Athletic Shoe

1st– 5th
• **All** White or All Black Saucony Cohesion Velcro or Lace-up Athletic Shoe
• **All** White, All Navy or All Black Velcro or Lace-up New Balance 574 or 990 Athletic Shoe

6th-8th
ALL WHITE OR ALL BLACK SAUCONY COHESION LACE UP ATHLETIC SHOE
All White, Navy or Black or Lace-up New Balance 574 or 990 Athletic Shoe

***if not purchasing these brands the shoe must be entirely white, black or Navy**

MASS AND FORMAL UNIFORM FOR BOYS:

PK4
• Navy Pull-on Twill Pants
• Red Short or Long Sleeve Polo

• Navy Socks
• White or Black Saucony Cohesion **Velcro** Athletic Shoes
• White, Black or Navy, **Velcro** New Balance 574 or 990 Athletic Shoe

KINDERGARTEN
• White Short or Long Sleeve Button Down Oxford Shirt
• Navy Twill or Performance Pants
• Classic Tie
• Navy Crew Socks
• White or Black Saucony Cohesion **Velcro or Lace up** Athletic Shoes
• White,Black or Navy, **Velcro or Lace-up** New Balance 574 or 990 Athletic Shoe

1st – 5th
• White Short or Long Sleeve Button Down Oxford Shirt
• Navy Twill or Performance Pants
• Classic Tie- new navy and yellow strip
• Leather Belt
• Navy or white Crew Socks ***(no trademarks or emblems)***
• White or Black Saucony Cohesion Lace-up Athletic Shoes
• White, Black or Navy, Lace-up New Balance 574 or 990 Athletic Shoe

6th – 8th
• White Short or Long Sleeve Button Down Oxford Shirt
• Navy Sweater Vest with Logo
• Navy Twill or Performance Pants
• Classic Tie- new navy and yellow stripe
• Leather Belt
• Navy or White Crew Socks
• White or Black Saucony Cohesion Athletic Shoes
• White, Black or Navy, New Balance 574 or 990 Athletic Shoe

GIRLS UNIFORM CODE
GRADES PK3 – 8th

Jumpers, Dresses, Skirts, and Skorts
Jumpers, polo dresses, skirts and skorts must touch the knee. When kneeling, the bottom of the hem should be no more than 2 to 4 inches from the ground. Girls are **REQUIRED** to wear modesty shorts with a minimum 3-inch inseam under the jumper, dress or skirt.

PreK3 & PK4
• Plaid 2- Pleat Pull-on Skort - **Required**
• Red Short Sleeve Jersey Knit Dress with heat transferred logo

KINDERGARTEN
• Plaid Drop Waist Jumper - **Required**

• Red Short Sleeve Jersey Knit Dress with heat transferred logo
• Navy 2-Pleat Skort

1st – 5th
• Plaid Drop Waist Jumper - **Required**
• Navy 2-Pleat Skort

6th – 8th
• Plaid Pleated Skirt with Elastic Waist - **Required**
• Navy A-Line Jumper
• Navy 2-Pleat Skort

Blouses and Shirts

Blouses and shirts must be neatly tucked in at all times. **Only solid white or nude undergarments or turtlenecks may be worn under the uniform shirt.** (During Winter months only) Sleeves of the undershirt or turtleneck must not be longer than the uniform shirt sleeves. **All students must have a red logo polo shirt.**

PK3 & PK4
• Red Performance Polo Shirt with heat transferred logo
• Red Short Sleeve Polo Shirt with heat transferred logo
• Red Long Sleeve Polo Shirt with heat transferred logo

Kindergarten – 5th
• White Short OR Long Sleeve Broadcloth Peter Pan Blouse – **Required**
• Red Performance Polo Shirt with heat transferred logo
• Red Short Sleeve Polo Shirt with heat transferred logo
• Red Long Sleeve Polo Shirt with heat transferred logo

6th – 8th
• White Short OR Long Sleeve Button Down Oxford Shirt – **Required**
• Red Performance Polo Shirt with heat transferred logo
• Red Short Sleeve Polo Shirt with heat transferred logo
• Red Long Sleeve Polo Shirt with heat transferred logo

Sweaters and Sweatshirts

If a student needs to wear a second layer in the classroom because of cold weather, that second layer must be a school sweater, sweatshirt or jacket. Sweaters, sweatshirts or jackets **may not be oversized or faded.** Sweaters, sweatshirts or jackets may not be tied around the waist. **All sweaters, sweatshirts and fleece jackets require the school logo.**

PK3 & PK4

• Navy Heavy Crewneck Sweatshirt with heat transferred logo
• Navy V-Neck Cardigan Sweater with heat transferred logo
• Navy Full Zip Fleece Jacket with heat transferred logo

KINDERGARTEN – 5TH
• Navy Heavy Crewneck Sweatshirt with heat transferred logo
• Navy V-Neck Cardigan Sweater with heat transferred logo
• Navy Full Zip Fleece Jacket with heat transferred logo

6th – 8TH
• Navy V-Neck Sweater Vest - **Required**
• Navy Heavy Crewneck Sweatshirt with heat transferred logo
• Navy V-Neck Cardigan Sweater with heat transferred logo
• Navy Full Zip Fleece Jacket with heat transferred logo

Neckwear, Socks, and Accessories

6th – 8th Grade
• Plaid Criss Cross Tie – **Required**
• Navy Opaque Nylon Knee-High Socks that don't fall down – **Required for formal uniform (*no trademarks or emblems)***

PreK 3 – 8th Grade
• Navy Opaque Knee-High or Navy or White Crew Socks ***(no trademarks or emblems) Socks must be above the ankle bone***
• Solid Navy Tights during cold weather
• **Girls may only wear bows, ribbons, scrunchies, or headbands that are solid navy, red, white, green, or yellow or the plaid that matches the school uniform. No bows, ribbons, or headbands in any other color or with any embellishments (pearls, studs, etc) are permitted.**
• One small necklace, religious or simple school appropriate.
• Watch – Apple or smart watches are not permitted.
• Bracelets – up to two, religious or simple school appropriate.
• One ring, religious or simple school appropriate.
• **One pair** of small stud earrings.

Shoes

No hightop, Converse or Vans

PK3 & PK4 – Shoes must be Velcro. No lace up.
• **All** White or Black Saucony Cohesion **Velcro** Athletic Shoes
• **All** White, Black or Navy, **Velcro** New Balance 574 or 990 Athletic Shoe

KINDERGARTEN – 5th
• **All** White or Black Saucony Cohesion Velcro or Lace-up Athletic Shoe
• **All**White, Navy or Black Velcro or Lace-up New Balance 574 or 990 Athletic

Shoe
• Keds Navy and White School Days Saddle Oxfords

6th-8th
• **All** White or Black Saucony Cohesion Lace-up Athletic Shoe
• **All** White, Navy or Black or Lace-up New Balance 574 or 990 Athletic Shoe

***if not purchasing these brands the shoe must be entirely white, black or Navy**

MASS AND FORMAL UNIFORM FOR GIRLS

PK4
• Red Long or Short Sleeve Polo
• Plaid Skort
• Navy Knee-High Socks
• White or Black Saucony Cohesion **Velcro** Athletic Shoes
• White, Black or Navy, **Velcro** New Balance 574 or 990 Athletic Shoe
***if not purchasing these brands the shoe must be entirely white, black or Navy**

Kindergarten
• White Short or Long Sleeve Peter Pan Blouse
• Plaid Zip-Front Jumper
• Navy Knee-High Socks
White or Black Saucony Cohesion Velcro Athletic Shoe
• White, Navy or Black Velcro New Balance 574 or 990 Athletic Shoe
***if not purchasing these brands the shoe must be entirely white, black or Navy**

1st – 5th
• White Short or Long Sleeve Peter Pan Blouse
• Plaid Zip-Front Jumper
• Navy Knee-High Socks
• White or Black Saucony Cohesion Lace-up Athletic Shoe
• White, Navy or Black Lace-up New Balance 574 or 990 Athletic Shoe • White Short or Long
***if not purchasing these brands the shoe must be entirely white, black or Navy**

6th – 8th
• White Short or Long Sleeve Button-Down Oxford Shirt
• Navy Sweater Vest with Logo
• Plaid Box-Pleat Skirt
• Navy Cross-Over Tie
• Navy Knee-High Socks
• White or Black Saucony Cohesion Lace-up Athletic Shoe
• White, Navy or Black or Lace-up New Balance 574 or 990 Athletic Shoe

***if not purchasing these brands the shoe must be entirely white, black or Navy**

Hornet Closet (Donated Uniforms)

The Hornet Closet, located in the school cafeteria, offers free, gently used uniforms. Hornet Store inventories are solely dependent on recent donations. Donations may be dropped off at the school at any time during normal operating hours. **Parents may access the Hornet Store on any normal school day from 8:00 a.m. to 3:00 p.m. Please do not come in at drop off or pick up.**

GENERAL UNIFORM GUIDELINES

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

Uniform for Physical Education Class
Grades Kindergarten through Four: Students will wear the school uniform and shoes for P.E.
Grades Five through Eight: Students must wear an HFCS Athletic PE tshirt, modest length navy gym shorts and school tennis shoes for P.E.

HAIR
Students' hair must be neatly arranged and groomed. The dress code excludes fad hairstyles and color/highlights for boys or girls. Cuts and styles must be conventional and in good taste, the principal will make the decision regarding what is acceptable. Boys' hair must be conservatively cut and must not be longer than the uniform shirt collar; ponytails or hairclips are not allowed for boys. Boys must be

clean-shaven. Students whose hair style or facial hair is not in keeping with this policy may be sent home until the issue has been resolved.

JEWELRY/ ACCESSORIES

Students are allowed to wear one small necklace. This necklace may be a cross and/or other Catholic symbol, or a simple school appropriate necklace. Students may wear a watch and two small bracelets, one religious and one other simple, school appropriate bracelet. Students may wear one ring, it may be religious or a simple, school appropriate ring. Students may be asked to remove jewelry if it is inappropriate or becomes a distraction to learning. Alarms, calculators and/or audio-visual remote controls on watches may not be used during the school day. Smart watches are not permitted.

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

Only girls are permitted to wear conservative hair bows, headbands, and simple hair clips that match the colors in the uniform.

NAIL POLISH AND MAKEUP

Nails must always be short and clean. Only girls in grades Five through Eight may wear clear fingernail polish on school days, **wearing artificial nails is never allowed**.

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

Enforcement of Dress Code

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

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

Birthdays

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

Spirit Dress Days

- Students may wear official HFCS spirit tops with their uniform.
- Students who pay $2.00 may wear "silly socks" on HSA Silly Sock Day
- Jackets, coats, hats, bandanas, and sunglasses may not be worn in the school or church buildings unless it is permitted for Catholic Schools Week.
- Students who wear their uniform to Mass at Holy Family Catholic Church on designated Sundays may wear Spirit Day shirts on the following Monday. A Spirit shirt pass will be given out at mass by the principal and or development director.

ATTENDANCE

We no longer have the Family Day Policy

Regular attendance is necessary for the best learning situation. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a very serious problem.

Absences
- In compliance with TCCB-ED, school is in session 180 days each year. A student not physically present at school or participating in a school-sponsored field trip or activity by 8:00AM is marked absent. 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% (180 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 the 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

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

ATTENDANCE AND ABSENCES
Absence Policy
Students are expected to be present and on time every day. A student is responsible for work missed because of absences. Parents are asked to schedule vacations during regular school breaks. Missing several days of classes is detrimental even to the strongest student.
Students who are in attendance less than 90% 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 the final decision.

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 also unexcused.

ABSENCES AND SCHOOL WORK

- Each student is to complete all work missed during an absence, whether it be an excused absence (such as student illness, serious illness or death in the family, school sponsored trips, or an emergency) or unexcused absence (such as family trips or vacations).
- A student is allowed one day (not including the day they return) to make up work missed for each day of absence unless the work was due the day of the absence.
- It is the responsibility of the parent/student to obtain and complete assignments covered during the period of absence and to plan with the teacher for make-up tests and other help at a time convenient for the teacher.
- **Teachers will not provide work in advance for students for unexcused absences (such as family trips, family vacations) to complete during the absence.**
- 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 3:50 P.M..). Emails after 11:00 A.M. cannot be honored because teachers may not view the email or have the free time to prepare the work.
- Absent work that is not requested to be sent home will be in the homeroom classroom upon the student's return.
- The late homework rubric will be implemented if work is not turned in within the time allowed.

Regarding Absences and Late Arrivals

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 three 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 it necessary.

Appointments and Early Release
Students arriving after 10:00 A.M. will be recorded as a half-day absence. Students leaving before 1:00 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. ****New Policy

Unexcused Absences
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, ski trips, visits to Disney Land, etc. These are examples of unexcused absences.

Parents who choose to take students out of class for any reason other than illness, death in the immediate family, or other reasons acceptable to school administration must realize that students are ultimately

responsible for the work missed and forfeit any teacher explanations, quizzes, tests, etc. which are given during their absence. Teachers are not responsible for bringing students up to date on content during the student's unexcused absence. Homework that would have been submitted on an unexcused day of absence may not be accepted (teacher's discretion). When the student returns from an unexcused absence, the teacher will provide a list of assignments, worksheets, and other similar items that the student missed. The family is responsible for teaching this material to the student and completing the other requirements so that the student is current with the other students. At the teacher's discretion, quizzes and tests missed during the unexcused absence may be given for grades and diagnostic purposes to determine if the missed concepts and content have been mastered. This evaluation may start on the day the student returns to school or at the teacher's discretion. Parents must ask themselves if school or other family activities are a priority. By allowing your children to be absent, you communicate the importance of school to them.

TARDINESS

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

Students arriving late must be accompanied by an adult to the front doors of the building and should NEVER be dropped off at the front door. Parents/guardians must ring the front doorbell to allow the student access to the building. **A late arrival between 8:05 A.M. to 9:15 A.M. 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.**

- 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.

Tardies will be tracked per quarter in FACTS, and parents will be notified when a student has three tardies. Upon receipt of the fourth tardy, the student will serve a Before School Detention (Grades Six through Eight: 7:00 A.M. to 7:45 A.M.; grades K- Five: 7:15 A.M. to 7:45 A.M.). 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- Three tardies
- Before School Detention
- Conference with Principal

EARLY DISMISSAL– NEW POLICY

Early dismissals will be tracked per quarter in the front office (either through FACTS or a duplicate noting system) Parents will be notified when a student has three unexcused early dismissals. Upon receipt of the fourth early dismissal, the student will serve a Before School Detention (Grades Six through Eight: 7:00 A.M. to 7:45 A.M.; grades K- Five: 7:15 A.M. to 7:45 A.M.). Each subsequent early dismissal will result in further non-participation in scheduled field trips. Habitual early dismissals may result in a referral to the principal for additional disciplinary action.

Unexcused early dismissal before 1:25pm will be considered a half day absence.
Unexcused early dismissal reasons: sports, activities, haircuts, trips

Excused early dismissal reason: doctor/dental appointments (must provide a doctor's note), illness of a family member, extenuating family circumstances that are communicated to the principal prior to the early dismissal

ARRIVAL AND DROP OFF PROCEDURES

Arrival

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

Carline Drop Off Procedure

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

For the safety of all students and faculty/staff:

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

Walk Up Drop Off Procedure

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

Pre-Kindergarten and Kindergarten parents may escort their child/ren into their classrooms during the first week of school only.

Homeroom teachers and the school receptionist should be advised in writing prior to dismissal if a child is to go home with a person other than a parent, or a person listed as a contact in FACTS, 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 only be released to a parent/guardian. **The school receptionist will inform BASC staff if it applies to after school care students. If permission is not provided to the school, a child will not be released from the school unless it is to his/her parent.**

DISMISSAL AND PICK UP PROCEDURES

Dismissal

Dismissal for the carpool line will begin at 3:25 P.M. on full school days and at 12:00 noon on noon dismissal days. Students are dismissed from the classroom as their rides arrive. **For safety reasons, there is no walk-up line. Please stay in the car line until your child is brought to your car.**

- **PK through Eighth grade students:**
  - Students will be called to the carline via the intercom system.
- **After School Care students:**
  - All students remaining at the end of the carpool line procedure at 3:35 pm will be sent to the cafeteria and clocked into the After School Care. Parents and guardians will ring the front doorbell to gain entry into the school building and will sign their child/children out from After School Care.

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

PICK UP PROCEDURE

General Pickup Procedures

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

For the safety of our students and faculty/staff:

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

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

Additional drop off and pick up information

*This policy requires that parents **will no**t be allowed to enter the building during drop off time (7:00-8:00) in the morning or pick up time (3:00-3:45) in the afternoon.*

I recommend using the carline for drop off and pick up, but you may still park in the handicap spaces near the church and walk your student up to the door without going into the school. ***Crossing the carline path at any time is not allowed.*** This policy will begin the second day of school. You are welcome to bring your student into school the first day and stay for morning prayer in the library.

Inclement Weather Dismissal Procedure

If there are strong thunderstorms with lightning on or near campus, afternoon dismissal will take place on the lower level of the church parking garage. Please enter through the first entrance and pull forward to the cones, as you normally would in front of the school. For everyone's safety, please remain in your vehicle and do not get out.

The line will stretch from the doors of the bottom level of the parking garage, up Westridge Ave to the four-way-stop, and down along Pershing Ave in front of the church and school.

A parent alert will be sent out to notify you of this as soon as we make a decision to dismiss in this manner.

VISITOR PROTOCOL FOR PARENTS AND OTHER VISITORS

All visitors must check in at the front desk, sign in and out, and wear a name tag while on campus. All visitors to classrooms must have Safe Environment training.

LUNCH PROCEDURES

Schedule

First lunch (PREK3-Kindergarten) 11am-11:30am

Second lunch (1st-3rd) 11:30am-12pm

Third lunch (4th-8th) 12pm-12:30pm

LUNCHES FROM HOME

Students may bring their own lunches to school. **Bringing fast food items is not permitted. No caffeinated beverages i.e. Coca cola, Dr. Pepper etc.**

FOOD SERVICE LUNCHES

Will be updated when the new lunch service is confirmed.

LUNCH LOANS- this will be revised when a permanent food vendor has been secured

Occasionally, a student may forget a packed lunch at home or may think they may be receiving a purchased lunch on a day they didn't purchase one. For this reason, they may receive a lunch loan for the day. The family will be charged($10 per lunch) for the loan lunch through FACTS.

LUNCHTIME VISITORS

Lunch visitors will be restricted to special occasions only, which includes a child's birthday. In the case of summer birthdays, a parent may celebrate the birthday lunch on the day of their choice. Fast food or a special lunch will be allowed on this day.

A parent may take a child out for lunch as long as the school has been notified and the time coincides with the child's lunch period. The child must be checked out and back in by the parent at the front office.

Birthdays may be celebrated during lunchtime with a special treat for the class. It must be store bought. **Purchasing lunch for the whole class as a birthday treat is not permitted.**

PARENT/TEACHER EMAIL GUIDELINES

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

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

PARENT COMPLAINT AND GRIEVANCE PROCESS

The following complaint and grievance procedure is designed to be used when a parent has a concern, complaint or grievance with a teacher.
Step 1: Contact the teacher. Parents must communicate their disagreement with the teacher by phone, email, or at a pre-arranged conference.
Step 2: Contact the principal. If the meeting with the teacher did not resolve the disagreement, parents must then arrange a formal meeting with the principal and teacher.
Step 3: Contact the pastor. If there is still parental dissatisfaction, the parent must then arrange a formal meeting with the principal and pastor.

EMERGENCY CLOSING AND DELAYED OPENING

- When the Ft. Worth ISD announces that it will be closed or opening late due to hazardous weather conditions, Holy Family Catholic School will generally follow the same procedures.
- If the FWISD closes for any other reason, Holy Family Catholic School will be open unless a specific announcement to close is made.
- Circumstances may result in a decision to close Holy Family on a day the FWISD remains open.
- HFCS will communicate via Parent Alert for school closing or delayed opening information.
- On days when the school closes or opens late due to bad weather, the Before & After School Care program will follow the same hours. If afternoon activities are cancelled due to bad weather, the Before & After School Care program will close at 4p.m. Parents will be notified to pick up their children by 4p.m.
- If HFCS closes early for any reason, students must be picked up at the time the school requests via Parent Alert.
- If 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.

ADMISSION INFORMATION

1240 NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Catholic Diocese of Fort Worth schools admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Religious educational institutions are exempt from Civil Rights legislation in the employment and enrollment of individuals of a particular religious persuasion. Preference in employment and admissions may be given to Catholic staff and students in the Catholic Schools of the Diocese.

5000 ADMISSION OF STUDENTS

It is a privilege and a grace to be educated in a Catholic school. The schools and the Diocese retain the right to disallow a student to attend, continue attending, or to re-enroll in a school. Any enrollment prior to the first day of school, including but not limited to advanced enrollment, pre-enrollment, or continuing enrollment of a student, is a conditional enrollment subject to review and termination by the school at any time. Prior to the first day of school, the school does not have to state the reasons, or have grounds, for revoking or denying a conditional enrollment of a student. **The school does not have to state the reasons for denying enrollment of a student at any point during the year. The conduct of a student or a parent/guardian of the student (including any lifestyle, other conduct, or advocacy of a matter that is contrary to the Catholic faith or that may cause scandal, disruption, or confusion within the school**

community) may be grounds for the school revoking or denying the enrollment of a student at any time.1 All decisions of admission, including revocation of admission, are guided by the Catholic faith and are necessarily ecclesiastical in nature.

Students should not be denied admission to a Catholic school because of a disability unless the disability seriously impairs the student's ability to successfully complete the school's academic program or unless the school cannot provide sufficient care or provide reasonable accommodation for the student. The determination as to whether the school may provide reasonable accommodations for the student or applicant is made on a case-by-case basis. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses.

International Students may be admitted in accordance with the requirements of the United States Department of Justice and the Department of Immigration and Naturalization. Students seeking admission under F-1 status must request an I 20 form from the Catholic Schools Office.

The enrollment or registration and attendance of a student at a Catholic Diocese of Fort Worth school constitutes an expressed agreement on the part of the student, as well as the student's parents/guardians, to comply with the school's policies and procedures and demonstrate commitment to the school's mission. Failure to read the material contained in the handbook does not excuse the student or the student's parents/guardians from responsibility for knowing and following the policies, procedures, and regulations in the handbook.

Students applying for admission must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program of the school will meet the educational needs of the students. An interview with the student is part of the admission process. Testing in certain academic areas may be held for new, incoming students.

All new students will be given a probationary period of one semester. If during this probationary period there are any concerns, a student may be asked to withdraw from the school. The recommendation and decision of the school is final.

MISSION POLICY IN RELATION TO ADMISSIONS

Parents of students enrolling their children in a Catholic school must understand, affirm, and support the school's role and primary mission as guided by the teachings of the Catholic Church. Parents must acknowledge that they have read and understand, affirm, and support the expectations and the mission of the school as guided by the teachings of the Catholic Church. Any student whose gender has been legally changed from their biological sex, or who has chemically or surgically altered their God-given biology, may not be eligible for enrollment.

WITHDRAWAL

If at any time before or after admission the school believes that a student or parent/guardian of a student cannot accept the guidance and direction that is offered, is unwilling or unable to meet the expectations of admission, or is unwilling or unable to follow the Gospel as upheld in the teachings of the Catholic Church or the mission or policies of the school, then denial of enrollment, withdrawal, exclusion, or expulsion may be necessary. If a student or parent/guardian acts to legally change the student's gender or takes steps to chemically or surgically alter the student's God-given biological sex, then the student will be dismissed from the school, after the parent/guardian is first given the opportunity to withdraw the student from the school.

PARISHIONERS – NON-PARISHIONERS

A parish school's admission policy should give preference to parishioners. Students from other parishes are to be admitted, if possible. Students of other religious beliefs may be admitted, if space permits.

AGE

Policies regarding age of entry are determined by the TCCBED policy, and the State of Texas. All dates refer to the year of the student's entry into a specific grade level.

- 3K: A child must attain the age of 3 on or before September 1st.
- 4K. A child must attain the age of 4 on or before September 1st.
- Kindergarten – A child shall have attained the age of five (5) years on or before September 1st. This includes children enrolled in pre-school programs, i.e. 3K and 4K. Participation in a school's 4K program does not ensure acceptance into Kindergarten.
- First Grade: A child shall have attained the age of six (6) years on or before September 1st.

The child's birth certificate shall be required for verification of age before he/she is enrolled. An exception may be made by the principal if children (1) have been enrolled in the first grade in another state prior to transferring to a school in Texas or (2) have attended a full school term in a Kindergarten program in another state that admits children who are under five years of age into the Kindergarten program.

The ability of a new student to achieve at a specific grade level, particularly when he/she is entering from a non-accredited school, shall be determined by conference with the parents and with the former teacher (if possible) and/or by the results of a standardized achievement test/evaluation which the receiving school administers.

5050 NON-PARENT/NON-LEGAL GUARDIAN ENROLLMENT & DECISION MAKING

If a non-parent/non-custodial guardian wishes to enroll a child in a school of the Diocese, or make decisions on behalf of the child, they must provide valid Authorization Agreement for Voluntary Adult Caregiver that conforms with chapter 34 of the Texas Family Code authorizing them to enroll the child or make certain other decisions on behalf of the child. If the child is 18 or will be 18 during the school year, the non-parent/non-custodial guardian must contact the principal / president. Their enrollment will be considered on a case-by-case basis. This includes any decisions being made during the school year.

An Authorization Agreement for Voluntary Adult Caregiver is the proper "minor power of attorney" promulgated by the State of Texas. The Authorization Agreement for Voluntary Adult Caregiver can be found at https://www.dfps.state.tx.us/site_map/forms.asp

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

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

Children entering Pre-K 3 must be three years of age by September 1 of the upcoming school year. Students will be conditionally accepted into Pre-K 3 upon completion of the Early Childhood Screening and a scheduled Meet and Greet with the teacher. Students must be toilet independent.
Children entering Pre-K 4 must be four years of age by September 1 of the upcoming school year. Students will be conditionally accepted into Pre-K 4 with full acceptance contingent on displayed readiness on the Pre-K 4 entrance assessment. Students must be toilet independent.
Children entering Kindergarten must be five years of age by September 1 of the upcoming school year. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance assessment. Students must be toilet independent.
A legal birth certificate and proof of immunizations must be submitted before Pre-Kindergarten, Kindergarten, or 1st grade for students to be allowed to register. The Catholic School Health Report is required of all new students except those transferring from another Fort Worth Catholic school.
All students in grades 1st through 8th seeking admission to Holy Family Catholic School are evaluated on the basis of an entrance exam, current standardized test scores (when applicable), and report cards.
All new students will be given a trial period of no less than nine weeks in which to acclimate both socially and academically. This period also allows the school time to assess if the needs of the students are being met. All decisions made by the school in regard to final acceptance are final.
Non-Catholic students whose parents accept the philosophy of Holy Family Catholic School will be accepted on a space available basis. Non-Catholic students are expected to take religion class and attend all religious observances.

New Students

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

- Application and enrollment fees
- Official county /state issued Certificate of Birth (copy)
- Official Certificate of Baptism (Catholic students only) (copy)
- Two most recent report cards (grades First through Eight)

- Copy of most recent standardized test scores (grades First through Eight)
- Applicable information regarding psychological/educational evaluations
- Immunization records
- Applicable information regarding special health needs
- Court Order of Conservatorship, if applicable

Incoming students will complete an assessment conducted by the grade level teacher.
Children with special needs will be admitted if, with reasonable accommodations on the part of the school, they can be successful in the school environment. Under these circumstances, the child will be conditionally accepted, and status will be reevaluated if the need arises.

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

ELIGIBILITY FOR PARISH-RATE TUITION

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

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

The local pastors will use their sole discretion in defining active membership.

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

By August 1, new students must turn in the Student Emergency Care Form, Catholic School Health Report form (including immunization record) signed by a physician or nurse practitioner, a copy of Baptismal and First Communion certificates (if applicable), and Court order of Conservatorship (if applicable). Stamped signatures, electronic signatures, and faxed copies will not be accepted.

Returning Students

Students returning to Holy Family must provide the following documents:

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

FINANCIAL INFORMATION

Eligibility for Parish-Rate Tuition

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

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

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

Financial Aid

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

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

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

Tuition

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

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

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

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

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

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

Refunds

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

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

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

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

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

EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES

Eligibility

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

Interscholastic Sports Program

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

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 sports environment for all our young people.

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

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

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

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

Student Council
Student Council is available for students in grades Six through Eight. Elected class representatives organize school events and service projects with a teacher sponsor.

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

National Junior Honor Society (NJHS)
Seventh and Eighth graders who meet the requirements as set by our local Chapter are eligible to apply for admission.

FAMILY DIRECTORY – Can be found on FACTS.

FIELD TRIPS (and car seats)
Background and Purpose
Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals. There are no "traditional" field trips. All grades do not always have the same number of field trips, and teachers, in consultation with the principal, reserve the right to restrict or deny student participation of any field trip due to, but not limited to, poor academic performance and/or poor conduct.

General Field Trip Information

Field trips are a privilege. Students may be denied participation if they fail to meet behavioral and /or academic requirements. A student who has a conduct grade of N or U may not participate. This decision is at the discretion of the teacher and principal.
Parent volunteers provide transportation. A field trip request form must be signed for each trip and turned in at least two days prior to the day of the trip 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 appreciated and needed for supervision, transportation, and specific needs determined by the teacher. **Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.**
Per Diocesan Policy, siblings are not permitted to accompany the class, and the teacher will limit the number of parents accompanying the class. Parent drivers and/or chaperones are not to give refreshments to children. Even though field trips take place off-campus, all volunteers MUST have a current Protecting God's Children for Adults training certificate and background check on file in the school office in order to be eligible to serve as a field trip chaperone. The Diocese mandates that training must be updated every 2 years.
Additionally, field trip drivers must have a clear driving records check and carry a minimum limit of insurance liability of:

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

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

CAR SEATS

Each year nearly 1,600 children die in motor vehicle accidents. Motor vehicle accidents are the leading cause of unintentional, injury-related death among children ages 14 and younger. Unrestrained children are more likely to be injured, suffer more severe injuries, and die in motor vehicle crashes than children who are.
HFCS will follow Section S45.412 of the Transportation Code of Texas.

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

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

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

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

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

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

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

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

(f) In this section:

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

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

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

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

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

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

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

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

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

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

GENERAL STUDENT INFORMATION

Telephone Use

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

BACKPACKS

Students in grades PK through Three are allowed any type of full-sized backpack.
Students in grades Four through Eight may use school bags or backpacks without wheels to carry their books to and from home. Backpacks should be clearly marked with the student’s name on the inside of the backpack. Because of safety concerns, backpacks must be placed in an area designated by the teacher in each classroom. **If a doctor prescribes a rolling backpack, the school must have a current prescription on file (updated yearly).**

Care and Use of Textbooks and Materials

Students are expected to:

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

Solicitation/Selling

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

Lost and Found

Articles that have been found are collected on a "Lost & Found Rack" in the hallway west of the cafeteria. Valuables are kept in the office. Placing the child's name in clothing will aid in the return of lost items. Unclaimed articles will be sorted monthly and either sent to the Hornet Store, donated to the St. Vincent de Paul Society, or thrown away.

Class Parties

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

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

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

GENERAL PARENT INFORMATION

Calendar

The annual and monthly school calendar is available on the HFCS website. Any changes with regard to event dates will be communicated as needed. School holidays may or may not coincide with the Fort Worth I.S.D.

Communication

The HFCS weekly newsletter contains communication from the principal and information about current and upcoming events.

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

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

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

ADVISORY COUNCIL

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

BEFORE & AFTER SCHOOL CARE PROGRAM (BASC)

Before and after school programs are available on a weekly and 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 3:50 all students will be admitted into AFTER SCHOOL CARE and all fees will apply. Fees are charged weekly and daily.

All students enrolled in the program must respectfully follow the behavior guidelines set by the staff and the school's policies.

Hours

BASC is open from 7:00 A.M.- 7:30 A.M. and 3:25PM-6:00 P.M., and on Noon dismissal days from 12:00 to 6:00 P.M., except designated school holidays/event days. All children must be picked up no later than 6:00 pm.

Fees

Before- School Care 7:00A.M.- 7:30 A.M.
After- School Care 3:25 P.M. - 6:00 P.M.
$6 PER ½ hour
7:00-7:30 AM
3:30-6PM
½ days of school 12pm-6pm $35 flat rate
or
There is also a monthly option of $75 per child per week. $35 flat rate for ½ day.
You must sign up for an entire semester and will be charged each week of school.
There will not be any deductions if your child does not use BASC.

Registration Fee BASC

A one-time non-refundable registration fee of $50.00 per child until May 31st and $75 per child starting June 1st.

ALL BASC FEES ARE CHARGED THROUGH FACTS

Inclement Weather Closing

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

Holidays

BASC will not be open during school holidays.

Snacks

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

Illness

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

Medication

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

Discipline

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

Toys, Electronics, Etc

Electronics may not be 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 must check in with the BASC staff before going to the activity. Those students who do not check in with the BASC staff will be counted absent and, therefore, are not the responsibility of the BASC.

Bullying/Harrassment

Please see our Bullying Policy found on the school website

http://www.hfcsfw.org/editoruploads/files/anti%20bullying%20policy%202015_2016.pdf

CHILD ABUSE AND NEGLECT

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

COMMUNITY SERVICE HOURS

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 ($25) per hour or a combination of time and money will be the required option. This participation program enlists adults to assist with the sports program, field trips, the making of teaching materials, and all Home and School Association activities including development and fundraising.
The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school. ***VIRTUS Protecting God's Children for Adults* is a requirement by the Diocese of Fort Worth for those who have regular contact with children.**

CUSTODY ISSUES

Special legal considerations that affect the custody of a student must be given to the principal and are maintained on file with the school. Communication with the school regarding legal decisions related to custody arrangements is very important. Upon request, the non-custodial parent may receive a family packet and other school information. Upon request, a teacher will set up a separate parent conference for the non-custodial parent. A parent whose parental rights have been legally terminated is not sent a family packet or any other school information if the school is given a copy of the court order terminating those rights.

Parent Alert

The Parent Alert service through FACTS delivers automated phone calls, texts, and emails in 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 students and parents' convenience, a directory that includes names, addresses, and telephone numbers of pupils can be accessed through FACTS. Permission for Publication is part of the enrollment packet.

Noon Dismissal Days
School is dismissed at 12:00 P.M. as indicated on the school calendar. Teachers have professional meetings or parent conferences planned on those days.

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

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

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

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

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

- To attend Mass and teach the Catholic faith by word and example.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student concerns.
- To treat other parents and community members with positive respect and courtesy.

Parents' Roles

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

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

Once you have chosen to enter 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 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 for 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 investigate the complete story as 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 an accident or illness requiring more than minor first aid, parents will be notified. It is essential that parents have three 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.

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.

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

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

Guidelines for Excluding Students from School

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/she is not allowed to attend school and parents are asked to notify the school immediately. The school nurse, if necessary, will notify the Health Department.

Immunizations Requirements

Immunization Policy

The immunization policy is found in the TCCB ED School Health Manual and TCCB ED Guide to Quality and Effectiveness. Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services.

A student who fails to present the required evidence shall not be accepted for enrollment.

Conscientious Objections

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

Exemption

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

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has

an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

Safety Plan

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

STUDENT RECORDS

It is the responsibility of the parents to share any/all official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office.
In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.
The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher, and any other costs associated with the testimony.
A cumulative record is maintained for each student including personal and family data, achievement records, test data, and health record. All material in the cumulative folder is confidential and is accessible only to members of the professional staff and to the parents or guardians. Requests for records to be copied must be made at least 24 hours in advance.
Medical records may be obtained at any time upon request.
Diocesan policy states that all student records must carry the legal names of students as shown on their birth certificates or the files must contain copies of court orders showing name changes.
Any teacher evaluation or report requested by an outside source must be mailed or faxed to that source. We do not allow parents to hand carry these reports. Parental permission is needed to obtain this information.

HOLY FAMILY CATHOLIC SCHOOL - CONTRACT FOR 2026-2027

With the successful submission of this enrollment packet and payment of all applicable enrollment fees, Holy Family Catholic School will enroll my child for the 2026-2027 school year. However, I acknowledge that my child is not considered fully enrolled with Holy Family Catholic School until they attend the first day of the school year. Furthermore, I, as parent/guardian, agree to the following provisions:

1. I understand that a Catholic education is NOT a right; it is a privilege.
2. I understand the education of my child is a collaborative effort involving my child, myself, and the faculty and administration of Holy Family Catholic School.
3. I understand that my child's teachers are dedicated professionals who make sacrifices to teach in a Catholic School.
4. I can expect the following from Holy Family Catholic School:

- to collaborate and communicate with parents while providing a comprehensive educational experience for my child.
- to uphold the teachings of the Catholic Church, share the faith with enthusiasm and pastoral care, and be worthy role models.
- to provide an excellent academic program and a safe, positive environment.
- to respond to concerns in a professional and timely manner, while protecting the child's and family's confidentiality.
- to be good stewards of the resources provided to the school.

5. In order to demonstrate fully my commitment, full support and cooperation with Holy Family Catholic School, I will:
    - Ensure that our family prays regularly and attends Sunday Mass or Church service weekly and on Holy Days.
    - personally pray for the well-being of the school, the faculty and staff, and the students and families as I am able.
    - continue to teach my child Christ-like behavior to prevent the hurtful consequences of bullying, teasing and intimidating behavior towards others.
    - expect my child to use respectful verbal and body language, and model respect by refusing to start rumors or listen to gossip.
    - understand that all students and parents are responsible for the good name of the school, knowing that behavior outside of school that is non-exemplary or harmful to the school's good reputation may lead to disciplinary action at school.
    - provide my student with assistance and support needed for academic and social success and hold my student responsible for his/her own choices and behavior.
    - communicate honestly and respectfully to school personnel, even when upset, to resolve disputes or relay concern in a timely manner.
    - trust that the school authorities will do everything in their power to facilitate my child's reaching his/her full potential in Spirit, Mind and Body.
6. I will timely pay the required tuition and fees set by the school as detailed in my FACTS account.
7. I understand that if tuition or any other fees remain outstanding beyond 30 days FACTS Family Portal access will be denied and all report cards will be held. Holy Family Catholic School may suspend my child from class and/or extracurricular activities if tuition or any other fees are not received by the due date. No records, transcripts, recommendations, diplomas, or report cards will be issued to families who owe tuition or any other fees.
8. I understand that it is solely my responsibility, in a timely manner, to discuss with the principal any family situation that arises that may impact my ability to meet my financial obligations to Holy Family Catholic School.
9. I understand my eligibility for the parish rate discount must be evaluated annually and is contingent upon my timely providing my pastor with the applicable form and that it is the pastor's sole discretion to determine my status as a registered, active member. I understand that if tuition is split between two or more parties, it is the responsibility of each party to individually apply for the parish rate discount for their portion. I also understand that the school's Business Office must receive the approved, signed application no later than April 1, 2026, for my tuition payment plan account to reflect the parish rate discount.
10. The enrollment fee and other fees will not be refunded once the admissions process is completed.
11. Under all payment plan options, tuition is non-refundable when it represents the July monthly portion, or it represents the monthly portion for which my child has attended at least one school day during that month.
12. When tuition has been paid “in full” or with the “semi-annual” payment plan, unused tuition will be refunded if my child moves a distance that prohibits attendance at Holy Family Catholic

School; or the principal determines that my child is unable to meet the demands of HFCS through no fault of my child; or my child is unable to attend classes due to prolonged illness, injury, or death.

13. I understand that if I enroll my child in the Pre-Kindergarten program they must be completely potty-trained.
14. My child is responsible for conforming to and obeying the rules and regulations of Holy Family Catholic School as published in the handbook for parents, accessible on the website, or as announced or amended during the school year.
15. I will pay the reasonable cost of repairing or replacing any damage to or loss of school property caused by my child.
16. Unless and until I satisfactorily fulfill my obligations as outlined in the present contract, Holy Family Catholic School will not enroll my student for the subsequent year, will withhold my child's report card(s) and transcript(s), and will not permit graduation of my child.
17. My child may participate in all school-sponsored activities on and off campus, including athletics, unless I deliver written notice to the school office.
18. I understand that if my child was not enrolled at Holy Family Catholic School at the end of last school year, he/she will remain on probation until the end of nine weeks at which time his/her status will be reviewed. A child whose performance has not met the expectations of Holy Family Catholic School may be withdrawn.
19. I release the Diocese of Fort Worth, Holy Family Catholic School and its council members, faculty and staff from liability for accidental personal injury to, or accidental death of, my child.
20. During the school year, I will perform 30 hours of service for Holy Family Catholic School. If this obligation is not met, I agree to pay $25.00 per hour for any hour, or portion thereof, not served. To volunteer with students, I am aware of the safe environment training sponsored through VIRTUS that must be taken along with a background check. In addition, I am aware of the Diocese of Fort Worth's insurance requirements to drive students on school-sponsored activities as well as having a clear driving records check.
21. If a suit is filed to enforce any provision of this contract, the prevailing party shall be entitled to recover reasonable attorney's fees. Any such suit shall be filed in a court of competent jurisdiction in Tarrant County, Texas.
22. I also understand that acceptance at Holy Family Catholic School each year is neither guaranteed nor automatic. Each year the faculty evaluates all students. The principal reserves the right to ask any student to withdraw or to refuse admission if a student does not appear to be successful at Holy Family Catholic School, or if other family members cause disruption to the school community.
23. Parents will communicate with teachers/school by regularly responding to messages and reports from the school (Hornet Herald, email, phone calls, written notes, and FACTS Family Portal). School personnel will respond in a timely manner (one-two school days) to parental requests for information about student progress at school or about problems that parents may perceive. In addition, the school strives to inform families of events and activities through the weekly newsletter and the FACTS Family Portal calendar.
24. I understand that when my child is using the internet or any other computer/ telecommunications/ electronic or digital communications device, they must adhere to all rules of courtesy, etiquette, privacy and laws regarding the use of information and data as prescribed by either Federal, State or local laws as well as the applicable policies of the Diocese of Fort Worth and Holy Family Catholic School.
25. I have accessed the Diocesan School Policy #6200 Use of Technology, #6205 Online Social Media and #6210 The Minimum Social Media Requirements and reviewed them with my child. I understand both policy statements and agree that all members of my family will abide by the

standards set forth in these policies. I further acknowledge that any violation of these policies by a student member of my family will result in disciplinary action against the student member of my family up to and including expulsion from the school.

26. I have accessed the iPad/Laptops, Tablets and Electronics Usage Agreement and reviewed it with my child. I understand that my child will use the iPad via the iPad portable lab and/or the iPad reading centers and laptops via Technology class or as managed by any other classroom teacher to improve and personalize his/her education this year. I agree that my child will not deface or destroy this property in any way. Inappropriate use of the equipment will result in disciplinary action. I will assume full and total financial responsibility for the repair and/or replacement of a device damaged by my child. Replacement of the device will be at the current market value for a comparable item. My student will report any damage or changes to the iPad/laptop immediately to their teacher, who will determine necessary action.

Diocesan Handbook Addendums

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

ADDENDUMS

NOTICE: This handbook does not constitute a contract, expressed or implied, between any applicant, student/parent, or faculty/staff member and the school or Catholic Diocese of Fort Worth. The school reserves the right to change, alter, amend, discontinue, abolish, or depart from this handbook or any of the policies, rules, regulations, standards of conduct, protocols, services, programs, or activities within it at any time, without notice, at its discretion. The school provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.

3240 INTERNAL INFORMATION

The School is part of the Catholic Diocese of Fort Worth. As such, when appropriate, any student/parent record or information possessed by the School, including academic, developmental, behavioral, disciplinary, financial, or contact/identifying information, may be shared internally within the Catholic Diocese of Fort Worth (including its departments, schools, parishes, priests or the Catholic Diocese of Fort Worth Advancement Foundation).

Academic testing information and results may be shared with other schools of the Catholic Diocese of Fort Worth for academic, enrollment, or placement purposes.

Additionally, any information submitted in or with any financial aid application (including FACTS) may be shared with the Catholic Diocese of Fort Worth, the Catholic Diocese of Fort Worth Advancement Foundation, their affiliates, any tuition assistance board of the diocese, parish, or school, or the Stephen Breen Memorial Foundation to consider in awarding financial aid or developing additional tuition assistance programs."

Diocese Appeal 5220

If the parent or the guardian wishes to appeal the principal's expulsion decision, a written appeal must be mailed to the Superintendent of Schools within five (5) days from the date the parent or guardian is notified of the principal's expulsion decision. The Superintendent's decision will be conveyed to the parent or guardian by either the electronic email on file with the school, the home address on file with the school, or by meeting in person, electronically, or telephonically. The decision of the Superintendent is final and is not subject to any other appeal, grievance, mediation, or conciliation process of the Diocese.

5230 WITHDRAWAL AND TRANSFER

WITHDRAWAL is the voluntary termination of a student's enrollment by the parents or guardian without provision for enrollment in another school. Students should be encouraged to complete their education if at all possible.

TRANSFER is the voluntary termination of a student's enrollment by the parents or guardian with provision for the student to be enrolled in another school. A parent or guardian may decide to transfer a student at any time and for any reason or the principal and parents may mutually agree that the needs of a student will best be served in another school setting.

It should be noted that Withdrawal and Transfer are considered to be voluntary on the part of the parents or guardian.

The records of a student who has had the privilege of attending a Catholic school and was withdrawn because of the disruptive influence caused by the student's parent shall show that the student withdrew or transferred, unless the parent refuses to remove the student from the school after having been notified that the student is to transfer to another school. In this case, the student will be expelled, and their records will reflect the expulsion.

IMPLEMENTATION

When a student withdraws or transfers, a notation of the fact is made, as required, on all necessary records and correspondence.

In some cases, a student's academic, emotional, or social needs might be better served in an alternate academic setting. The principal or counselor should advise the parents of the availability of such alternatives. A mutual agreement to transfer, reached out of sincere concern for the student, is preferable to utilization of suspension or expulsion procedures. A school may require a student either to transfer or to withdraw when the conduct of the parent of the student is disruptive to the school, or to a teacher in the school.

In the case of a transfer, the principal shall complete an Exit Report and give it to the parents or guardian together with the student's report card and health card. In the case of a transfer between Catholic schools, the principal must call the principal of the previous school BEFORE interviewing, testing, or registering the student. Communication between Catholic school administrators is necessary regarding expulsion, transfers, and withdrawals among Diocesan schools. The Catholic Schools Office must be contacted. If the family has an outstanding balance at the previous school, then that must be cleared before the student may be accepted at another school in the system.

Should the receiving school request it, additional information is to be provided and/or a copy of the permanent record may be sent directly to the receiving school by the previous school. (See Policy 5260.)

5235 REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEYS' FEES

The School recognizes the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the School's responsibility to wisely steward financial resources for the benefit of all members of the school community, the School has implemented the following policy:

From time to time, the School is required to retain outside legal counsel to respond to parent requests or demands, attorney requests or demands on behalf of a parent or student, requests or subpoenas for testimony or documents in legal proceedings to which the School is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the School is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the School will, when the chief administrator of the School in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the School for attorney's fees, costs of court, and other expenses incurred.

Accordingly, each person who acknowledges his or her agreements to the contents of this Handbook, either by written or electronic signature or by enrolling a student in the School, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School and its officers, employees, agents, and representative ("Indemnitees") on demand from and for any and all attorneys' fees and related costs, including without limitation the cost of responding to parent or attorney requests or demands, requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding or dispute to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgement adverse to the Indemnitee.

5280 HUMAN SEXUALITY

Reasons for a Policy on Human Sexuality

As the Congregation for Catholic Education noted in its 2019 instruction entitled "Male and Female He Created Them" Towards a Path of Dialogue on the Question of Gender Theory in Education, "It

is becoming increasingly clear that we are now facing with what might accurately be called an educational crisis, especially in the field of affectivity and sexuality" (Male and Female, #1). It expounded upon the scope of the crisis stemming from an emerging radical view of human sexuality, noting:

The context in which the mission of education is carried out is characterized by challenges emerging from varying forms of an ideology that is given the general name 'gender theory', which "denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences, thereby eliminating the anthropological basis of the family. This ideology leads to educational programs and legislative enactments that promote a personal identity and emotional intimacy radically separated from the biological difference between male and female. Consequently, human identity becomes the choice of the individual, one which can also change over time" (Male and Female, #2) (internal citation omitted).

Our dignity and creation in the image and likeness of God, Christian anthropology, a proper understanding of human sexuality, and the essential importance of our sexuality and sexual identity as assigned by God are authoritatively and definitively revealed in Sacred Scripture and the teachings of the Catholic Church. (see Genesis 1:27; see Male and Female; see Catechism of the Catholic Church ("CCC"), #355-373, 2331-2372). As all entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ, they must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth and charity in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life (Code of Canon Law, c. 795).

These truths extend into every facet of our lives, including – and perhaps especially – our sexuality.

Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (CCC, #2393). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good

of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

These teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by "the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences (Amoris Laetitia ("AL"), #56). Pope Francis further notes that "biological sex and the sociocultural role of sex (gender) can be distinguished but not separated," and that although we must always be "understanding of human weakness and the complexities of life," that does not require us to "accept ideologies that attempt to sunder what are inseparable aspects of reality" (Ibid.). Ultimately,"[w}e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). Pope Francis then stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (AL, #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, which means that the Church cannot and must not accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany and to lead them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, Fides et Ratio, #22). We do not serve anyone's greater good by denying or falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences either same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God immutably created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. To pretend otherwise would contradict sound scientific evidence, reason, the nature of the human person, and key tenets of the Catholic faith (see National Catholic Bioethics Center, Brief Statement on Transgenderism). Therefore, the policies of our Catholic schools must respectfully uphold these fundamental truths.

5281 BULLYING/HARASSMENT/VIOLENCE AND HUMAN SEXUALITY

All persons have inherent human dignity and are thus deserving of innate respect and love as a person. Bullying, harassment, or threats or acts of violence against any student based on that student's perceived sex, sexual orientation, or gender identity will not be tolerated (see above, sections 5290).

5282 CHASTITY

All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are in principle not permitted at school.

5283 SEXUAL ORIENTATION AND SAME-SEX ATTRACTION

Students may not advocate, celebrate, or express same-sex attraction in such a way that is contrary to the authentic teachings of the Catholic faith, or that causes confusion, disruption, or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality or homosexual inclinations, the use of the term "same-sex attraction" is preferred, as it is a more appropriate description in accordance with the truths of Catholic faith and morals.

5284 GENDER DYSPHORIA (TRANSGENDERISM)

Everyone, man and woman, should acknowledge and accept his sexual identity. (CCC, #2333)

By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity. (CCC, #2393)

All students are expected to conduct themselves at school, at all school functions, and while representing the school at outside functions in a manner consistent with their biological sex as given to them by God. All students are to avoid behaviors associated with the attempt to redefine their God-given sex. Schools shall consider the gender of all students as being consistent with their God-given biological sex for all purposes, including, but not limited to, the following: eligibility for and participation in school athletics and single-sex curricular and extracurricular activities; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms; titles, names, and pronouns; and official school documents. If a student's expression of gender, sexual identity, or sexuality should be in conflict with the teachings of the Catholic faith, cause confusion or disruption at the school, mislead others, cause scandal, or have the potential for causing scandal, then the matter will first be discussed with the student and a parent or guardian of the student. If the issue is not resolved to the satisfaction of the school, whose primary goal must always be to uphold and to teach Catholic truths, principles, and doctrine, then the student may be dismissed from the school, after the parent/guardian is first given the opportunity to withdraw the student from the school. If a student is dismissed from the school under this policy, then the school will refund the unused portion of prepaid tuition on a pro rata basis.

5285 ATHLETICS & OTHER EXTRA CURRICULARS

Eligibility for athletics and single-sex curricular/extracurricular activities is based upon the God-given biological sex of the student.

5286 FACILITIES USE

Utilization by faculty, staff, students, or any visitors of school facilities, including but not limited to locker rooms, showers, restrooms, and overnight accommodations, will align with the person's God-given biological sex. School facilities are dedicated to the mission of Catholic education and may not be used by any member of the school community or any external organization or individual for any purpose or cause that is contrary to Catholic teaching or otherwise opposed to the Catholic Church.

5287 FORMAL TITLES AND NAMES

School personnel will address students by the name listed on the official school registration (or its common derivative) and the pronouns correlating to their God-given biological sex.

5288 MISSION INTEGRITY

Schools are to exercise their responsibility to teach Catholic faith and morals in the fullness of truth and charity, especially as expressed in the Catechism of the Catholic Church. As such, pastors, catechists, and other ministers of the faith (i.e., teachers, counselors, coaches, and school administrators) are called to meet people where they are to accompany and guide them to the Truth of the Catholic Faith.

Parents/guardians and non-Catholics whose religious practices or beliefs run counter to Catholic teaching might experience possible conflicts as mission integrity is maintained. Sincere questioning of the practices or teachings of the Catholic faith in order to more deeply understand them are acceptable and welcomed if done respectfully; however, hostile, disrespectful, or defiant challenge of Catholic practice or teaching, or the living of a lifestyle, engaging in other conduct, or advocacy of a matter that is contrary to Catholic practice or teaching, are signs that a student, parent, staff, or faculty member may not be a fit for the school's primary evangelical mission and may be denied admission or dismissed therefor.

5289 OFFICIAL SCHOOL DOCUMENTS

Diplomas, transcripts, school records, and any other official documents of the school ("official school documents") shall be issued in conformity with the student's God-given biological sex. Official school documents are also historical documents and, as such, must accurately reflect the name and identity of

the alumnus/alumna during the time in which he/she was enrolled at and graduated from the school. If after graduation an alumnus/alumna legally changes his/her name, for whatever reason, and requests new versions of his/her official school documents, the official school documents may be issued in the following format: "Original Name, n/k/a. New Legal Name."

5290 DRESS

Students must dress appropriately in accordance with their God-given biological sex while on campus, at all school functions, and while representing the school at outside functions.

5315 SUBSTANCE ABUSE POLICY

As a Catholic school, our faith calls us to treasure our dignity as human beings. We are also a family community and our concern for the health, safety, and welfare of our students and families is paramount. It is important that our students' welfare be continuously protected -- including after the school day ends, on weekends, and throughout the year. The use of illegal substances by students damages their spiritual well-being, performance, and development. Rooted in our concern for the welfare of our students and families, this substance abuse policy supports our mission of seeking truth, developing personal responsibility, and encouraging the full use of the gifts God gives to each developing young person.

Students are expected to avoid the use of tobacco products, consumption of alcohol, and use of drugs. The use of tobacco, alcohol, and other illegal substances negatively affects the growth of young people, subjects students and parents to potential criminal and legal jeopardy, harms student health, disrupts the educational process, endangers others, and negatively affects the reputation of the school community. To be successful, this policy requires the support of the entire school community, which includes students, parents, faculty, staff, and administration sharing in a spirit of cooperation, honesty, accountability, and responsibility.

IMPLEMENTATION

A student who possesses, uses, distributes, or exercises custody or control over alcohol, drugs (including controlled substances), or drug paraphernalia, whether on or off campus, may face disciplinary action, including but not limited to losing the privilege of participating in extracurricular activities or athletic programs, probation, suspension, or expulsion from school. In addition, the student may be required to submit to a random drug test (or ongoing random drug testing) or undergo a drug/alcohol screening and assessment at an agency approved by the School, at the expense of the student or the student's parent/guardian. Parents/guardians must sign a release of information consent form so that results of the assessment can be shared with the School. School administration must receive the assessment and recommendations from the agency. If requested by the School, the student must agree to follow a treatment plan.

A student suspected of being under the influence of drugs or alcohol, including while at school or at a school-related event, may be required to submit to a school-approved drug test or breathalyzer test. If the test returns a positive result, disciplinary action will be taken. A student who refuses to submit to a drug test or breathalyzer test when requested by the School will be deemed to have given a positive test result or be under the influence, and disciplinary action will be taken.

Students do not have an expectation of privacy in any property or items brought onto School premises or to school-related events. The School reserves the right to search lockers, coats, bags, automobiles, and

other personal belongings of students at the School or at school-related events. Students who do not cooperate with the search or search request will be subject to disciplinary action.

The refusal of the student, or a parent/guardian of the student, to comply with this policy or submit to the School's requirements or requests will result in disciplinary action, which may include losing the privilege of participating in extracurricular activities or athletic programs, probation, suspension, or expulsion from school.

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.

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.

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.

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 the 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.