

H **HOLY FAMILY**
CATHOLIC SCHOOL

Teaching the way of Jesus Christ

2009-10
Parent-Student Handbook

Revised August, 2009

Holy Family Catholic School is committed to providing a Catholic education that teaches the way of Jesus Christ. Through the helping hands of teachers, staff and parents each child is encouraged to grow in mind, body, and spirit. Holy Family strives to enrich the students with love and knowledge by living the Catholic faith.

TABLE OF CONTENTS

| | |
|----------------------------------|----|
| LITURGICAL CELEBRATIONS | 3 |
| ADMISSION..... | 3 |
| ACADEMICS..... | 3 |
| ATTENDANCE..... | 9 |
| CODE OF CONDUCT..... | 12 |
| DRESS CODE FOR STUDENTS | 17 |
| GENERAL STUDENT INFORMATION..... | 23 |
| GENERAL PARENT INFORMATION | 29 |
| FINANCIAL INFORMATION | 31 |
| EXTENDED DAY PROGRAM..... | 33 |

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

LITURGICAL CELEBRATIONS

At Holy Family Catholic School, we believe that the liturgy is the center of Christian life. The students actively participate in the liturgical celebrations and great effort is made to make these celebrations especially meaningful to children. The student body celebrates Mass in the main church. Parents are always welcome to attend. Prayer services are held upon occasion when no liturgy is celebrated. This is noted on the school calendar.

ADMISSION

Holy Family Catholic School welcomes any student who is academically qualified, regardless of racial, economic, religious, sociological, or ethnic background. However, entrance preference is extended to parishioners of Holy Family Catholic Church. Students from other parishes and of other religious beliefs are accepted if space permits.

A legal birth certificate (not a hospital certificate) and proof of immunizations must be submitted before prekindergarten, kindergarten, or first grade students will be allowed to register. The Diocesan physical examination form is required of all new students except those transferring from another Fort Worth Catholic school.

Acceptance is final after a 3-month probation period allowing the school to determine if the needs of the student are being met.

ACADEMICS

Holy Family Catholic School provides an educational environment with a program of study that covers the basics in curriculum, offers programs of enrichment and focuses on the religious aspect of Christian development through the teachings of Catholicism.

The staff strives to meet the needs of the students, and helps each child to develop all his/her God-given talents within the framework of a respectful and responsible school community.

ACHIEVEMENT TESTING

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

ACRE TESTING

An assessment of religious education (Assessment of Catechesis/Religious Education) will be administered to each fifth and eighth grader in the spring.

ASSIGNMENT NOTEBOOK

Students in grades three through eight are responsible for copying assignments into the "assignment notebook" on a daily basis.

CONFERENCES

Parent-teacher conferences are scheduled and required during the midpoint of the first quarter of the school year. After the third quarter, conferences will be scheduled as needed or requested by the parent.

Parents and teachers are encouraged to schedule their own conferences throughout the year if there are concerns about the student's academic progress or conduct. Parents are asked to schedule an appointment with the teacher during her conference period or after school from 3:30pm to 4:00pm. Parents are not allowed to visit with teachers during class periods or to contact teachers at home. Scheduled conferences are very valuable to the overall education program.

CURRICULUM

The school offers a strong academic program for students in Prekindergarten through eighth grade. In keeping with the implications of the school name, Jesus spent His youth in the holy family growing in wisdom and grace.

The curriculum includes religion-sacraments, liturgy, Catholic doctrine, church history, Christian family living/respect for life; English-reading, literature, Accelerated Reader program, grammar, spelling, vocabulary workshop, composition; mathematics- basic mathematics, pre-algebra, algebra, science-life science, earth science, physical science; social studies-Texas history, United States history, world history; physical education (PE), music, library skills, Spanish, computer science and art appreciation.

Textbooks are regularly reviewed to update publications to remain current with educational information. Textbooks are reviewed by the faculty and approved by the administration for adoption.

EIGHTH GRADE PROMOTION

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

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

EVALUATION OF ACHIEVEMENT

The quarterly report grades are based on

- a. the degree of mastery of the course objectives;
- b. daily work and class participation;
- c. contributions beyond assigned tasks; and
- d. quizzes, tests, and projects.

FIELD TRIPS

Field trips are a privilege. Students may be denied participation if they fail to meet behavioral and /or academic requirements. A student who has a conduct grade below “70” may not participate, and participation for students with a conduct grade of “70-75” is at the discretion of the principal.

Field trips are scheduled at each grade level to correlate with appropriate units of study or to supplement the fine arts curriculum. Transportation is provided by parent volunteers. A field trip request form must be signed for each trip in order for the child to be included. ***HFCS will enforce the new Transportation Code (see below under “Car Seats”).***

Parent participation on field trips is needed for supervision, transportation, and specific needs determined by the teacher. Per Diocesan Policy, siblings are not permitted to accompany the class, and the number of parents accompanying the class will be limited by the teacher. Parent drivers and/or chaperones are not to give refreshments to children.

CAR SEATS

Background and purpose

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

Effective: September 1, 2009 the legislation aims to strengthen current child passenger safety protections by providing that children younger than eight years old, unless they are four feet, nine inches in height, are to be properly secured while riding in an operating vehicle in a child passenger safety seat system in accordance with the instructions of the manufacturer of the safety seat system.

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

(a) Provides that a person commits an offense if the person operates a passenger vehicle, transports a child who is younger than eight, rather than five, years of age, unless the child is taller than four feet, nine inches, rather than less than 36 inches in height, and does not keep the child secured during the operation of the vehicle in a child passenger safety seat system according to the instructions of the manufacturer of the safety seat system.

(b) Provides that an offense under this section is a misdemeanor punishable by a fine of not more than \$25, rather than not less than \$100 or more than \$200. Requires a municipality or county, notwithstanding any other law, to remit each fine collected under this section to the comptroller of public accounts for deposit in a separate account in the general revenue fund that is authorized to be appropriated only to the Texas Department of Transportation and used to purchase child passenger safety seat systems and distribute them to low-income families. Provides that Chapter 133 (Criminal and Civil Fees Payable to the Comptroller), Local Government Code, applies to a fine collected under this section.

GRADE CHANGES

A teacher may not change a grade on a report card at the request of a parent. The principal must first approve any grade change. Grades are not to be politically expedient or subject to parental pressure. Inaccuracies may occur and will be corrected after the teacher and the principal have reached such determination.

GRADING

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

HOMEWORK ASSIGNMENTS

Homework assignments provide an extension of the learning that takes place in school. It provides practice and drill that reinforce classroom learning and opportunities for independent study, research, and creative thinking.

It is the responsibility of the parent to help their child(ren) by arranging a quiet, comfortable place for the student to work, scheduling a regular study time, offering minimal assistance, seeing that assignments are completed; and praising their children for work well done.

The amount of time which different students in the same grade spend doing homework will vary due to the child's motivation, organization and attentiveness in the classroom. Homework assignments are left to the discretion of the teacher.

| <u>GRADES</u> | <u>RECOMMENDED TIME PER NIGHT</u> |
|-----------------------|--|
| 1st - 3rd | 20-30 minutes |
| 4th - 5 th | 30-60 minutes |
| 6th - 8 th | 60-90 minutes |

In addition to completing written and reading assignments, a student should study and review daily lessons.

HONOR ROLLS

Academic Honor Roll

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

“HIGHEST HONORS” are earned by those students with a numerical average of 96 or above with all grades being a “76” or higher, and no “incompletes” as of the last day of the 9 week term. Students must have at least a 76 or above in conduct to be on the honor roll.

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

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

LATE ASSIGNMENT RULE

Grades 1-4

Consequences for late assignments will be according to the grade level.

Grades 5-8

If a student does not have an assignment, the student will get a zero and there is no opportunity to make up that particular assignment. A note to the effect will be sent home with the Monday folder. *It is to be understood that missing grades will severely lower a student's average that denotes his/her grade.*

LIBRARY

Books may be checked out for a one-week period or renewed and returned through the school librarian. Weekly library periods are scheduled. A daily fine is charged for overdue books. Students are expected to pay for damaged or lost books.

MAKE-UP WORK

Each student is to complete all work missed during an excused absence. It is the responsibility of the student to obtain and complete assignments covered during the period of absence and to make arrangements with the teacher for make-up tests and other help at a time convenient for the teacher. Students are allowed to make up work for excused absences. A student is allowed one day to make up work missed for each day of absence unless the work was due the day of the absence. Make up work for unexcused absences will not be graded and a grade of “0” will be assigned.

Long-term assignments such as science fair projects, book reports, etc. will need to be brought to school by 8:00 A.M. on the day they are due whether the student comes to school or not. Grades will be lowered for long-term assignments handed in late.

Books and assignments for a student who is ill must be requested by calling the school office by 10:00 A.M. Calls after 10:00 A.M. cannot be honored, as teachers may not have the free time to prepare the work. The books and assignments may be picked up at dismissal time.

MUSIC

All students are enrolled in a music class for the purpose of a well-rounded fine arts education, weekly liturgical services preparation, and semester-ending musical performances. Student participation in the musicals is required and the student's performance determines the final music grade. A student who fails to attend the musical must request permission from the principal

in writing before the production detailing the emergency that prevented attendance. Dates for the two musicals can be found on the school calendar.

PHYSICAL EDUCATION OR OUTDOOR RECESS

Students are required to participate daily in outdoor recess and physical education periods except during inclement weather. The principal and staff make the determination regarding weather conditions and cancellation of these activities. Please be sure that your child is dressed appropriately during cold weather.

A parent may make a written request to have a student excused for one day only from Physical Education or recess. Any request to have a student excused for longer than one day must have a doctor's note and state the specific time period the student cannot participate.

PROGRESS REPORTS

RenWeb is a very useful tool in monitoring student progress. Parents with concerns about their child's progress are encouraged to communicate with teacher via phone, email, or make an appointment to meet with the teacher.

Appointments are made through the office.

If a student is doing below average (less than 80) work or has discipline problems in any subject, a Progress Report is sent home midway through the quarter. These dates are recorded on the calendar. The report should be signed by a parent and returned the following school day to the homeroom teacher. If the form is not returned by the following Friday, the parent will be contacted by phone or mail.

REPORT CARDS

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

They will be sent home with students to be reviewed and signed by a parent; and then returned to the homeroom teacher as soon as possible. NOTE: A duplicate report card must be purchased for \$2.00 if the original is lost.

RETENTION AND SUMMER SCHOOL

In grades 4-8, students who receive a final failing grade in a core subject will be required to attend an accredited summer school in the subject area in which they failed in order to be promoted to the next grade level. Summer school must be approved by the principal prior to enrollment. If a student fails two or more core subjects, the student will not be promoted to the next grade level.

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

SCIENCE AND HISTORY FAIRS

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

STUDENT RECORDS

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.

The school abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. To protect the rights of all family members, it is required that divorced parents file a notarized copy of the custody section of the divorce decree with the school.

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.

WEEKLY FOLDERS

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

If a student has a missing or late assignment from the previous week, the folder will contain a notice to the parent advising that the assignment has been turned in late and in grades 1-3 received a lowered grade, or in grades 4-8 the work has not been turned in and may result in a zero grade.

ATTENDANCE

Regular attendance is an essential component of the educational process. Holy Family Catholic School attendance policy is based upon the state compulsory attendance laws. When for any reason the number of absences exceeds eighteen (10% of the school year), the principal will, after consulting with the parties in question, decide if the student has mastered the content of the grade level. This may be done through additional testing or other means to evaluate the student. If the absences have affected the academic progress of the student the school may be forced to retain the student.

It is expected every student will attend school every day and stay for the full day. When a student is absent, the parent is requested to call the school before 8:30 A.M. If a parent has not called, the school will call the parent. This procedure insures that parents know whether their children are in or out of school. If for any reason a student must leave school early or is late arriving, a written excuse must be presented and the student must be signed in or out at the office. If a student arrives either after 10:00 A.M., or is dismissed before 1:00 P.M. the student is considered absent one-half day. A child must attend five hours of instruction to be considered present a full day. A student who is absent from school may not use the Extended Day program that same day.

ARRIVAL

Students should arrive at school no earlier than 7:30 A.M. except for those who are enrolled in the Extended Day Program. Those students who arrive between 7:30 A.M. and 7:50 A.M. will report to the cafeteria where they will be supervised by school staff. At the 7:50 bell, students in the cafeteria will be dismissed to class by grade and students just arriving should go directly to class. Students must be seated in class and ready to begin work at the sound of the 8:00 A.M. bell or be considered tardy.

DISMISSAL

Dismissal for the car pool line will begin at 3:00 on regular school days. Students are dismissed from the classroom as their ride arrives. No student will be released after 2:30 without good cause and special permission from the principal. To further ensure a safe and timely dismissal, except in an emergency, *parents are not to enter the school at dismissal time.*

Students who have not been picked up by 3:20 P.M. will be taken to the Extended Day Program. *SPECIAL NOTE:* Parents or children may not return to a classroom after dismissal unless accompanied by a teacher or the principal. It is the student's responsibility to leave the classroom at dismissal with all needed books and supplies.

DROP-OFF PROCEDURE

PreKindergarten: Parents of PreK students may park in the school lot or the cul-de-sac on El Campo and walk student to the classroom.

All others please observe the following rule:

Drivers should pull up to the sidewalk in front of the school. PLEASE pull up to the handicapped parking areas so other cars are not forced to wait in the parking lot unable to get to the curb. Then quickly & safely pull out and away as soon as students exit the car. PLEASE do not park or block traffic in the drop off line.

EXCUSED AND UNEXCUSED ABSENCES

It is essential to teach our students that school is a major priority in their lives. Through regular school attendance, students learn personal responsibility with emphasis on the importance of education as a lifelong foundation.

Excused absences are personal illness, doctor or dental appointments, death in the family, or any other unusual cause deemed excused by the Administration. The principal has the final determination.

Families are allowed 2 full days (or 4 half-days) per school year to be used as needed by the family for personal reasons. The absence(s) will be treated as "excused" absences. Like any other excused absence, the parent must submit in writing the reason for the absence (i.e., Family Day). Every effort should be made to notify the school prior to the absence.

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

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

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

LEAVING CAMPUS

Students are not permitted to leave the school campus during school hours for any reason without the parent/guardian securing permission through the school office. Teachers will not allow students to leave early without proper notification from the parent.

Students may not arrange to go home with another student unless parental written permission is given to the office at the start of the school day.

Parents wishing to pick up students early must come into the school office to sign the child out in the "Dismissal & Admission Book". The secretary will call the student from the classroom. Students will not be dismissed through the office between 2:30-3:15 except for emergency situations. These students will follow the dismissal procedures.

Parents are expected to make every effort to schedule doctor and dentist appointments for their children outside of school hours. However, when this is not possible, students will be excused.

Parents must send written communication or call the school office if a friend or relative will be picking up a student. **PROPER IDENTIFICATION WILL BE REQUIRED.**

PERFECT ATTENDANCE

In order to qualify for the Perfect Attendance, a student must have no absences and no unexcused tardies throughout the quarter.

PICK UP PROCEDURE

PreK students are dismissed from the main building with other students. PreK students with no siblings at HFCS may be picked up from the PreK classroom.

Please observe the following rules:

Drivers should pull up to the school along the designated carpool line up to the point near the handicapped parking. Then quickly and safely pull out when student is in car to accommodate cars waiting in the line. Please do not park or block traffic in the pick up line.

Students must always enter and exit cars in the carpool line only through doors on the right side of the car.

At dismissal time, parents are requested to have a car nametag visible to the faculty to expedite the process. Since it is dangerous for children to walk through oncoming traffic to a parked car, we request that at dismissal all children are picked up at the curb where they will be safely loaded in the waiting vehicle by the staff. Please do not cross the carline.

RETURNING TO CAMPUS

Upon returning to school after an appointment, a student must be signed in at the school office by a parent/guardian.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class, causes loss of instructional time, and forms poor life habits. Any student arriving after the 8:00 A.M. bell is considered tardy.

Once a student has been tardy on more than three occasions during a quarter, he/she will be assigned to a detention and to an after school detention for each subsequent tardy. The student will receive a written notice in advance to be taken home to the parent as to the reason for the detention as well as its date and time.

An exception would be for a student arriving from a medical or dental appointment verified with a written note from the doctor or dentist.

CODE OF CONDUCT

The development of self-discipline and responsibility for one's actions are among the most important skills a child can develop. At Holy Family, we believe that students must learn to control their behavior so that all members of the school community can enjoy a safe, peaceful and productive educational environment.

The classroom teacher will handle consequences for students' not meeting classroom guidelines. Possible action to be taken by the teacher includes withholding of privileges, time-out, lunch detention, after school detention, student/and or parent conference with teacher or principal and/or other appropriate disciplinary action chosen by the teacher.

Possible action to be taken by the principal includes: counseling, parent conference, lunch detention, before and after school detention, in-school or at-home suspension, probation, damage restitution, expulsion and/or other appropriate disciplinary action. All privileges including participation in extracurricular activities are withdrawn during the period of suspension.

CONDUCT GRADES

Students in grades 4-8 receive conduct grades that follow a point schedule. Each student begins with 100 points. The grade is lowered when points are lost due to detention, misconduct slips, dress code violations, excessive tardies, and other documented concerns. Students must have at least a 76 or above in conduct to be on the honor roll.

Students with a conduct grade of 75 or below are ineligible for field trips. However, in special circumstances the principal may give permission for a conduct grade of 70-75.

A student with a conduct grade below 70 is ineligible for sports participation until the next grading period (next quarter).

DEFINITION OF TERMS

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

Lunch detention takes place after the student finishes eating. He/she reports to the office or library and serves the detention quietly in the library or other designated place.

Before school or after school detention will not exceed 30 minutes for students in grades K-3 and 1 hour for older students. The teacher will notify the parents at least one day in advance of the detention period. If the detention notice is not signed and returned by the following day, a second detention will be assigned.

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 that the individual will withdraw immediately if there is even one additional 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 of in-school suspension. Out of school suspension means a student cannot be on campus during a given period of time and the student will receive a zero for assignments, tests and grades taken during that period. 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

CHRIST BEARER AWARD

We expect the student who is honored with this award to be a consistent example of living in the way of Jesus Christ. They should be examples of unselfish behavior or have a dramatic self-initiated example of self-sacrifice. We expect our students to be courteous, polite, respectful, and share nicely. Christ Bearer must be above the expectation and done with Christian humility not a reward-seeking attitude. Nominations for Christ Bearer awards will be kept to the school level and nominated by faculty and staff. All nominations will be sent to the Principal for evaluation.

"HORNET" AWARDS

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

PROHIBITED ARTICLES AT SCHOOL

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

Items such as pets, toys, radios, tape/CD players, playing cards, etc. are prohibited. These items, if brought to school without prior permission from the principal, 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 school as part of a special display or activity. In such cases, the item is permitted for that specific display/activity only.

Students may not have cell phones in their possession on the HFCS campus. Students in possession of cell phones will have phones confiscated. Phones will only be returned to parents. Repeated offences will result in disciplinary measures (detention). As stated elsewhere, parents should make all arrangements with the child before arriving at school.

SEVERE MISBEHAVIOR

In case of blatant misbehavior, the student will be sent to the principal and will be issued a *Misconduct Slip*. Blatant misbehavior includes: disrupting class, improper behavior outside class or at a school sponsored activity held on or off campus, obscene language, student harassment, fighting or rough-housing (pushing, shoving, boxing, karate kicking, etc.) insubordination, intimidation, abusive language or behavior, obscenity-written or drawn, and other conduct or actions, regardless of where or when such actions take place if they are of a nature to bring discredit to the school or if they conflict with Christian values. Suspension or expulsion may be invoked for blatant misbehavior. Also, three *Misconduct Slips* will result in a mandatory parent conference with the principal, and a possible loss of privileges, out-of-school suspension, detention, and in extremely serious cases, expulsion.

SPECIAL RULES

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

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 plus expulsion.

Parents - Actions of the parent of a student may be grounds for the student to lose the privilege of attending school. The parents of a student are expected to conduct themselves so as not to be a disruptive influence and shall be requested to withdraw the student from the school if necessary.

Gum - Gum chewing is not allowed

Search - The school has the right to search desks and lockers.

The school reserves the right to exceed or amend established consequences if the offense warrants it.

6200. USE OF TECHNOLOGY

Access to the technology resources in the Catholic schools of the Diocese of Fort Worth, including the Internet, shall be made available primarily for instructional and administrative purposes. Access to the school's computers, network, and Internet resources is a privilege, not a right. All users shall have the responsibility to use the equipment and software with care and to comply with the

Diocese's Acceptable Use Policy. Teachers may grant students access to the school's technology as deemed appropriate by the teacher. Users of the school's technology shall not purposefully access materials that are considered an Unacceptable Use as defined hereinafter. Individuals making an Unacceptable Use of the school's technology will be subject to disciplinary action, which may include, but not be limited to, termination of employment or expulsion from the school.

ACCEPTABLE USE POLICY

INTERNET TERMS, CONDITIONS, AND REGULATIONS

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

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

- 2. Unacceptable Use —** The term “Unacceptable Use” as used herein shall include, but not be limited to, the following prohibited acts:
 - A.** transmission or the receipt of any material in violation of any U. S. or state regulation including, but is not limited to, copyright material, threatening, violent, or obscene material, or material protected by trade secret;

 - B.** use for commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication;

 - C.** pornography, information on bombs, inappropriate language and communications, and flame letters;

 - D.** acts of vandalism, any malicious attempt to harm or destroy data or another user or to damage hardware or software, the uploading or creation of computer viruses, and

 - E.** unauthorized Use of another's computer, access accounts, and/or files.

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

parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies.

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

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

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

5. Other

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

ELECTRONIC AND/OR DIGITAL COMMUNICATIONS POLICY

Electronic and/or digital communications with students, and staff members should be conducted for educationally appropriate purposes using school sanctioned communications methods. The school sanctioned communications methods are: teacher school web pages such as the school website, Moodle, or School Notes, teacher school email, teacher school phone and educationally focused networking sites such as Churchwerks. The term “Staff member” as used herein shall mean all employees of a school,

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

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

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

DRESS CODE FOR STUDENTS

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

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

UNIFORM PURCHASES

The official school uniform must be purchased from Parker School Uniform Company located at 1125 Oakland, Fort Worth. The phone number is 817-446-0436. The uniform may be purchased online from Parker at their website www.parkersu.com. The access code is FW392095.

At Final Registration and throughout the school year the Hornet Store sells gently used genuine Parker uniforms. Selection and styles are dependent on recent donations.

The official navy sweatshirt embroidered with the school logo and P.E. uniforms may be purchased from the Hornet Store.

GENERAL UNIFORM GUIDELINES

- All students (K – 8th) must have at least one complete formal uniform for Mass and other announced days.
- All students (K – 8th) must have at least one red polo shirt embroidered with the school logo.
- Jumpers, skirts, skorts and shorts must be no shorter than 2" above the kneecap or the length from the manufacturer.
- Modesty shorts worn under the jumper or skirt must be solid navy.
- All shirts, excluding the ¾ sleeve fitted shirt for girls in grades 6-8, must **always** be neatly tucked into pants, shorts, skorts and skirts and not rolled under sweatshirts or sweaters.

- Only solid white undershirts may be worn and the sleeve can not extend past the uniform shirt sleeve.

UNIFORM FOR BOYS AND GIRLS: PRE-KINDERGARTEN 3 AND 4

Pre-Kindergarten students are not required to wear a uniform; however, they must comply with the guidelines detailed in the sections “Non-Uniform Dress”, “Hair”, “Jewelry/Accessories” and “Makeup”.

UNIFORM FOR GIRLS: GRADES K-5

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

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

Pants – Navy, pleated with belt loops.

Shorts – Navy, pleated with belt loops and cuffs.

Shirt –

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

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

Socks – Solid navy or white, no logos and must come at least 2” above the ankle bone.

Tights – Solid navy or white.

Shoes –

- Solid white, non-platform tennis shoes, or
- Parker “School Days” in navy/white, or
- Parker “Classy” in black.
- Shoelaces must be a solid color that matches the shoes.

Outer Garments –

- Navy v-neck cardigan, acrylic sweater, or
- Navy sweatshirt embroidered with the school logo.

Formal Uniform –

- Jumper – HFCS plaid;
- Shirt – White Peter Pan collar or button down oxford;
- Socks or Tights and Shoes as described above; and,
- Outer Garment – Navy v-neck cardigan or embroidered sweatshirt.

UNIFORM FOR GIRLS: GRADES 6-8

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

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

Pants – Navy, pleated with belt loops.

Shorts – Navy, pleated with belt loops and cuffs.

Shirt –

- White, $\frac{3}{4}$ length sleeve fitted shirt with notched hemline that is to be worn untucked, or
- Red, short-sleeve polo embroidered with school logo.

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

Socks – Navy, opaque knee socks.

Tights – Solid navy or white.

Shoes –

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

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

Outer Garments –

- Navy v-neck cardigan, acrylic sweater, or
- Navy sweatshirt embroidered with the school logo.

Formal Uniform –

- Skirt – HFCS plaid;
- Shirt – White, $\frac{3}{4}$ length sleeve, fitted;
- Socks, Shoes and Tie as described above; and
- Outer Garment – Navy v-neck cardigan or embroidered sweatshirt.

UNIFORM FOR BOYS: GRADES K-5

Pants – Navy, pleated with belt loops.

Shorts – Navy, pleated with belt loops.

Shirt –

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

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

Socks – Solid navy or white, no logos and must come at least 2” above the ankle bone.

Shoes –

- Solid white, black or navy walking or tennis shoes, or
- Parker “NB621” in black, or

- Parker “Raider” in black.
- Shoelaces must be solid color that matches the shoes.

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

Outer Garments –

- Navy v-neck cardigan, acrylic sweater, or
- Navy sweatshirt embroidered with the school logo.

Formal Uniform –

- Pants – Navy;
- Shirt – White, short-sleeve or long-sleeve button down oxford;
- Belt, Socks, Shoes and Tie as described above; and,
- Outer Garment – Navy v-neck cardigan or embroidered sweatshirt.

UNIFORM FOR BOYS: GRADES 6-8

Pants – Navy, pleated with belt loops.

Shorts – Navy, pleated with belt loops.

Shirt –

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

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

Socks – Solid navy or white, no logos and must come at least 2” above the ankle bone.

Shoes –

- Solid color black or brown leather or leather-like below the ankle dress shoe; or
- Loafers (penny-, tassel- or fringed tongue)_are acceptable, or
- Parker “NB621” in black, or
- Parker “Raider” in black.
- Shoelaces must be solid color that matches the shoes.

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

Outer Garments –

- Navy v-neck cardigan, acrylic sweater, or
- Navy sweatshirt embroidered with the school logo.

Formal Uniform –

- Pants – Navy;
- Shirt – White, short-sleeve or long-sleeve button down oxford;
- Belt, Socks, Shoes and Tie as described above; and,
- Outer Garment – Navy v-neck cardigan or embroidered sweatshirt.

HAIR

Students' hair must be neatly arranged and groomed. The dress code excludes fad hairstyles and hair color/highlights for boys or girls. Multiple clips are not allowed. Cuts and styles must be conventional and in good taste. The staff and principal will make the decision regarding what is acceptable. Boy's hair must not touch the collar when head is upright. No ponytails allowed for boys.

Students whose hair is unacceptable will be sent home until the hair is acceptable to the principal.

JEWELRY / ACCESSORIES

Students are allowed to wear one religious or Holy Family medal and chain under the uniform. Necklaces for boys or girls are not permitted. Bracelets and rings are not permitted with the exception of one watch. Alarms, calculators and/or audio-visual remote controls on watches may not be used during the school day.

Only girls may wear earrings. At most one earring may be worn in each ear lobe. For safety reasons, these must be small stud earrings that do not protrude below the ear.

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

MAKEUP

Only girls in grades 6-8 may wear clear fingernail polish. Nails must be short and clean at all times. No artificial nails are allowed. Only eighth grade girls are allowed to wear natural looking light foundation during school and this must be a minimum amount.

No student may wear other make-up, lipstick, lip-gloss, eye shadow, or eyeliner. Students will be asked to wash their faces if they are in non-compliance.

PHYSICAL EDUCATION CLASS

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

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

Grades 5-8:

- Navy HFCS "Phys. Ed" mesh shorts sold through the Hornet Store.
- T-Shirts:
 - Gray HFCS "Phys. Ed." shirt sold through the Hornet Store, or
 - Any HFCS spirit shirt.
- Grade 5: Solid white tennis shoes per the dress code.
- Grades 6-8: Athletic shoes of their choice.

NON-UNIFORM DRESS

Non-uniform days require conventional or basic clothing styles, keeping the following in mind:

- Jeans must be properly fitted, clean and in good condition.
- Skirts, culottes or shorts must be no shorter than 2" above the kneecap.
- Sleeveless sweaters, blouses or dresses are not permitted.
- Shirts that expose the midriff are not permitted.
- Clothing must be free of messages or symbols referring to alcohol, drugs, tobacco, vulgar language and/or gangs.
- Socks or hose must be worn. Socks must come at least 2" above the ankle bone.
- Boots must be a standard style. (Western or Cowboy)
- Jackets, coats, hats, bandanas and sunglasses may not be worn in the school or church buildings.

Spirit Days - Students are allowed to replace the uniform shirt with an official HFCS t-shirt. This shirt will be tucked in.

Fiesta Day - Students may dress in Hispanic costume or the school uniform. It is not a non-uniform dress day.

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

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

PROMOTION MASS (EIGHTH GRADE)

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

- 1) Boys must wear dress slacks, a shirt with collar and tie, and dress shoes.
- 2) Girls must wear skirts or dresses at the most 2" above the knee. All blouses and dresses must have sleeves and a modest neckline. Only clear nail polish will be worn on fingernails and toenails. All girls must wear hosiery.

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

ENFORCEMENT

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.

A student who violates the dress code policy will receive a Dress Code Violation slip and a deduction of 2 points from the conduct grade. The fourth dress code violation, and any one after that in a given nine week period, will additionally result in a detention and a 5 point deduction from the conduct grade.

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

The time spent away from the classroom will be considered unexcused. The administration reserves the right to send home any student who is dressed improperly.

GENERAL STUDENT INFORMATION

TELEPHONE USE

Telephones are needed by staff for school business and are not available for student use. Parents are asked to communicate with children at home before they arrive at school. The telephones and secretary must be free for school business. Emergency calls will, of course, be handled as quickly as possible.

BACKPACKS

Teachers will be working with students to be more organized and take home only what is needed. Tote bags are permitted for transporting homework and communications to and from school. These bags will be emptied out each morning in class. The school will make bags available at cost.

CARE OF TEXTBOOKS AND MATERIALS

Students are expected to:

- a. take proper care of textbooks
- b. keep textbooks neatly covered at all times;
- c. write in workbooks or other materials only under the direction of the teacher;
- d. keep all book covers, homework, books and binders free of graffiti;
- e. pay for damaged or lost books.

SOLICITATION/SELLING

Students may not sell any items at school or on the campus. Permission must be obtained to sell Girl Scout cookies, Campfire candy etc.

Students are not to be asked to purchase items unless the principal has approved the sales project.

LOST AND FOUND

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

Unclaimed articles will be sorted monthly and either stored for resale, donated to the St. Vincent de Paul Society, or thrown away.

CLASS PARTIES

School/PTO sponsored parties are held for Christmas, Valentine's Day, and Fiesta Day during the last 30 minutes of the school day.

Birthday treats will be served to classmates only in the cafeteria following lunch for all grades except PreKindergarten and Kindergarten, which may be served during snack time. Cookies (not cupcakes) are recommended. Parents are responsible for cleaning up after party.

Any and all other class parties for rewards etc. must have been approved by the principal in advance of announcements to the students.

PERSONAL PARTIES

A student who plans to distribute invitations to a personal, private party must distribute them at the end of the school day (just before prayers at dismissal) and to all members of the class or of the same gender. Otherwise, invitations should be distributed by mail.

LUNCH PROCEDURES

Procedures and guidelines are enforced by cafeteria monitors and school staff. Several basic expectations are: 1) speak at an appropriate voice level; 2) use restroom for emergency only; 3) only leave your seat when given permission; and 4) clean up after yourself.

SCHEDULE

First Lunch (PK,K) 11:00am – 11:30 am Second Lunch 11:30 am-12:05 pm Third Lunch (4-8) 12:05 pm-12:40 pm

LUNCHES FROM HOME

Students may bring their own lunches to school. Fast food items and canned soft drinks are not permitted. Milk/juice may be purchased at school. In case a parent must bring a lunch to school, it should be labeled with the student's name and placed in a designated area in the cafeteria. Condiment packets (catsup, mustard, mayo) may be purchased for \$0.05.

FOOD SERVICE LUNCHES

Holy Family Catholic School provides an opportunity for students to purchase hot/cold lunches from an outside service. Prior to each menu period, lunch menus are sent home with each student. Parents/Guardians select the dates which their child will be purchasing lunch, complete the lunch form, attach a check made out to Clara's Kitchen for the appropriate amount, and return to the school by the given due date. Staff members will monitor the children receiving hot/cold lunches.

Because the lunches are ordered in advance, you may not change the dates your child will be served nor may you receive credit for lunch because your child did not attend school that day. For example, your child is sick on a day that lunch was ordered, he cannot have lunch the following day to "make up for" it. However, if your child is sick on a day that lunch was ordered or he/she attends a school function not previously planned, you may call the school by 10:00 and pick up your child's lunch between 11:30 and 12:30.

LUNCH LOANS

Occasionally, a student will forget a packed lunch at home or may think he/she is receiving a hot/cold meal on a day they didn't purchase one. For this reason, he may receive a lunch and/or milk loan for the day. You will be notified of the loan and asked to send the appropriate funds in a timely manner to cover the loan. Additional loans will not be granted until the current loan has been paid. However, no child will be left unfed.

LUNCHTIME VISITS

Parents may visit during lunch only on the child's birthday. In case of summer birthdays, parents may celebrate the birthday lunch on the day of their choice. Sack lunches are permitted, however, parents are not to bring "fast foods" to the cafeteria.

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 regular lunch period. It is required that the child be signed out and back in by the parent in the "Dismissal and Admission" book at the office.

HEALTH AND SAFETY

Accident or Illness

In the event of accident or illness, parents will be notified. It is essential that parents have 3 current emergency phone numbers on the Emergency Care form. Please notify the school office of any changes.

The school is responsible for first aid only (immediate care for sickness or injury). If, in the opinion of the principal, a child is in need of immediate medical attention and the parents cannot be contacted, the principal will have the student taken to the family doctor or to the hospital AT THE EXPENSE OF THE PARENTS. Release is signed by parent/guardian on the Student Emergency Care form. It is imperative that this form contain up-to-date information.

GUIDE FOR EXCLUDING STUDENTS FROM SCHOOL

The school does not carry accident insurance to cover students; however, family medical insurance policies cover injuries which occur at school.

An insurance carrier, recommended by the Diocese, offers student accident coverage for the school year. Participation in this insurance program is voluntary. Enrollment forms are available at the beginning of each school year. If parents choose to participate in the insurance program, a copy of the insurance application will be retained in the student's file.

Medication

A permission form, obtainable in the school office, must be signed by the parent 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 in their possession. Parents are responsible for bringing in and picking up all medications.

Health Records

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

Screenings

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

Policies and Requirements

Health Examination

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

Health Personnel

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

Infectious Diseases

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

Immunizations

All students entering school must have received immunizations according to the following schedule for the 2009 – 2010 School Year:

Diphtheria/tetanus/pertussis: 5 doses required with one after the 4th birthday and 4 doses for children ages 3 and 4.

Tdap booster: students entering 7th grade must have a booster if it has been 5 years since last dose of tetanus-containing vaccine. And students in 8th grade must have the booster dose of Tdap if it has been 10 years since their last dose of tetanus-containing vaccine.

IPV/OPV (polio): 3 doses required (ages 3, 4); 4th dose for entry into Kindergarten;

MMR (measles, mumps, rubella): One dose required on or after 1st birthday.

MMR 2nd dose: required for Kindergarten entry. Students in grades 1 – 8 continue to meet the current requirement, which is 2 doses of measles – containing vaccine and one dose each of mumps and rubella vaccine. (M and MMR)

HibCV: required for children under age 5. Either a primary series with a dose after the age of one or a single dose after age one.

Hepatitis B Vaccine: 3 doses required for entrance in all grades (Pre-K 3 through 8th)

Varicella (chicken pox): one dose required for children in all grades, after age of one.

Varicella (chicken pox) 2nd dose required for students entering Kindergarten and 7th grade.

PCV-7: required for all children 59 months and younger, with a minimum of 1 dose after age 1. Hepatitis A: required for all Pre K and Kindergarten entry, 1st dose is after age 1, followed by a booster 2nd dose a minimum of six (6) months apart.

Meningococcal vaccine: Students entering 7th grade must have had one dose.

Safety Plan

Holy Family Catholic School has a detailed safety plan. There are several components, which include the response to fire, tornado, flood, personal injury, threats, storms, utility failure, bomb threat, chemical spill and unauthorized entry. The positive components which are focused on keeping our children safe are: fire drills, tornado drills, evacuation procedures, lockdowns, controlled entrance into the school building, CPR and First Aid training for faculty and staff, and the dismissal procedure.

In the case of a school wide evacuation, the children will go to the Western Place Building directly across the street from the school. Although the students may return to the school building when the crisis is over, this may not always be the case. In some emergencies it may be necessary for parents to pick up their children at the Western Place. Here is the procedure for such an emergency pick up. *This includes the necessary outline but does not include all details.*

The classroom teacher takes the children to the Western Place. The Nurse will accompany them and is in charge of the evacuation at the Western Place site. The safe holding area for the students is in the ground level restaurant.

The Principal remains at the school, if possible, to keep communication lines open. She will be in contact with the Nurse and the Western Place. The Administrative Assistant initiates the telephone tree.

In the case of Parents' Pickup:

Park at the upper level of the garage of 6000 Western Place, East building. *To get to this parking lot from Bryant Irvin, take the street to the west ramp of I30, but DO NOT enter the ramp stay to the right. The third right entrance is clearly marked 6000 Western Place.*

The PE teacher will be inside the building entrance and will direct you to the elevators to the lower level.

You may pick up your child at the lower level restaurant AFTER you have the Nurse or her substitute check off child's name to note that he/she has been picked up.

Once you have your child, leave promptly so that order will ensure the safety of all concerned.

Asbestos

Following is information in compliance with report 295.34, ASBESTOS MANAGEMENT IN FACILITIES AND PUBLIC BUILDINGS. A record review by the maintenance department of as-built drawing plans identified the following materials as containing asbestos: the underground gas line along the northwest side of the building was apparently wrapped with asbestos covering; the roof membrane between roofing and the flashings. The management plan is available for your review.

EXTRACURRICULAR ACTIVITIES

Eligibility

A student must be passing all subjects and have Conduct grade of “70” in order to be eligible to try out and/or participate in extracurricular activities. Students who do not maintain these requirements will not be allowed to participate until the next eligibility verification period.

During a period of suspension or probation a student may practice but not compete in extracurricular activities without special permission.

A student who has been absent for any part of a school day must receive the principal's permission to participate in extracurricular activities on that day or, in the case of a Friday absence, the Saturday following the absence. This permission will be given rarely and only for the most extraordinary circumstances (funerals, for instance).

Interscholastic Sports Program

Holy Family Catholic School follows the guidelines in the Diocesan Interscholastic Sports Handbook. The Interscholastic Sports Program is designed to promote physical fitness and good sportsmanship. Participation in team sports requires discipline, cooperation, courtesy, and hard work.

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

Sports Offered

Sports offered may differ somewhat from year to year. 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 HFCS sports program, he/she works with campus sports coordinator and coaches. This sports coordinator handles individual sports sign up, physical examination forms, uniform distribution/return, and communication between the diocese and coaches.

Practices

The volunteer coaches will be responsible for all team members at practice. Therefore, no other students will be allowed in the gym to watch or participate. Siblings or other students left at school must check in the Extended Day Program. Students are not allowed in the church foyer or use the church restrooms during after school activities. Failure to comply is a serious use of facilities violation and may result in a student's temporary or permanent expulsion from the team.

Physical Examination

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

Jump-Rope Club

This is open to all students and meets after school.

Band

Students in grades 6-8 may join the Catholic Schools Band. Instruction is before school at 7:30 a.m. The HCFS band director instructs the students and there is a monthly tuition fee.

Yearbook Staff

The Yearbook Staff is open to students in grades 7 and 8. Staff meets after school.

Running Club

Open to all students. Meets on Thursdays after school.

GENERAL PARENT INFORMATION

ANNUAL CALENDAR

The annual school calendar will be provided to parents (hard copy format). The school calendar may also be viewed on RenWeb. The RenWeb calendar will include up-to-date changes. School holidays may or may not coincide with the Fort Worth I.S.D.

COMMUNICATIONS

A weekly work folder with a newsletter will go home on the first day of instruction of each week. If there is a concern regarding the child's work, the parent should contact the school and the teacher will return the call within 24-hour period. Parent may also use the Monday folder return for communication with the teacher.

Should a parent call the school with a concern, the office will ascertain if the parent's concern relates to a school or classroom matter. If it is a classroom matter, the parent will be instructed to discuss the matter with the teacher first. If the teacher and parent cannot resolve the matter, or if there is continued parental 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 schedule an appointment with the pastor. In all matters, the teacher will keep confidentiality as long as no one's life, health and safety are at stake.

RenWeb (school information website) provides parents with student progress. The HFCS web site will make other information available to parents.

The various organization contacts will be listed on school website.

ONE CALL NOW - The One Call Now phone message service delivers automated phone calls in the event of emergencies (bad weather closings) or reminders of important events. We also use One Call Now for the many groups and teams associated with the school.

DIRECTORY

For the convenience of students and parents, a directory that includes names, addresses, and telephone numbers of pupils, can be accessed through RenWeb.

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.

PARENT/TEACHER ORGANIZATION (PTO)

PTO 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 PTO supports the school in numerous ways, including fundraising, extracurricular activities, tutoring and special projects. Meetings are posted on RenWeb calendar and school calendar.

DADS' CLUB

To promote fellowship and provide support and assistance to Holy Family Catholic School. Open to all men who have or have had children at HFCS. Meetings will be announced via the Monday Memo, school website, and RenWeb.

PERMISSION FOR PUBLICATION

Permission for Publication form will be given to each family at the time of Final Registration.

SERVICE HOUR REQUIREMENT

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

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school. Keeping Children Safe is a requirement by the Diocese of Fort Worth for those who have regular contact with children.

VISITORS

Teachers must focus on the children before them at all times. Therefore interruptions even by parents during the school day take them away from the primary mission, the children. Instruction time is a sacred time in which Holy Family attempts to carry out

the mission that God has placed in the hands of this school. This is the reason why no one is allowed in classrooms without permission.

For the safety of the children this is a closed campus. No one is to enter the building without checking in at the office. Our children's safety depends on our knowing who is on campus at all times. Parents are welcome to visit the school, but must clear the visit with the office. During the hours of instruction, no visitors are allowed in the classrooms without permission from the office.

Please adhere to the following rules:

All visitors are expected to sign in and out at the front office. The process of "signing in" is actually a request for permission to visit. Authorized visitors will be asked to wear a visitor's badge.

Lunches brought for a student after the start of the school day should be marked with the student's name and placed on the desk in the cafeteria.

Any other items brought for students during the school day should be left at the school office.

PREKINDERGARTEN

Holy Family Catholic School offers half-day Prekindergarten (3- and 4-year old) programs for students who have reached their third or fourth birthday on or before September 1. The program includes activities to prepare students for our full day kindergarten class. Prekindergarten students are not required to wear uniforms. However, they must wear closed toed shoes w/socks and no sundresses or bare midriffs are allowed.

KINDERGARTEN PROGRAM

Holy Family Catholic School offers a full day kindergarten. Students entering kindergarten must be five years of age on or before September 1.

WEATHER CLOSINGS

In the event of inclement weather, parents should listen for school closings and delays via the One Call Now service. PreKindergarten students are not required to attend class if the start of school is delayed to 10:00 a.m. or later.

WITHDRAWALS

An Application for Withdrawal should be completed by the parents of any student who is withdrawing during the school year. An Exit Survey must also be completed by the parent. Teachers and staff will summarize the student's file for forwarding to his/her next school of enrollment.

FINANCIAL INFORMATION

ELIGIBILITY FOR PARISH-RATE TUITION

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

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

FINANCIAL AID

In order to provide tuition assistance to all families who require it, parents are required to complete the Private School Aid Service (PSAS) assessment in order to be considered. All tuition assistance programs, whether through the Diocese and / or local school, will require the completion of this assessment.

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

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

TUITION

Tuition is charged on a 10-month basis from July through April and will be paid 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 will be paid for each month a child attends at least one school day that month. Tuition paid on a semi-annual or 10-month basis will be done through a tuition management company (FACTS). Tuition payments are considered delinquent if not received by the tuition management company by the 30th day of the month in which it is due. If tuition is not received by the due date, the student(s) will not be permitted to attend class. No records, transcripts or report cards will be issued to families who owe tuition, library fines or other fees.

Parents, who are unable to make timely tuition payments due to unforeseen, exigent circumstances, must address these concerns with the principal, who will make a recommendation to the Holy Family Catholic School Finance Committee. The Finance Committee must approve any proposed payment plan. 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. Additionally, if a family becomes delinquent after they pre-register, they will lose their spot and their pre-registration deposit will go toward their delinquent tuition.

REFUNDS

Registration fees and other fees are non-refundable.

Under all payment plan options, tuition is non-refundable when:

1. It represents the July monthly portion; or

2. 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:
 1. The student moves a distance that prohibits attendance at Holy Family Catholic School; or
 2. The principal determines that the student is unable to meet the demands of HFCS through no fault of the student; or
 3. 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.

EXTENDED DAY PROGRAM

817-703-7978

Director: Janice Barker

Assistant: Rayma Wyatt

Before and after school programs are available on a daily basis for students in PreKindergarten through eighth grade. 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. Fees are charged on a HOURLY basis.

All students enrolled in the program are under the supervision of each and every member of the Extended Day Program staff and are, therefore, expected to respectfully follow their directives.

HOURS

Extended Day is open from 6:30 to 7:30 a.m., 8:00 to 12:00 for PM PreKindergarten students, and again at 11:00 a.m. to 6:00 p.m. Also, on noon dismissal days from 12:00 to 6:00 p.m. All children must be picked up no later than 6:00 p.m.

FEES

- 1) A registration fee is required of all students who participate in this program:
 - \$55.00 per child if paid by May 25 \$65.00 per child after May 25
- 2) A rate of \$4.00 per hour will be charged per child. For any child attending any portion of an hour, the parent will be charged the full hour. The rate for any child picked up after 6:00pm will be \$4.00 per minute, per child. Parents will be billed and the amount will be payable on a semi-monthly basis.

INCLEMENT WEATHER CLOSING

In the event of inclement weather, parents should listen for school closings via One Call Now. Extended Day will be closed if the school is closed. If school is delayed, Extended Day will open one-hour prior to start of school.

NOON DISMISSAL

Reservations are required on noon dismissal days. Each child is to bring a lunch and drink to Extended Day on noon dismissal days. At various times, special lunches will be ordered and parents will be notified at the time reservations are made.

HOLIDAYS

Extended Day will not be open during school holidays.

PREKINDERGARTEN

Each family will be required to pay a \$10 nap mat fee for their student. There is a required rest time each day.

PreKindergarten students may participate in the hot lunch and milk programs. Menus will be sent home with all students and must be turned in by the due date. All children will eat lunch in the school cafeteria whether eating hot lunches or lunches from home.

SNACKS

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

ILLNESS

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

MEDICATION

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

DISCIPLINE

Each child is responsible for his/her behavior in Extended Day and will follow the rules found in the Discipline Management section of this handbook. All students are expected to respectfully follow the directives of each and every member of the Extended Day Program staff. If a student fails to meet the stated expectations, the following procedures will be followed:

- Counsel the student;
- Exclude the student from certain activities;
- Issue a Misconduct form;
- Conference with parent(s);

Temporary or permanent removal from Extended Day.

HOMEWORK

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

TOYS, RADIOS, ETC.

There are plenty of games and toys at Extended Day so please leave your personal toys and radios at home. Extended Day is not responsible for toys or any item lost or damaged at Extended Day.

DRESS

Extended Day students will follow the school dress code.

TELEPHONE

The telephone is for emergency and business use only and must be kept free for that purpose. The Extended Day staff can relay a message to your child if necessary. Unless it is an emergency, please wait until you pick your child up to converse with him/her.

EXTRA-CURRICULAR ACTIVITIES

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