



**HOLY FAMILY CATHOLIC ACADEMY  
STUDENT HANDBOOK  
2017-2018**

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Dear Parents and Students,

*“What greater work is there than training the mind and forming the habits of the young?”*

*St. John Chrysostom*

Welcome to Holy Family Catholic Academy! In choosing Holy Family Catholic Academy, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Holy Family Catholic Academy for the 2017-2018 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Holy Family Catholic Academy during the 2017-2018 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

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

God bless you,

Kathy Carruth  
Principal

Janet Muelschen  
Assistant Principal

# MISSION STATEMENTS

## **Diocesan Schools Mission Statement**

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide academic excellence through educational programs infused with Catholic doctrine and social teachings; serve and support society in the parish, civic, and global communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

## **Holy Family of Nazareth Parish Mission Statement**

"We the community of Holy Family of Nazareth Parish, are chosen as members of the Body of Christ, sent to witness His life, love and presence.

## **Holy Family Catholic Academy Mission Statement**

Holy Family Catholic Academy welcomes each child in Jesus' name, developing within its students a love for God, learning and others.

## **Our Mission Pledge**

As members of the Holy Family Catholic Academy community,  
we will -

- ✝ Love others as Jesus loves us,
- ✝ Learn so that we will become the people God created us to be, and
- ✝ Lead others to the love and family of Jesus Christ.

## **PHILOSOPHY**

Holy Family Catholic Academy endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Dallas.

- 1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
- 2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
- 3. To facilitate the intellectual, social, and physical development of

- each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **HISTORY**

### **Holy Family Catholic Academy History**

Holy Family Catholic School, established in 1965, provides a quality Catholic education to students from grades Pre-Kinder through eighth.

Founded by the Sisters of the Holy Family of Nazareth, Holy Family Catholic Academy continues its commitment to assisting parents in the educational and spiritual development of their children in a parish based setting.

St. Luke Catholic School was dedicated as Irving's first Catholic School on October 23, 1955. The school opened with Kindergarten through third grade with a staff of dedicated lay women. The pastor, Fr. Charcut, and officers of the Mothers' Club served as the School Board. In August of 1956, at the request of the pastor, Msgr. William Smyth, six Sisters of the Holy Family of Nazareth arrived from Chicago to staff the school and grades fourth through eighth were added.

In the Fall of 2016, due to the migration of businesses in south Irving to other areas, Holy Family Catholic Academy was formed by the merger of the two schools, Holy Family and St. Luke, which continues the mission of providing a quality Catholic education to students in throughout Irving. HFCA continues to be located on the campus of Holy Family, while the St. Luke campus is being used for St. Luke's growing Faith Formation Education Program. St. Luke had 150 students enrolled for the 2016-2017 school year and 137 students transferred to HFCA. Holy Family had 110 students and 100 students re-enrolled. The commitment of parents to Catholic education is evident in the large numbers of students that transferred and reenrolled.

Holy Family Catholic Academy is one of the most diverse schools in the Diocese of Dallas, in the most diverse zip code in the Nation. Our current ethnicity is 66% Hispanic and 34% non-Hispanic. Many of our students are first generation African, Asian, South and Central American in addition to those born in North America.

In response to this new and exciting adventure in education, HFCA has increased its technology; fiber-optic cabling between the buildings and increased bandwidth, and added additional desktop computers in the classrooms. HFCA has expanded its Fine Arts program by adding to the curriculum a full-time Art, Music and Spanish program as well as providing full time guidance program. Our sports department now offers additional team sports. To help with the safety of our children, a fence was added around the perimeter of the school. Bus transportation is being provided to and from the St. Luke campus to HFCA.

Holy Family Catholic Academy is accredited through the State of Texas under the Commission of the Texas Catholic Conference.

## **INTRODUCTION**

*Reflective of the values expressed through our mission statement and philosophy, our policies are designed to provide a common language and structure so that parents and faculty might share the important task of education in a mutually supportive atmosphere.*

This Handbook contains information needed by both students and parents during the school year. The term “parent” refers to the student’s parent or legal guardian. The information in the Handbook reflects the requirements, policies, and procedures that are in effect as of the printing date. The school reserves the right to institute changes that alter any of the information. If the school makes changes to any of the requirements, procedures, or policies set forth in this Handbook, the changes will be published in the HFCA NEWS and will be effective immediately.

Thank you for spending the time reading and sharing the contents of this Handbook. Each parent and each student must sign the Handbook Covenant and Release agreements which will be sent home with each family.

The handbook and or any school directory is confidential and should not be used for any promotional purposes.

## **ADMISSION INFORMATION**

Holy Family Catholic Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school- administered programs.

### **Age Requirements**

- Students entering PreK-3 must be 3 years old on or before September 1<sup>st</sup>, and able to use toilet facilities independently.
- Students entering PreK-4 must be 4 years old on or before September 1<sup>st</sup>, and able to use toilet facilities independently.
- Students entering Kindergarten must be 5 years old, entering 1<sup>st</sup> grade must be 6 years old, on or before September 1<sup>st</sup>.
- In subsequent grades, students must show official records which indicate satisfactory performance for passing the previous grade. Lacking that, they will be placed according to age and assessment performed by Holy Family Catholic Academy.

### **Admission Requirements**

An offer of admission is based upon:

- Submission of all required documents and registration fee

- An interview with the principal
- An assessment by a faculty member may also be required
- Space availability
- School's ability to meet the academic needs of the student
- As a school supported financially by a parish, registered members of the parish to receive top priority among applicants to the school.

### **Re-Enrollment**

Re-enrollment at Holy Family Catholic Academy is not automatically extended to every student. This privilege is reserved for those students for whom Holy Family Catholic Academy has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. Students may be denied enrollment at any time during the school year if attitude, behavior, and academics become negative. Parents are expected to be supportive of the school's philosophy and the educational efforts put forth by the teachers, administration, councils, and pastor. The attitude and behavior of parents and their willingness to follow school procedures and requests are also a consideration for re-enrollment of their children.

### **Parental Cooperation**

Parental cooperation is required for continued enrollment. Parents are expected to cooperate in good faith with the implementation and enforcement of all Holy Family Academy policies and procedures as stated in the Handbook and requested by the principal. When so advised by the administration, parents will seek special testing, counseling, or other special services within a set period of time. Parent will support discipline consequences. Parental behavior or failure to cooperate shall be grounds for removal of any student from the school.

Additionally, parents are expected to speak and act in a Christian, positive manner.

Disrespectful behavior, vulgar language, verbal or physical abuse may cause a situation where family may be required to withdraw their child(ren) from the school, or a family may not be invited to return the following year.

## **REGISTRATION POLICY**

### **Admission Procedures for New Applicants**

The following items must be submitted before a student's application can be acted upon:

- Fully completed registration form with registration fee
- Birth Certificate
- Baptismal Certificate (Catholic applicants only)
- Immunization/Health Records (must be compliant with Texas requirements. Conscientious objector waivers on basis of religion are not accepted).
- School Transcripts/Records/Report Cards
- Any Special Needs Assessments and Evaluations

### **Admission Procedures for Returning Students**

Registration begins in January for returning families.

To earn the Early Bird registration discount, parents of returning students must complete all paperwork and submit fees according to the published schedule. This will include the Tuition Contract and, if applicable, the FACTS Grant and Aid application paperwork.

Deadline for Application for Financial Aid will be in March 28, 2018.

All accounts must be current in order to register for the upcoming school year.

### **Tuition and Fees Policy**

All tuition is expected to be paid on a predetermined schedule set by the family and the school. Please read about payment options below. Holy Family Catholic Academy expects that all families will make timely tuition payments. Failure to make payments as agreed has a detrimental effect on the school program for all children.

It is the responsibility of the parent to communicate with the school if they are having temporary financial difficulties which are affecting their ability to make a payment. Please read about payment plans below to learn about options and consequences of account delinquency.

**Registration** fees are due at registration and are non-refundable. A student who has turned in all registration paperwork but has not paid the registration fee will be placed on the “wait list” for his or her grade level until the fee has been paid. This may cause the student to lose their place in a class.

**Tuition Payments:** Tuition may be paid in full, by semester or monthly. Monthly payments made be made on a 10 month (June-March) or 11 month (July-May) or 12 month (June-May) basis through FACTS Tuition Management, [www.factsmtg.com](http://www.factsmtg.com) Families will submit a financial application through FACTS and payments are made directly to FACTS. There is a preset application fee which is non-refundable. Late payments will result in additional fees. Tuition and fees are paid via automatic deduction from your checking or savings account or through credit card.

### **Special Circumstances for Tuition Payment:**

- In a case where parents have separate homes, HFCA asks one parent be responsible for the payment of tuition.
- Any payment returned for insufficient funds by FACTS must be remitted to the school with a cashier’s check, money order or cash.
- No postdated checks are accepted for any account.

It is the parent’s responsibility to advise the principal or financial accountant if there are any problems with maintaining tuition payments on time.

**IMPORTANT:** *Holy Family Catholic Academy reserves the right to cancel accounts taken through FACTS when an account is delinquent. Failure to pay fees or tuition in a timely manner can result in the refusal to permit a child to re-register for the following terms, or a child’s immediate dismissal from school. Accounts in default result in the family losing eligibility to apply for Tuition Assistance for the next year.*

## **Collection/Legal**

Holy Family Catholic Academy reserves the right to place severely delinquent accounts in the hands of a collection agency or attorneys for collection. We do not wish to deprive anyone a Catholic education, and again, encourage prompt communication with the Principal should your account become delinquent. We do, however, have a responsibility to the school and parish community to maintain a sound financial foundation for the continuing ministry of our school.

Please note: Delinquency (10 days past due) in making tuition payments may result in cessation of services.

## **Tuition Contract**

All families must sign a tuition contract with FACTS which states the family's method of payment and responsibilities for tuition.

## **Tuition Refund Policy**

Requests for a refund of tuition or cancellation of a tuition loan must be submitted in writing prior to withdrawal from the school. Tuition refunds will be prorated on a monthly basis. If a student is enrolled for any part of a month, the full monthly payment will still be collected.

Withdrawal: To be formally withdrawn, proper paperwork must be completed in the office. All accounts must be up to date, and school materials returned.

## **Tuition Assistance/Financial Aid**

Limited tuition assistance is available to families who show demonstrated need. Applications for Tuition Assistance are completed in late winter for the upcoming academic year. There is a fee charged by FACTS ( [www.factsmgmt.com](http://www.factsmgmt.com) ), the company which processes the data for applicants. Along with completing the application for assistance, parents must also provide copies of supporting documentation. It is our goal to make Catholic education "affordable, accessible and available" (as stated by the United States Bishops) to all in the community who desire it; however, the costs of providing that education (teacher salaries, utilities, insurance, etc.) make that goal a challenge. *Families receiving tuition assistance are required to fulfill additional requirements of service hours to the school.*

The following information is required in order for FACTS to process your application:

1. Submit a completed online application. Please do not submit multiple applications. FACTS will process one application per household.
2. Application fee is non-refundable
3. Copies of your current IRS Federal Form (**example:** 1040, 1040A or 1040EZ, U.S. Individual Income Tax Return etc. as stated on form).
4. Copies of all current W-2 Wage and Tax Statements for both you and your spouse.
5. Copies of all supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).

Please allow 3 to 4 weeks for your application to be processed. If you have provided an e-mail



address make sure to check the primary e-mail address regularly for Notices sent by FACTS indicating missing information or tax documents.

If you have any questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-441-4637.

### **Required Service Hours**

The goal of keeping Catholic education affordable requires us to find creative ways to cut costs. One way we do that is through service hours. Each family is required to give 40 hours of service to the school. Each family receiving tuition assistance is required to give 50 hours of service to the school. *Failure to complete the volunteer hours will result in a \$350.00 payment added to your April tuition payment. It is up to the parent to record their own hours on RenWeb.* Our two most important fundraisers are the Fall Festival and the Spring Gala. It is essential that EVERY family participate in these events. Of the required service hours, five must be in helping with the Fall Festival, and five hours helping with the Gala. *All parents are expected to read and sign the Volunteer Handbook.*

### **After School Care Program**

Holy Family Catholic Academy After School Care Program is for enrolled HFCA students only. Holy Family Catholic Academy makes every effort to make each child enjoy this special experience.

#### **Daily Schedule**

- 3:30 Children gather in the After School Care room after dismissal
- 4:10 Snacks
- 4:00-5:00 Free play, arts & crafts, homework study hall
- 5:00-6:00 Outside time, arts & crafts, homework study hall
- 6:00 Program ends; late charges begin.

#### **Tuition for After School Care**

- 3:40-3:59 \$8 per child
- 4:00-6:00 \$ 15 per child or \$60 per week per child
- An additional fee of \$15 per 10 minutes will be assessed for any child(ren) remaining after 6:00

**Financial obligations that are not met are grounds for dismissal.**

**Students on the school grounds after 3:40 must go to the After-School Care Program. Fees will apply.**

Students who leave the program (for practices, extra-curricular activities, etc.) early must have parental permission on file and take all belongings with them. Full fee applies.

At Holy Family Catholic Academy school discipline is used to teach and we look forward to partnering with parents to help their children be successful. The school discipline policy remains in effect during After School Care. Any parent experiencing a problem with an aspect of the program is encouraged to discuss the situation with the principal.

Holy Family Catholic Academy After School Care Program is a service given only during

regular school sessions and is not offered on all early release days.

## **Academic Policies**

### **Conferences**

Parent-Teacher conference are held in the Fall during the first quarter. Notices are sent to parent in advance of the conference. Additional conferences may be scheduled according to need. Special conferences are necessary when a student's work and/or behavior deteriorate to the extent that his/her welfare and that of this/her classmates suffer. Strategic Intervention Team (SIT) meetings and Response to Intervention (RTI) meetings are available throughout the year as needed to help students to succeed.

### **Curriculum**

The development of a child is multifaceted; the intellectual, emotional, physical, and spiritual areas all require care and nurturing for the formation of a healthy child of God. We, at Holy Family Catholic Academy, recognize this process by utilizing appropriate teaching practices designed to address the age group served, with attention to the curriculum is the study of religion, language arts, mathematics, science, social studies, computer science, fine arts, physical education, and foreign language. Subjects considered in the "core curriculum" are religion, mathematics, reading/literature, English/language arts, science and social studies. Holy Family Catholic Academy has not adopted and does not follow the "Common Core" curriculum.

### **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. Assignments may take longer due to a student's understanding or the level of difficulty of the topic. At various times teachers give special projects that extend over several days or weeks. Homework will also take longer to finish if students do not begin long-term projects as soon as they are assigned. In the event that the amount of time your child spends on homework is a concern, a note to the teacher or a conference might help identify the cause. No tests, quizzes or projects will be given on Mondays or the first day of school of the week.

### **Home Assignments**

HFCA makes every effort to balance homework with family life, school life, and extra-curricular activities. Both the school and parents at HFCA share an interest in maintaining a level of academic rigor that will help students attain academic goals and a strong preparation for secondary education. Homework assignments are given to students to review and practice concepts and skills, to prepare for future lessons, to explore topics in depth, to reflect on prior learning, and to enhance learning.

Undue stress and/or fatigue caused by a particular assignment or homework load is counter-productive to the learning process and should be reported first to the teacher. The causes of these situations can vary and should be addressed as soon as possible.

## General Guidelines for Home Assignments

- Homework is a necessary part of serious academic study and should be completed on time every day. Parents should supervise the completion, but not do the assignments
- Participation in extra-curricular activities is not an acceptable reason for incomplete or late homework assignments

## Academic Responsibility

As parents and educators, we are dedicated to helping children to become responsible citizens. Students must learn not only responsible conduct behavior but also responsible academic behavior. To this end, students are ultimately responsible for completing their own assignments and homework and for remembering to bring their own books, homework, assignments, and materials to class.

Although teachers try their best to notify parents if students have lost books or materials or have received zeroes for missing assignments, it is the ultimate responsibility of the student to keep track of school assignments, grades, and materials and to relay this information to his or her parent. Students should make arrangements with teachers for extra help if further academic assistance is needed. At the beginning of the year, teachers will send home their tutoring schedule.

## Late Work due to Absences

Students are expected to turn in all missed work due to absences in a timely manner. For each absence, the student is allowed the number of days missed plus 1 day to complete work. (e.g., 1 day absent=2 days for makeup, 4 days absent=5 days for makeup).

This may be extended in individual cases due to type of illness and scope of work. A zero will appear as the grade on RenWeb until the work is turned in. After two days, the grade will remain a zero. The teacher will determine how and when the student will make up missed tests. Ultimately, it is the responsibility of the student to communicate with a teacher regarding missed work. Parents may pick up needed books and binders from the office before 3:00.

Long term assignments must be turned in on the date they are due. If a child is sick on the due date, arrangements must be made to deliver the project to the school.

If a student will be absent because of travel or other personal appointments or events, the student should notify the school and their teachers before the absence. It is the decision of the teacher as to when the missed work will be available to the student.

## Absence and Extracurricular Activities

Students who are absent may not participate in that day's extracurricular activities including: Athletic games, Competitions, or Sport practices. If the student is absent on Friday, they may not participate on Saturday's extracurricular activity.

## Semester Exams

Students in grades 6-8 will be administered comprehensive semester exams in all core subjects.

## **Grades On-Line**

HFCA posts on-line the grades of students in grades 1 through 8. RenWeb's Parent Web is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others.

You can see you child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other staff online.

Here's how to access our easy-to-use RenWeb Parents Web:

- First, you need to make sure that the school has your email address in RenWeb.
- Next, go to [www.renweb.com](http://www.renweb.com) and click **login**.
- Click **Parents Web Login**.
- Type your school's **District Code HFN-TX**
- Click **Create New Parents Web Account**.
- Type your email address and an email is sent to you.
- Click the **Click to change password** link. This link is only valid for 30 minutes
- A web browser displays your Name and RenWeb ID.
- Type a **User Name, Password** and **Confirm** the password.
- Click **Save Password**. A message displays at the top of the browser, "**User Name/Password successfully updated.**"
- You can now log into Parents Web using your new User Name and Password.

## **Progress Reports**

Teachers continually assess each student's progress. A progress report is sent home each mid-quarter to students.

## **Report Cards**

Report card inform parents of a student's progress in academics and the development of Christian values and character. The grades earned are the result of the student's cumulative markings in each subject during that quarter.

Report cards are issued at the end of each quarter. A copy of the student's report card remains in the student's permanent file until graduation or transfer. The cumulative report card is recorded in the student's permanent file at the end of each school year.

Parents are asked to review the report card with their child. Discussions of strengths, opportunities for growth, and goal-setting motivate the student. Talking with a student about the report card also demonstrates parental interest and support.

## **Report Card Grading:**

HFCA uses the diocesan grading system. The coding is as follows:

### **Early Childhood:**

M-Met Standard

P-Progressing

I-Improvement/Practice Needed

## **Grades 1-8**

Achievement Codes:

E- Excellent	100-94
G- Good	93-85
S- Satisfactory	84-76
N- Needs Improvement	75-70
U- Unsatisfactory	Below 70

Conduct Codes:

E= Excellent  
G= Good  
S= Satisfactory  
N= Needs Improvement  
U= Unsatisfactory

## **Honor Roll**

The criteria for the quarterly and year-end honor rolls are as follows:

### **Principal Honor Roll**

All of the following must be met:

- The student must be in grades 5-8
- All academic grades must be **A in all** Academic areas. Academic areas include core subjects, P.E., art, music, computer and foreign language
- All conduct grades must be **G or E**.

### **A/B Honor Roll**

All of the following must be met:

- The student must be in grades 5-8
- All academic grades must be **A or B in all** Academic areas. The ratio does not matter, but there must be at least one **A**. Academic areas include core subjects, P.E., art, music, computer and foreign language.
- All conduct grades must be **G or E**.

## **Year-End Honors**

The criteria above will apply to year-end Principal's Honors and A/B Honors. The grades in all subjects from each of the four quarters, NOT the final averages, will be the determining factors for year-end honors.

## **Achievement Tests**

Students in the first through eighth grades are given the nationally standardized achievement tests, Iowa Assessments (ITBS) and the Cognitive Abilities Test (CoGAT) in October as authorized by the Diocesan Education Office.

## **Promotion and Progression through Grades**

Progress through the grades is a matter of achievement in the basic skills as well as of age,

maturation, social and civil development. It is expected that the majority of students will be well-adjusted and will move through the adopted course of study at the rate of one grade per year. However, some students may experience difficulty in the mastering the academic phases of the school program and will profit more from school if retained one grade. Special consultation with the parents, teachers, and principal will be arranged in sufficient time in each case. The final decision regarding a student's promotion and/or class placement within a grade rests with the school.

### **Graduation**

All requirements set forth in the accreditation handbook for the Texas Catholic Accreditation Commission must be fulfilled by each student before the formal status of graduation is conferred. The requirements are consistent with the State of Texas standards. Upon fulfillment of those requirements, the school and parish communities give thanks for the success of these students. A Mass of Thanksgiving is celebrated for the students, their families and friends each May. At this Mass, the students receive diplomas and various awards are distributed.

### **Evaluation and Testing for Learning Differences**

All reports, evaluations, and testing information provided by educational professionals off campus should be sent to the office of the Registrar.

If the administration of HFCA has recommended an educational evaluation for a students, the administration reserves the right to ask parents to withdraw the student from enrollment at HFCA if recommendations are not followed.

### **Academic/or Behavioral Responsibility Contract**

An Academic/or Behavioral Responsibility Contract may be issued to a student who insists that he or she wants to attend HFCA but whose past academic/or behavior performance has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Academic/or Behavioral Responsibility Contract. Such a student and his or her parent or guardian must sign an Academic/or Behavioral Contract with the school administration.

### **Conditional Promotion and Retention**

Based upon teacher recommendation, test scores, and/or observation by the school personnel or other professionals, a student in grades K-5 may be conditionally promoted or retained if the student experiences difficulty in mastering the academic phases of the school program and would profit more if he or she attended summer school/tutoring or was retained one grade. Any student in grades 6-8 who has an "F" average in any of the six core subjects at the end of the school year will not be promoted to the next grade until one of the following conditions have been met.

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

OR

2. The student must satisfactorily complete a tutoring program in the failed subject(s). Written confirmation of the objectives covered and results must be sent to the school.

If the student does not satisfy the above requirements, the student is not promoted to the next grade. In addition, the student may be refused readmission to the school.

If a child fails three or more major subjects, he / she will be required to repeat the school year. In the case of a student's possible retention, special consultation with the parents, teachers, and principal will be arranged to address the problem and to propose solutions. The final decision regarding a student's promotion and/or class placement within a grade rests with the school.

Conditional promotion may also be necessary due to excessive absences or tardies.

## **Attendance and Absences**

### **Absence Policy**

Students are expected to be present and on time every day. Permission for "special absence" (short or long) must be prearranged. Parents may call or write a note to the principal explaining the situation beforehand. A student is responsible for work missed because of absences. Parents are encouraged to schedule vacations during regular school breaks. Missing several days of classes is detrimental even to the strongest student and causes additional hardship to the teacher. A student will not be given credit for a class or the school year if he/she has been absent more than 10% of the school year, which is 19 or more absences of the required 180 school days. For a student in grades 6-8, 19 or more absences of a specific class will prevent that student from receiving passing credit for that class. Repeated unexcused absences may be considered grounds for summer school, suspension, retention, or even dismissal.

A student who is in attendance for at least four hours of a school day is considered present for the day and is not assessed an absence yet is assessed a tardy.

### **Late Arrival**

A late arrival to school will be excused for the following reasons:

- Court appearance (parent note and court notice required)
- Car accident
- Doctor/Dentist appointment (doctor's note required)
- Car trouble (parent note required)
- Extenuating circumstances with administrative approval

Any late arrival that cannot be validated will be counted as an unexcused tardy. Validated late arrivals will be counted as excused tardies.

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

- Parents are asked to call the school 972-255-0205 between 8:00 and 9:00a.m. to report absences, late arrivals or tardies, including late arrivals for dental and doctor appointments.
- A written excuse will be required from parents after a student's absence. **If not received the morning of the second day the student has returned, the absence will be considered unexcused.**
- Students must have a note explaining any absence and will present it to the school to be

readmitted to class.

### **Appointments and Early Release**

Doctor, dentist and other pre-approved appointments will be excused. However, appointments should be scheduled before or after school if possible. If appointments outside the school day are not possible, they should be scheduled so that students do NOT miss the same class on regular basis. It is difficult for students to make continued progress if they often miss the same class.

### **Excused appointments**

A note should be sent with the student to the homeroom teacher. Students will be called to the office at the time he/she is to leave. Parents must sign the student out in the school office. Students leaving school for appointments between 3:00p, and 3:30pm need to be picked up no later than 2:50pm to avoid carpool problems.

### **Tardiness**

Teaching children to be on time starts very early. When they arrive on time and are picked up on time, children are learning lifelong skills. Students should arrive at least by 7:40am so that they can begin class promptly. A tardy student is one who arrives at school late enough that he/she is not seated in the seat prepared for school by 7:55am. **Afternoon** tardies are incurred when a student is released from school before 3:30pm. Tardy students will be required to sign-in/out at the front office. Afternoon releases should be on an emergency basis only.

In case of excessive tardies, failure to resolve the issue may jeopardize the student's continued enrollment.

### **Truancy**

A student who is absent for one or more periods of class or for other scheduled school activities without prior permission by parents and the Principal will be considered to be truant. Truant students will not be allowed to make up work missed due to truancy. In the event of truancy, the school will promptly contact the student's parents or guardians.

### **Calendar of Events**

A calendar of events is on our website and weekly newsletter (HFCA NEWS), please consult these calendars for special events and changes in the daily program.

### **Carpool Procedures**

- Carpools must load and unload from the curb
- Parents with mixed carpool line (PK-8) are requested not to come until 3:30. The students in grades PK-2 will be dismissed at 3:20pm (behind Cabrini Hall).
- The single-family carpool line in grades 3-8 loads in the front (Esters side) of the school.
- Carpool procedures are sent out at the beginning of the school year.
- All parents must have a carpool nametag and appropriate seating for those picked up.



## **Communication**

### **E-Mail**

Teachers' school e-mail addresses are listed on the Holy Family Catholic Academy website ([www.hfca-irving.org](http://www.hfca-irving.org)). Allow 24-48 hours for teachers to respond. Occasionally, technical problems may prevent teachers from receiving e-mails. If a teacher has not responded to your e-mail within 48 hours, please try to contact the front office.

**School-to-Parent Communication:** The school makes use of a Wednesday Weekly folder system to share information from the office, calendar, and weekly conduct reports. The folder should be returned each Thursday. Please read all communication carefully. After School Care bills are sent home weekly. The school also uses email to send reminders of upcoming events, schedule changes, etc.

### **Telephone**

Students are not allowed to use cellular phones/Apple Watch during the school day or during carpool. If a student must carry a cellphone in order to maintain contact with parents during activities after the regular school day, he or she must keep the cell phone turned off and stored in his/her homeroom teacher's desk. Parents who need to send a message to a student should contact the student through the school office. Holy Family Catholic Academy assumes no liability for lost or broken cell phones.

If a student is in possession of a cellular phone during the school day, it may be removed to the office by any teacher or administrator and the parent will have to pick it up in the principal's office.

- Telephone calls may be made to the school office at 972-255-0205 between 7:45-3:30. Messages of an urgent nature will be delivered to the students. The office is not open on the weekends, holidays or the month of July.
- Do not call teachers on their personal cell phones, it is best to contact them through e-mail or by leaving a message at the office.
- The school nurse or office personnel will immediately make any calls with reference to accidents or illness of a student.
- Students may not make telephone calls during school hours without permission from the school office.

### **Computer Ethics for all Students**

Holy Family Catholic Academy is proud to offer all students' access to our school's computer networks and the Internet. The Internet is provided for academic pursuit for students to conduct research. Access to these network services is given to students who agree to act in a considerate and responsible manner. This access is a privilege.

### **Computer Ethics Violations**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. The following are **not permitted**:

- Using the network or Internet to harass, insult, or attack others (Cyberbullying)

- Accessing another student's work, altering, moving or deleting another student's work.
- Entering social network sites, chat rooms or sending e-mail.
- Posting Holy Family Catholic Academy name, logo, mascot, or uniform on personal web pages
- Willfully damaging computers, software, computer systems or computer networks
- Placing a pencil, pen or other such materials on the keyboard or screen of a laptop
- Touching or poking at the screen of a laptop
- Moving a laptop while it's on (screen open) unless directed to do so by the teacher
- Trespassing in, modifying, moving, or deleting another's folder, work, or files
- Using the network or Internet to plagiarize or violate copyright laws
- Intentionally wasting limited resources or printing without permission
- Employing the network for commercial purposes
- Use of disks, CD's, DVD's, or flash drives (regardless of source or content) without the permission of the network administrator
- Using the network to send, deliberately access, or display offensive and/or obscene messages or pictures
- Using computers to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people
- Downloading software from the Internet without the permission of the network administrator
- Changing, modifying, or adding software of any kind
- Accessing the Internet or using laptops without permission from the teacher

### **Consequences of Violation**

Violation of the policies and procedures of HFCA concerning the use of computers and networks will result in disciplinary action:

- **First Offense:** Student will lose computer privileges/Internet access. Loss of privilege length will be determined by the administration/teacher.
- **Second Offense:** A student may be removed from class and recommended for detention.
- **Third Offense:** Suspension and Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers, of the Internet, or instances when students have used HFCA Internet access to violate the law or to compromise another computer network.
- **Computer Damage/Breakage:** A student or the student's parents will be responsible for any computer damage or breakage costs caused by that student.

### **Internet Guidelines for Home**

In addition to school policies for Internet access, the following suggestions are made for our families to review with their children or use in establishing their home rules:

- Parents should monitor content on students' personal web pages.
- Avoid chat rooms, social network sites
- Never give out last names of family or others
- Never give out addresses or specific locations (towns or streets) of any outings, meetings, games, practices, etc.
- Never give out phone numbers of family or others
- Never arrange to meet someone met online

- Tell an adult immediately if something seems unusual or inappropriate
- Avoid students having own e-mail accounts with their own private passwords
- Keep computers in a room that is accessible to all family members
- Avoid sites that look or sound inappropriate
- Know that some sites can be “teasers” and it may not be clear what it is. If you get into one, exit immediately and inform your parents
- Consider establishing specific time of day where only that time can be used for access by children, thereby providing greater supervision.
- Consider the purchase of filtering software
- Notify your Internet service provider if you begin to receive inappropriate material.

### **Code of Conduct**

The following five standards of conduct are offered as guidelines to the development of responsible, civic-minded, Christian students.

1. Exercise self-control
  - Use courteous language
  - Resolve conflicts in a mature manner.
  - Be appropriately dressed and groomed, and otherwise comply with the school’s uniform policies
  - Be honest
  - Make ethical and morally responsible choices.
2. Demonstrate a positive attitude
  - Take a leadership role
  - Be polite
  - Be cooperative
3. Respect the rights and feelings of others
  - Behave in a manner that does not disrupt others
  - Treat others with courtesy and respect
4. Take responsibility for school property and the property of others
  - Respect the school buildings, grounds, and property
  - Keep the campus free from trash and graffiti
  - Respect the property of the students, teachers, or staff
5. Support the learning process
  - Attend all classes regularly and on time
  - Be prepared for class (i.e., bring assignments, books and supplies)
  - Participate in class activities
  - Obey classroom policies

**All Holy Family Catholic Academy School Discipline policies and procedures are based on the policy on Catholic School Discipline set forth by the Catholic Diocese of Dallas.**

### **CATHOLIC SCHOOL DISCIPLINE**

The terms punishment and discipline are not synonymous, nor are they correctly used interchangeably. Whereas punishment attempts to control people by some kind of force or reprisal, discipline is an active teaching process which at its best helps students figure out how to

cope with difficulties. With punishment the teacher assumes responsibility for the students and imposes a make-up-for-it consequence. Discipline places the burden of responsibility on the student where it belongs and provides a supportive process for helping the student make whatever changes are necessary to resolve the situation. In this sense, discipline sets consistent, firm and reasonable limits to behavior in line with student and group needs and with appropriate expectations of student and group behavior. It is the term used to describe the process of growing up and becoming productive members of society.

It is the role and the responsibility of parents, as the first and best educators of their children, as well as teachers, to facilitate this type of growth and development of children.

One of the most important responsibilities of the Catholic school is the task of integrating faith and life in order to educate students to appreciate and practice good citizenship. Respect for the rights of others, honesty, good sportsmanship, cooperativeness, kindness, and a ready acceptance of other persons as equals are representative characteristics of the Catholic Christian way of life and good citizenship.

The professional staff has the responsibility of implementing consistent patterns of disciplinary procedure. A teacher must have the ability to:

- a) Carry out work effectively,
- b) Use stimulating teaching resources,
- c) Generate enthusiasm for learning,
- d) Enforce rules that are fair,
- e) Motivate students to respect academic achievement,
- f) Encourage good citizenship
- g) Manifest a sincere interest in the welfare of each student are all factors that help to create an atmosphere that is conducive to good citizenship and optimum learning.

## **SCHOOL DISCIPLINE POLICY**

### **DISCIPLINARY PROCEDURES**

When a student disturbs the teaching/learning environment of the school and/or is disruptive to others, school personnel will take appropriate action in order to promote the individual student's positive development and self-discipline. However, the primary consideration in all disciplinary decisions is the obligation of the school to maintain an acceptable learning environment and a safe place for students.

### **CORPORAL PUNISHMENT**

Corporal punishment including, but not limited to: spanking, shaking, slapping, pinching, hair pulling shall not be permitted in the Catholic schools of the Diocese of Dallas.

### **PROBATION**

At the sole discretion of the chief administrator, a student may be placed on probation for conduct that, in the chief administrator's judgment, merits probation. Such conduct may take place on campus or off campus and may include, but is not limited to, relatively serious violations of school rules and continued misconduct after a warning. A student has absolutely no right to probation before more severe disciplinary action is taken, up to and including separation

from the school. When a student is placed on probation and when the chief administrator deems it appropriate, the following procedure will be implemented by the chief administrator or designee:

- a) A formal probation must be approved by the chief administrator or designee.
- b) A conference with parents, student, and school administrator shall be held.
- c) When a student has been placed on probation, the parents or guardians shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
- d) A written record of student probation shall be kept for reference should more serious action becomes necessary at a later time.
- e) Effort should be made to assist the student through constructive counseling in order to forestall further sanctions.

## **SUSPENSION**

At the sole discretion of the chief administrator, a student may be placed on suspension for conduct that, in the chief administrator's judgment, merits suspension. Such conduct may take place on campus or off campus and may include, but is not limited to, serious violations of school rules and continued misconduct after a warning. A student has absolutely no right to suspension before more severe disciplinary action is taken, up to and including separation from the school.

Official suspension may include any of the below-listed sanction examples. However, this list is not intended to be all-inclusive.

- a) The student may attend class but lose the right to participate in any school activity on or off campus.
- b) The student may be suspended from a particular class and required to report to a specific place on campus during that time.
- c) The student may be sent home for the entire period of suspension provided that the student is assigned academic work to make up the loss of class time.

### **1. Procedures for Suspension**

Except when the school's chief administrator determines that immediate suspension is necessary, the steps listed below should be followed and, when practical, to minimize the opportunity for misunderstanding, the school should document each step below in written communication to the student's parents. Use of the procedure below, however, is within the sole discretion of the chief administrator, and no student has any right to the use of any or all of the procedure below in a particular case.

- a) The student may be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story before the suspension is imposed. If, however, suspension is imposed before such notice takes place, the student should be given the opportunity to present his/her viewpoint on the situation to the chief administrator in writing.
- b) Parents should generally be advised of a suspension by telephone and by a written notice from the chief administrator or designee.
- c) A written form of suspension should be signed by the parents and student. On this form the exact length of the suspension period should be specified and the reason for

the suspension clearly noted, as well as the behavior modification necessary for reinstatement.

- d) When a student is suspended, the school's chief administrator should document the grounds for suspension, a summary of the facts leading to the suspension, any conferences with the student and/or his/her parents, and the means by which final notice of suspension was provided to the student and his/her parents.

## **2. Guidelines**

The length of any suspension is left to the discretion of the chief administrator or designee in accord with the nature of the conduct and all circumstances. A student may be afforded an opportunity to do make-up work, (including tests). Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion must be clearly stated to the student and parents.

### **EXPULSION FOR DISCIPLINARY REASONS**

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school and will be reviewed only as set forth in section 5177.5.

### **1. Procedures for Expulsion**

- a) Except when the school's chief administrator determines that immediate separation from the school is necessary, the steps listed below should be followed and, when practical, the school should document each step below in written communication to the student's parents to minimize the opportunity for misunderstanding.
- b) The pastor of a parochial elementary school, the president of a diocesan high school, and the Superintendent of Catholic Schools should be apprised of the circumstances of any impending decision to expel a student as soon as practical, but before the decision to expel is implemented if reasonably possible.
- c) When practical, before the decision to expel is implemented, the student's parents should be given written notice of the offense and invited to a conference with the student and chief school administrator. In parish schools, the local pastor should be advised of the scheduled conference. In high schools, the president should be advised of the scheduled conference.
- d) When a student is expelled, the school's chief administrator should document the grounds for expulsion, a summary of the facts leading to the expulsion, any

conferences with the student and/or his/her parents, and the means by which final notice of expulsion was provided to the student and his/her parents.

- e) The Superintendent of Catholic Schools should be notified of any expulsion and be provided with the documentation described in subsection (d) above before the student and his/her parents are notified of the decision and before the decision is implemented, if reasonably possible. Any additional documentation of the case on file in the school must also be made available to the superintendent upon request.
- f) Notwithstanding any other policy or practice of the school or diocese, documents regarding disciplinary matters involving serious moral turpitude should be retained for a period of five years.

## **2. Guidelines**

- a) The final decision to expel a student rests with the chief administrator/designee. In parochial elementary schools, the pastor should be consulted. If the chief administrator/designee and pastor, if applicable, are unable to agree as to the final resolution of a student disciplinary matter, the superintendent should be consulted and may suggest a resolution of the matter. In diocesan high schools, the president should be consulted. The superintendent should be informed of any decision to expel before that decision is communicated to a student or his/her parents.
- b) Unless the chief administrator determines otherwise, an expelled student should be given credit for all work completed prior to expulsion. By way of example and without limitation, awarding full credit may, in the chief administrator's sole discretion, not be appropriate for a student who is expelled for academic dishonesty.
- c) When practical and appropriate, in the chief administrator's sole discretion, schools should consider whether a sanction other than expulsion would be effective for students in the eighth or twelfth grade who have been enrolled in the school for three or more years.
- d) Tuition is not reimbursed if a student is expelled.

## **3. General Grounds for Expulsion**

Except when circumstances dictate otherwise, the grounds for expulsion listed below need not be applied mechanically and without consideration of individual mitigating factors. However, certain actions are so severe that disciplinary sanctions less than expulsion are unlikely to be effective to deter future misconduct and maintain orderly school administration.

Examples of such severe misconduct include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;
- c) Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- d) Habitual or persistent violation of school regulations;
- e) Use, sale, distribution or possession of narcotics, controlled substances, alcoholic beverages.
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- g) Use or possession of firearms or other potentially harmful objects or weapons;

- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- i) Theft, extortion, arson;
- j) Habitual truancy;
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing;
- m) Serious bullying and/or harassment;
- n) Conduct which may damage the reputation of the school or parish;
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- p) Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Generally, off-campus misconduct should result in expulsion only when such misconduct is related in some way to the school community, either because it is directed towards the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

#### **4. Grounds for Expulsion Related to Alcohol and Drug Abuse**

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

- a) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.
- b) Notwithstanding section 5177.4(a) above, when the school's chief administrator, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the chief administrator or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

#### **5. Procedure for Appeal and Review of Expulsion**

Parish school expulsions may be appealed to a panel of school administrators from other diocesan schools appointed by the superintendent. High school expulsions may be appealed to a hearing officer appointed by the president of the school, who shall not be a current school



employee. On appeal, the sole issue before the panel or hearing officer shall be whether the school followed any applicable pre-expulsion procedures set forth above. If the panel or hearing officer determines that one or more procedures set forth above should have been followed before the expulsion became effective but was not, the panel or hearing officer shall then determine whether compliance with the procedure would probably have resulted in a different outcome of the expulsion process. If the panel or hearing officer answers this inquiry in the negative, the expulsion decision shall stand without further right of appeal. If the panel or hearing officer answers this inquiry in the affirmative, the superintendent shall instruct the chief administrator of the school to comply with the missing procedure(s) and determine whether, after the missing procedure has been performed, expulsion is still the appropriate disciplinary sanction. The chief administrator's decision shall be final and binding without right of further appeal.

## **HFCA Policies and Procedures: Actions and Consequences of Conduct**

### **Academic and Behavioral Awards and Honors**

Students who take their academic and behavioral responsibilities seriously and achieve superior grades and conduct will be recognized with appropriate awards and honors:

- Students (grades 5-8) who achieve all A's will be placed on the "Principal's Honor Roll".
- Students (grades 5-8) who achieve no grade lower than a B on the quarter report card will be placed on the "Honor Roll".
- Students in grades (PK3-8) will be recognized for outstanding conduct, HFCA Phoenix Virtue Award, on a monthly basis and receive certificate after a school Mass. Parents are notified in advance if their child is named a Phoenix Virtue recipient so they may attend the Mass at which the certificate is presented.
- Perfect Attendance award will be issued at the last school Mass of the year.

Students who engage in any form of academic dishonest (including cheating, copying homework or giving one's own work to another to be copied, submitting another's work under one's own name, plagiarism, or giving or receiving information during a test or quiz) will receive a zero for the assignment. Students may also receive a detention for the offense. Students who engage in any academically dishonest manner more than once during the year are subject to further discipline.

### **Off Campus Conduct**

The administration of Holy Family Catholic Academy reserves the right to discipline its students/parents for off-campus behavior that is not in line with behavior expectations of its students/parents during the course of the school day. Any conduct (verbal, written or electronic) both in and out of school that reflects negatively upon the reputation of the school, its students, or its faculty will be subject to disciplinary actions. This includes but is not limited to bullying and items posted on blogs, social network sites, discussion boards, etc. The administration reserves the right to discipline a student/parent for activities committed off-campus if they are intended to have a negative effect on a student/faculty member or they adversely affect the safety and well-being of students/faculty while in school.

## **Disciplinary Guidelines**

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible citizens of the school community. To that end, the teachers and administration use their professional judgment to determine appropriate disciplinary action based on the following:

- Seriousness of the offense
- Grade level
- Frequency of misconduct
- Effect of misconduct on the school environment

## **Disciplinary Measures**

For misconduct one or more of the following disciplinary measures may be taken:

- Withdrawal of privileges or time apart from class for a portion of the day
- Written assignment
- Conference
- Lowering of the conduct grade in a class or of the overall quarterly conduct grade
- Detention or Referral
- Suspension
- Expulsion

## **Other Misconduct**

Teachers and staff will treat student impartially and equitably. Discipline will be based on careful assessment of the circumstances of each case. The discipline policy will be enforced in a fair and consistent manner.

## **Level I: Examples of Level 1 Violations**

- Gum chewing
- Throwing objects (spitballs, paper airplanes, etc.)
- Refusal to participate in classroom activities
- Failure to bring appropriate materials to classroom
- Failure to be prepared for class
- Failure to bring required school documents
- Talking out of turn
- Sleeping in class
- Minor damage to textbooks
- Misbehavior when teacher is not in classroom
- Eating or drinking in classroom
- Selling any product in the classroom

**Consequences for Level 1 violations:**

The classroom teacher will select an appropriate consequence using the factors described above. Consequences may include, at the teacher's discretion, but not limited to:

- Verbal warning
- Written warning
- Reprimand
- Seating change
- Temporary confiscation of disruptive items
- Private meeting with the student
- Extra assignment
- Time out
- Brief suspension of privileges
- Marks on conduct sheet
- Lunch detention

**Level II**

When a student's behavior does not change as a result of actions taken at Level 1, and the student has Repeated Level 1 Violations, the student is moved to Level II for discipline. Repeated Level 1 Violations means that a student's reasonably expected behavior and reasonably expected behavioral improvement is not the same for all classes. It is understood that what is expected of 1<sup>st</sup> grade students, for example, is not the same behavior expected of a middle school student. Teachers of each elementary school grade will develop with the Principal the range of violations that will result in Level II violations taking into consideration the factors described above.

Level II Violations include, but not limited to:

- Repeated Level 1 violations
- Disruptive behavior
- Disrespectful behavior

**Consequences for Level II Violations:**

Consequences will be determined from the following list at the discretion of the Principal using the factors described above.

- Teacher/student conference
- Detention during lunch or
- Additional work appropriate to the violation
- Parental conference
- 

**Level III Examples of Violations:**

- Cheating or copying the work of another
- Throwing objects that can cause bodily injury or property damage
- Leaving the school grounds or a school sponsored event without permission
- Directing profanity, vulgar language, or obscene gesture toward another
- Scuffling or fighting
- Stealing
- Damaging or vandalizing property owned by another
- Disobeying school rules or the person in charge at school sponsored events
- Hazing
- Failure to comply with lawful directives issued by the school personnel, including failure to serve a detention
- Possession or use of matches or lighters
- Unauthorized distribution of petitions or other printed documents
- Two or more unexcused absences from school
- Leaving class without permission
- Gambling
- Possession of a telecommunications device not authorized by the Principal or that is not part of a class project
- Possession of a laser pen or other disruptive device
- Any student that has been repeatedly see for Level II violations.

### **Consequences for Level III Violations**

#### **For Elementary School Students (1<sup>st</sup>-4<sup>th</sup>)**

Consequences are to be determined from the following list at the discretion of the Principal using the factors described above.

- The Principal/teacher will immediately call the student's parents
- The student will spend one day in ISS (In-School Suspension)
- The student will lose recess and break for as much as the number of days per grade level (i.e., Grade 2= 2 days)
- The student will not be allowed to participate in any special activities for five (5) days

### **Specific Consequences**

Each teacher will keep a weekly discipline chart for each student.

- a. Discipline charts will be sent home daily for elementary grades and weekly or as needed for middle school. These charts are to be signed and returned on the following day.
- b. The charts will evaluate the child in the following areas yet are not limited to:
  - Excellent behavior

- Missing/incomplete work or materials
  - Being out of uniform
  - Talking without permission
  - Disrespectful behavior
  - Disruptive behavior
  - Not on task/not following directions
  - Failure to return signed folder, test, etc.
- c. Any student who receives an excessive amount of marks in a quarter will be required to write a letter to their parents explaining the situation and, if necessary, a conference will be scheduled between the principal, teacher and parents to consider serious disciplinary action.
- d. Only one mark will be given per violation. For example, a student who is improperly out of his seat can be disciplined for disrespectful behavior, disruptive behavior, or not being on task. However, only one mark will be given for the incident.

### **Detention**

A detention is defined as a state of being detained during lunch, or early in the morning.

### **In-School Suspension**

A student placed in ISS will spend the day in a designated room. During the time spent in ISS, the student may be assigned work as determined by the principal. The student will be responsible for checking with teachers for work assigned while in ISS. That work will be due the next class day.

### **Suspension**

Suspension is defined as a temporary dismissal of a student from school. Decisions to suspend should follow only after other means of motivation have failed or circumstances of crime, scandal, or continuous disruption necessitates this extreme disciplinary action. Consideration must always be given to the welfare and Christian development of the student and the practical common good of the entire student body. **The Principal is the only school official** that may place a student on suspension. Parents must be notified before the student is sent home on suspension. If a parent cannot be reached, the student may be kept out of class but not be sent home.

### **Expulsion**

Expulsion is defined as the permanent dismissal of a student from school. The expulsion of a student from a Catholic school is such a serious penalty that it should be invoked rarely, and then only as a last resort and only with the approval of the pastor of Holy Family Catholic Academy. It is essential that the Principal consult with the pastor of Holy Family Catholic Academy and the Catholic Schools Superintendent prior to the initiation of the expulsion process.

## **Appeal Process**

Decisions affecting individual students-academic and disciplinary (except expulsion) may be appealed to the school authorities under the following procedures;

- a. A student must first request that the teacher reconsider the decision that the student believes unfair.
- b. If this appeal offers no satisfactory solution, the student may then appeal to the Principal.
- c. Students can make these appeals directly or through their parents.
- d. Whenever formal meetings are scheduled, the appealing student will promptly attend such meeting at the time and place scheduled. Failure to attend an already scheduled meeting will terminate the appeal unless the student has an acceptable reason for failing to attend.

## **Bullying**

Holy Family Catholic Academy considers bullying behavior to be a very serious matter. The following policy explains the definition and range of bullying behavior and outlines steps for addressing such incidents.

What is Bullying? *“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons”.*

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time
3. Bullying involves an imbalance of power or strength.

Bullying can be categorized as physical, verbal, or social. Physical bullying involves physical injury or threat of injury to someone, while verbal bullying refers to teasing or insulting someone. Social bullying refers to the use of peer rejection or exclusion to humiliate or isolate a victim.

Bullying must be distinguished from other forms of peer aggression, conflict, of “falling out”- a mutual exchange of verbal and/or physical aggression.

## **What is Cyber Bullying?**

Cyber bullying is bullying through e-mail, instant messaging, chat room exchanges, Web sited posts, digital messages, text messages or images sent to a cellular phone or personal digital assistant. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

Cyber bullying can take many forms. The most common forms are:

- Harassment: Repeated sending of offensive, rude, and insulting messages
- Denigration: Distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through e-mail, instant messaging, or text messaging, or posting or sending digitally altered photos of someone.
- Flaming: Online “fighting” using electronic messages with angry, vulgar language

- Impersonation: Breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others
- Outing and Trickery: Sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding it to others.
- Cyber Stalking: Repeatedly sending messages that include threats of harm or are highly intimidating, or engaging in other online activities that make a person afraid for his or her safety (depending on the content of the message, it may be illegal).

If a suspected bullying incident occurs, the following steps should be taken:

1. The incident must be reported to the school principal.
2. The details of the incident written down by the student or parent and submitted to the principal
3. The principal, and appropriate faculty will investigate the incident.

If the principal and faculty member determine that bullying is or has taken place:

- The parents of both or all parties may be asked to conference with the principal
- The student responsible for bullying behavior will have mandatory counseling.
- Further follow-up counseling may be required. If an internet social site was used to target an individual, the principal may ask the student to share the current contents of that web page.
- Counseling and corrective discipline by the principal, and/or law enforcement when necessary will be used.

For additional Bullying information, please refer to the Diocesan Anti-Bullying Policy.

The anti-bullying policy of Holy Family Catholic Academy has as its goal to ensure that all students experience a safe Catholic Christian environment that is conducive to learning.

The following steps will be taken when dealing with bullying incidents.

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building. If so, students are encourage to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be aware of any bullying incidents. Students

engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.

5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken.
6. The consequences of bullying will vary depending on the situation, but may include, but not limited to writing apology letters, detention, ISS, OSS, expulsion and referral to law enforcement.

### **Parent Conduct**

As members of a Christian community, Holy Family Catholic Academy expects the very highest standards of conduct and courtesy of both students and their parents as well. Any student who does not abide by the school rules and regulations, or whose conduct is such that the learning process or behavior of the other students is adversely affected, may lose privileges, receive infractions or extra written assignments, confer with the teacher and/or administration, or receive a detention. He or she may also be suspended, expelled, or asked to withdraw from school. These same standards apply to parents as well, and parental behavior may result in suspension or expulsion of the parents' child(ren), separated and apart from the child's conduct. Parents and teachers must be in partnership for the school to successfully educate the students who are enrolled.

- The parent can expect to be treated with respect at all times and to have access to teachers and administration at mutually convenient times when concerns arise.
- Teachers and administrators can expect to be treated with respect at all times and to have access to parents at mutually convenient times when concerns arise.
- Parents who have a concern should first contact the teacher directly. If a satisfactory solution is not reached, then a three-way conference of parent-teacher-principal/assistant principal will be scheduled. The student will be involved in most conferences and problem-solving decisions. This will enable the student to take ownership of his/her education and choices. A strong, cooperative partnership between home and school is an essential ingredient in effective education.

### **Crisis Management**

Holy Family Catholic Academy takes its responsibility for the safety of our students, teachers, staff and parents seriously. If a crisis should occur in which all persons in the school building(s) are in a lockdown situation for their safety, it is imperative that parents not attempt to remove their children from the school. The school **cannot release** students while there is an outside threat from weather, natural disasters, or criminal/terrorist activity. In the case of a lockdown, the school will notify the parents through the RenWeb parent notification system and the HFCA website when it is safe to do so and when the parents may pick up their children from the school. A Crisis Management Plan, in accordance with diocesan policy is published and available in each classroom. As part of this plan, students participate in monthly drills and tornado drills as well as drills for campus lockdowns and evacuations.

**If there should be an actual Lockdown, in the case of a real threat, or the school vicinity is under a Tornado Alert/Warning, students cannot be released to parents until the**



**authorities raise the Lockdown or the Alert. Parents should NOT come to the school.**

### **Communication**

On the occasion of a crisis, the school will communicate with parents via RenWeb Parent Notification System and the HFCA website.

### **Day to Day Operations:**

#### **The School Day**

- 7:15 Students may be dropped off for supervised before-school care. 7:45 Classrooms are opened
- 7:55 School begins. Tardy students must be signed in at office by parent.
- 3:30 Student Dismissal
- 3:40 Students on campus taken to Extended School Day Program (ESD)
- 6:00 Latest pick-up for students in ESD

### **Arrival**

The school provides supervised care beginning at 7:15 a.m. in the cafeteria. Students may not be dropped off prior to that time. Before school supervision is a free service provided to our families. *Under no circumstances are children to be left unsupervised on the school/church grounds*

At 7:45 a.m. students may enter the classrooms. In accordance with security policy, parents are asked to leave students at the door of the elementary building and allow the students to proceed to the classrooms on their own.

### **Parking**

Parents are asked to park in the parking lot when dropping off or picking up their child for an appointment. At regular drop off and dismissal time, parents must use the car line.

Parents of Kindergarteners and First Graders may walk their students to the classroom door for the *first week of class*. Beginning with the second full week of school, parents are no longer allowed to enter the building in the morning.

Parents of Pre Kindergarteners (3 and 4 year olds) may walk their children to the classroom door for the first two weeks of class. Parents are asked not to come in to the classroom to visit at drop-off.

### **Dismissal**

PreK through 2<sup>nd</sup> grade are dismissed at 3:20; students in 3<sup>rd</sup>-8<sup>th</sup> are dismissed at 3:30. All parents must use the car line to pick up students. No child will be dismissed as they exit the building, nor will any child be dismissed as their line proceeds to the car line. This policy helps to ensure the safety and security of our students. **NO EXCEPTIONS.**

PK-2<sup>nd</sup> grade (along with older siblings) are dismissed on the north side of Cabrini Hall, the

cars coming in through the Rainer side and out Cheyenne St.

3<sup>rd</sup>-8<sup>th</sup> (those without younger siblings) come to the south side of the school (183 side) and enter through Cheyenne St. and exit Esters.

Students taking the bus are picked up in the common area between the Church and the Parish Hall.

*\*\*Please note:* Teachers' attention must be focused on supervision of the children. Please do not try to engage a teacher in conversation or in any way distract her from supervising the students in her care. If you need to speak to a teacher after school, please wait until she has completed her supervision duty.

### **School Visitors and Volunteers**

All visitors and volunteers are required to sign in at the school office. Classroom visits must be prearranged with the teacher. Visitor badges must be worn. Please sign out upon leaving campus. All volunteers must have completed the Safe Environment Program.

### **Walking Home:**

Students who are allowed to walk home must have written permission on file in the school office.

### **School Office**

Hours: 7:30 a.m. – 4:00 p.m. (during the school year) Phone: 972.255.0205  
Fax: 972.252.0448

Secretary: Mrs. Belinda Carmical  
E-mail: [bcarmical@hfca-irving.org](mailto:bcarmical@hfca-irving.org)

Secretary: Mrs. Gloria Harwerth  
E-mail: [gharwerth@hfca-irving.org](mailto:gharwerth@hfca-irving.org)

Church Office: 972.252-5521

### **ATTENDANCE**

Consistent and prompt attendance is crucial to a student's success in school. Missing school inhibits learning, and while sometimes it is unavoidable, it should be kept to a minimum. Absences are excused for the following reasons: illness, doctor appointments, or family emergencies.

### **Absences**

Diocesan policy states: "A student must be in class for at least 2 hours to be considered in attendance for one-half day, and at least four hours to be considered in attendance for a full day. Students must attend 90% of the 180 days of each school year to be considered eligible

for completion of a grade.”

- Parents must notify the school office by 9:00 if their child will be absent. Requests may be made at that time for missed work to be sent to the office for pick up after school or sent home with a sibling.
- A note should be sent with the child with reason for absence upon the child's return.
- Please check Health Policies section of the handbook for guidelines regarding absences due to illness.
- Please remember that if a student accrues more than 18 absences in the year, they will not be eligible for promotion without a waiver from the Director of Diocesan Catholic Schools.
- Following an absence of more than 3 days, a note from the student's doctor is required.

### **Tardies**

Any child arriving after 7:55 a.m. or leaving before 3:30 is considered tardy. A student may also be recorded as tardy in the junior high when arriving late for individual classes. *Students arriving after the morning tardy bell must be signed in at the school office by a parent.*

**IMPORTANT:** A student will also earn a “tardy” if pulled from class during the day for appointments which cause the student to miss less than two hours.

Late arrivals cause a disruption to the learning of others, and get your child's day off to a poor start. Chronic tardiness is a sign of lack of discipline and disrespect for other's time.

Tardies are excused only when prearranged with the school office or teacher. Tardiness due to a doctor's appointment is excused only with a note from the doctor's office.

Please remember that if a student accrues more than 18 absences in the year, they will not be eligible for promotion without a waiver from the Director of Diocesan Catholic Schools.

### **Releasing students during school hours**

- Children must be signed out through the school office. Please send a note to the teacher informing her/him if your child will be leaving early.
- If the parent is contacted by the school nurse that a sick child must be picked up, the parent should report to the school office to sign him or her out.
- Students may not be released into the custody of anyone other than those persons listed in the child's file. They should be prepared to show proof of identity.

### **Vacation**

Parents are discouraged from removing students from school for vacation during the school year. In the event this occurs, parents are asked to inform the school office and affected teachers at least a week in advance. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

### **Late Work due to Absences**

Students are expected to turn in all missed work due to absences in a timely manner. For each

absence, the student is allowed the number of days missed plus 1 day to complete work. (e.g., 1 day absent=2 days for makeup, 4 days absent=5 days for makeup).

This may be extended in individual cases due to type of illness and scope of work. Assignments not made up according to the scheduled date will be subject to the published grade level policy concerning late work.

Long term assignments must be turned in on the date they are due. If a child is sick on the due date, arrangements must be made to deliver the project to the school.

### **Directory**

A HFCA Directory will be available when approved by individual families.

### **Emergency School Closings**

#### **Inclement Weather**

Holy Family Catholic Academy will announce decisions with regard to attendance in inclement weather. Such decisions are first posted on the HFCA website ([www.hfca-irving.org](http://www.hfca-irving.org)). They are also announced via the local television stations NBC and ABC as well as RenWeb. These decisions include school closings and deferred openings. HFCA follows Irving ISD on closings. If the school is open, but you find that the roads are hazardous in your area, please wait until the traffic eases before you venture out. Children are not counted tardy when they arrive late on bad weather days. Please use discretion and good judgment on whether to come to school in bad weather.

In case of a delayed 10:00 a.m. opening, students should arrive by 9:45 in order to prepare for the beginning of class. Please check the HFCA website for delayed opening.

The school will monitor weather/heat condition in making decisions when regarding outside play when the temperature is above 95 or during "Red" or higher ozone decisions regarding outside play. Students will not be subjected to outside play alerts.

### **Extra-curricular Activities**

HFCA fosters the development of the total child and offers the following programs:

- Academic Fair
- Altar Servers
- Band
- Choir
- Duke University TIP Program
- Math Counts
- National Junior Honor Society
- PSIA
- Robotics
- Science Club
- Student Council

### **Sports**

- Basketball
- Cross Country
- Futsal

- Golf
- Soccer
- Swimming
- Tennis
- Track
- Volleyball

### **Parent/Player Responsibilities for Participation in Extra-curricular Athletic Activities**

- Players (grades 5-8) must adhere to established eligibility guidelines
- There is an assumption of risk taken when one participates in a sport
- Players must have an up-to-date physical on file before participating in practice or games
- Players are required to attend all practices and games. It is the sole responsibility of the player to inform the coach if he/she is going to miss a practice or game. Excused absences are left to the discretion of the coach.
- A student who is absent from school will not be allowed to participate in a game on the same day or the evening of the day of the absence.
- A student who is absent from school will not be allowed to attend PRACTICE on the same day or the evening of the day of the absence
- It is the parents' responsibility to provide for or arrange transportation for their children to and from all practices and games.
- Coaches are responsible for the players only during practice times and games. Players should arrive for practices on time, and pick up should be prompt. Players should be at scheduled events a minimum of fifteen minutes prior to the start of a game, or as directed by the coach.
- Players must respect school property and equipment. All school players and spectators should conduct themselves in an orderly manner while playing and/or viewing games. Players and spectators are expected to demonstrate good sportsmanship.
- Team uniforms checked out for participation in parochial sports should be returned cleaned, pressed, and neatly folded. Uniforms must be returned within two weeks following the end of the season.
- When a child agrees to play, the parent as well as the child has made a commitment to the team to adhere to the rules and regulations of the sport, as well as the guidelines established by the coach.
- **When a child agrees to play, the parent(s) are automatically members of the Phoenix Booster Club and agrees to volunteer in the Concession Stand, raise funds and promote the Athletic Program.**

### **Requirements for Volunteer Coaches**

Volunteer coaches generally coach the extra-curricular sports teams at HFCA. All parents who wish to volunteer to coach a HFCA team may do so with the approval of HFCA administration, after clearing HFCA safe environment and attend *Play Like a Champion*.

Volunteer coaches must abide by all the DPL rules and regulations. These actions and any subsequent reinstatement are subject to a review board consisting of the Principal and the Athletic Director. Volunteer coaches for HFCA must agree, in writing, to abide by the following code of conduct.

- Two adult volunteer coaches must be present at all practices and games.
- To uphold the high standards of HFCA in all associations with team members, coaches, spectators, and opposing teams.
- To exemplify all the principles of good sportsmanship and instill in the youths under their care. They must not permit any unsportsmanlike conduct from players or spectators representing their team.
- To display, by personal example, the qualities of leadership that will inspire youths to strive toward the goal of good leadership and good sportsmanship.
- In accordance with HFCA principles, to make fair play and good sportsmanship the primary objective of all competition.
- To have the spiritual, academic, mental, and physical development of each child as the primary aim of the HFCA coach.
- To allow every child who regularly attends practice, abides by team rules, and displays an attitude conducive to development to play an amount of time in each game consistent with the rules and guidelines of the sponsoring body for the sport and grade level.
- To abide by and uphold the rules and regulations governing athletic contests, as established by the DPL. To, before any athletic contest is started, line up with all team players and coaches and together with the officials recite a prayer.
- To, after any athletic contest is completed, line up the team facing the opposition and lead them in shaking hands with each member of the opposing team and coaching staff.
- Sign the Code of Ethics

### **Field Trips**

School Field trips are encouraged as educational and cultural experiences. Trips are correlated to classroom instruction to create and maintain interest in many phases of the curriculum. Classes usually take one field trip a semester. Each child must present in writing, his/her parent's permission to take each field trip on the approved school field trip permission slip. Parent chaperones must arrange their participation with the homeroom teacher in advance of the field trip. In order to accommodate all the parents who wish to participate in field trips, parents will be allowed to attend one field trip a year. If there is a need of additional chaperones, then the teacher will draw a name from the additional parents wanting to attend to determine who will be allowed to attend. All chaperones must have Safe Environment clearance. Siblings are not allowed on field trips. Parents who are not chaperones, are not allowed to meet their child at the field trip destination. Parent chaperones should remain in the cafeteria while waiting for the students. Teachers will inform parents of their responsibilities in the cafeteria.

### **Health and Safety**

#### **Student Health Insurance**

As a part of tuition, Holy Family Catholic Academy provides each student with student health insurance. This coverage is secondary when the student has health coverage under another Insurance Plan and primary when not covered under another plan. The insurance covers accidental injuries to student during school hours and at all school sponsored functions including sports, both on and off campus. This coverage is not health insurance. Insurance claim forms are available in the clinic of HFCA. All claims under the Student Accident Insurance are handled directly by the insurance carrier with the parent/guardian.

## **Accidents**

First Aid will be administered only in minor cases. Parents will be notified immediately in all cases when medical treatment is required. If parent cannot be reached, the emergency card will be used to contact the next person listed. When time is an important factor, the student may have to be sent to the hospital before parents can be notified.

## **Food Allergies**

Some children may have life-threatening food allergies. To keep these children safe while at school, all parents and students must follow guidelines established by Holy Family Catholic Academy. These guidelines do not limit what other children can bring to eat at lunch, but are designed to allow the food allergic child to safely participate in all school activities. At school-sponsored parties (Halloween, Christmas, etc.) effort should be made by the Room Parent and other parents, with the cooperation and assistance of the food allergic child's parent, to provide snacks that are safe for the entire class.

## **Illnesses**

Parents will be asked to pick up students who become too ill to remain in the classroom. If a child is ill, he child should not be sent to school. **If a child has fever or has been vomiting, he/she should be kept out of school until free of fever or vomiting for 24 hours.** If a child is injured and requires medical attention, every effort will be made to notify the parents. Serious injuries will result in ambulance transport.

- Students will be readmitted to class 24 HOURS after fever, vomiting, or other symptoms have subsided.
- Please report all communicable diseases, including strep throat, chicken pox, pink eye, and skin diseases.
- All physical education excuses will be evaluated by the nurse. Only a physician's note officially excuses a student from PE classes. (If student is unable to participate in PE, they are also unable to participate in recess). Parent's request for a child to be excused must state the exact nature of the child's problem. The nurse will call parents if clarification is needed.

## **Guides for Excluding Students from School**

- Oral temperature of 100 degrees or above
- Vomiting, nausea, or severe abdominal pain
- Marked drowsiness or malaise
- Sore throat, acute cold, or persistent cough
- Red, inflamed, or discharging eyes
- Acute skin rashes or eruptions'
- Swollen glands around jaws, ears, and neck
- Suspected scabies or impetigo
- Any skin lesion in the weeping stage unless protected and diagnosed as non-infected
- Earache
- Pediculosis (head lice)
- Other symptoms which are suggestive of acute illness.

## **Immunizations**

**Texas Law requires everyone under 18 to be immunized. No student may attend classes at Holy Family Catholic Academy without immunization records.**

The Diocese adheres to State laws regarding immunization in order to prevent communicable diseases, and must file annual reports of such compliance. (All schools are responsible for keeping accurate, up-to-date records, which may be inspected by state agents). Students who are not in compliance with the required immunizations cannot attend school until the requirements are met.

All immunization records (including the month, day and year) must be on file and meet the State requirements before the student may attend school. Records must be on file prior to the first day of school in the fall, and updated when the child receives any further immunizations. Parent(s) will be called to pick-up the child(ren) if proof of immunizations are not supplied to the nurse.

## **Medication Policy**

When a physician prescribes medication to be given during the school day, it will be given by the nurse only if a parent brings it to the clinic in the original container that states the student's name, date, prescription number, prescribed dosage, and physician's name. In lieu of a pharmacy label, a physician's order for the medication in the form of a script written by the doctor on a prescription pad and a label, which may be written by the parent with the student's name, medication name, dosage, and frequency are acceptable. The parent must fill out a medication permission form and is responsible for notifying the nurse of any dose changes and for picking up the medication when it is no longer required or at the end of the school year. NO student may have medications in his/her possession. Medication that is received in an unlabeled container or plastic bag will not be accepted.

## **Screening**

State law mandates vision, hearing and scoliosis screening. Screenings will be done unless parents provide documentation from a physician that testing has been done and the school has a written statement from the parents that they do not wish for it to be done again.

## **Safety**

### **Custody Issues**

Parents, upon request, have a right of access to all student records related to their children that are maintained by the school. Records will be viewed in the presence of school personnel. In the event the parents are separated or divorced with joint custody of the child, or divorced with the non-custodial parent having visitation rights, both parents are entitled to access of their child's records and information regarding their child's education, medical treatment, and general welfare. Parents and guardians have an "absolute right" to examine a child's records, although only a parent with legal custody can challenge the contents of a record or grant consent to release the documents to a third party. Either parent may grant consent for release of documents if both parents have notified the school that they are in agreement with the release of the documents. In order to cooperate with child and family needs, the school should be informed of custody arrangements. As a matter of policy, the parents will provide the school with a certified copy of the decree of dissolution that defines custody rights of the parents, i.e., joint legal custody or sole legal custody; joint physical custody or sole physical custody.



The non-custodial parent with visitation rights is entitled to access to the records and information of the child including medical, dental, and school records.

### **Graduation**

All requirements set forth in the accreditation handbook for the Texas Catholic Accreditation Commission must be fulfilled by each student before the formal status of graduation is conferred. The requirements are consistent with the State of Texas standards. Upon fulfillment of those requirements, the school and parish communities give thanks for the success of these students. A Mass of Thanksgiving is celebrated for the students, their families and friends each May. At this Mass, the students receive diplomas and various awards are distributed.

### **Library**

The school library is open daily for student use. Library books are checked out for a 1 week period at lower grade levels, and 2 weeks in grade 6-8. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to The Holy Family Food Bank). Replacement cost must be paid for services to continue.

### **Lockers**

Student lockers are available for textbook and lunches. Lockers may not be decorated. The school reserves the right to inspect the lockers at any time. Students are not permitted to go to lockers during class time. Lockers and desks are the property of the school. They can be used by students for storage but may be searched at any time at the discretion of the administration if deemed necessary. The school is not responsible for lost or stolen items.

### **Lunches**

- All students eat in the cafeteria. Students may bring sack lunches or may purchase lunch from the school cafeteria. Please consult the menu for the items available.
- School lunch accounts are set up by “Twelve Oaks Catering”. HFCA does not keep track of balances or payments.
- Students are expected to demonstrate proper manners in the cafeteria.
- Teachers and volunteers provide supervision during the lunch period. Parents may visit at lunch time but no more than once a month.
- Students are not allowed to borrow or charge food on another student’s account.
- If a child has forgotten his/her sack lunch, parents should bring the lunch to the office and the child will be responsible for picking his/her lunch up.
- We **strongly recommend** that parents refrain from bringing in lunch from outside fast food sources.
- Students are not allowed to have any “sodas” (Coke, Sprite, etc.) or candy.
- No food should be brought in at lunch time from outside the school and distributed to students at a particular grade level, to students on sports teams, or to students in a club or organizations.
- As a special treat, parents may bring **cupcakes or cookies** for lunch for the entire class on their child’s birthday. **No other food (i.e. candy, ice cream, cake, pizza, etc.) or drink is allowed.**
- No balloons, flowers, etc. are to be brought on campus.

## **Name, Logo and Database**

The name, logo, and database of Holy Family Catholic Academy are the property of the school. It is important for the school to ensure that its name, logo and database are not used without proper authorization. Any person, organization or business wishing to use the school name, logo, and/or database must obtain written authorization of the school principal. You may not use the school seal, mascot, logo or any pictures from the website without expressed written consent from the principal.

## **Parents As Partners**

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

- To set rules, times and limits so that 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;
- Has an updated lunch account or nutritional sack lunch every day
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any 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 problems.

### **Parent's Role in Education:**

We, at Holy Family Catholic Academy, 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 Academy involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Family Catholic Academy, we trust you will be loyal to this commitment.

During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To support shared authority between parents and teachers will model good mature behavior and relationships. 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 child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major test, service projects, and all other assignments. 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

### **Parent/Teacher Organization (PTO)**

The Holy Family Catholic Academy Parent's Association is an organization that assists with fund raising and various activities of Holy Family Catholic Academy. All parents are encouraged to join and to participate in the many activities sponsored by the Parent's Association.

### **Holy Family Catholic Academy School Advisory Council**

This body is configured to reflect the Catholic Church's commitment to collegiality and subsidiarity in accordance with the directions of the Second Vatican Council. The Holy Family Catholic Academy Advisory Council is an advisory council to the Principal and Pastor. The Advisory Council assists the Principal and Pastor in developing and implementing policies and programs in order to achieve and maintain the mission statement of the School. Minutes from monthly meetings are sent to the Diocese of Dallas. Meetings are open to HFCA parents by appointment. The Advisory Council does not discuss day-to-day operations of the school. Those concerns should be taken directly to the Principal.

### **Presentation or Observation by Non Members:**

Any person or group desiring to address, or observe, a meeting of the School Advisory Council (SAC) shall notify the President, in writing, of the nature of their request no less than seven (7) calendar days prior to the next meeting of the SAC. On receipt of such a request, the President shall contact the Pastor and Principal. An affirmative vote of these persons shall be required to approve such a request and the approval shall set forth the amount of time and nature of the

presentation to be made. Notice of such presentations shall be given to each SAC member in advance of the meeting at which it is to be made.

The functions of the School Advisory Council are to:

- Advise the Principal on policies, programs, services and strategic planning.
- Conduct special studies and assignments as requested by the Pastor or Principal
- Advise the Principal and Pastor on financial matters including assisting the Principal in development of the annual school budget; determination of sources of funding of the annual operating budget; establishment of the annual tuition rates. All of these activities, when completed, will be submitted for approval by the Pastor before being published and/or implemented.
- Present Holy Family Catholic Academy to the public, to civic authorities, and to the Catholic community, as a school imparting quality Catholic education in all aspects of living; spiritual, intellectual, cultural, physical, social and civic.

**The Advisory Council does not:**

- Discipline students
- Develop curriculum
- Approve instructional materials
- Hire/fire staff
- Write regulations
- Handle grievances

### **Photography**

Students are not allowed to use cameras in school unless permission is first granted by the administration. This includes any device (cell phones or hand-held cameras) that is capable of recording a visual image.

- Pictures of faculty and staff may not be used without their written permission.
- No videotaping on school grounds unless for a project approved by a teacher for class use only
- No posting anything taped, audio or video, on school grounds to the internet without the written permission of the principal.

During the year, students are photographed during activities for the yearbook and occasionally may be used for publicity purposes. In order to protect the privacy of our students, a Release Agreement is included in the back of this handbook.

### **Religious Formation**

Religious formation and education is provided on a daily basis. Students attend Mass weekly. Participation during Mass and frequent reception of the Eucharist is encouraged. Religious instruction; prayers at the beginning and ending of each day, at snack time, lunch; and integrated value formation are fostered throughout the curriculum as daily practices. Special Worship Celebrations or Para liturgies, are provided for children and their families throughout the year.

### **School Masses**

Students attend Mass weekly. Participation during Mass and frequent reception of the Eucharist are encouraged. Participation includes lecturing, cantoring, ushers, gift bearing, altar serving,

singing and playing instruments. In addition, students take an active part in planning a liturgy during the school year.

Sunday All School Masses are held approximately once a month at the 10:00 a.m. Mass. The students are in charge of the various aspects of the Mass.

### **Religion Classes**

Catholic and Non-Catholic students attend all religion class, prayer services, and liturgies as an integral part of the life of the school.

### **Sacraments**

Frequent reception of the sacraments of Reconciliation and Eucharist is encouraged. Children in second grade receive First Reconciliation in January and First Communion in April.

Confirmation takes place in the spring of the eighth grade year.

### **Uniform Policies and Dress Code**

General information:

Our standard for the blouses, jumper, pants, skirt, and walking shorts is from Reesi Uniform. If any part of the uniform does not match that from Reesi, it will not be accepted. This includes color as well as style. All attire worn to school must be clean and tidy.

The length of the Girls' skirts or jumpers is to be no more than two inches from the floor when kneeling. Preferred length is at the kneecap. (Reminder, many inches of growth happen during the school year, it is better to buy longer or have a good hem in a jumper / skirt.)

**If a student is wearing a T-shirt under their blouse / shirt, it must be solid white.**

All clothing is to be clean, properly fitting, all buttons sewn on, free of holes, and not unraveling. Pants must be worn at the natural waist. Shirts must be tucked in neatly. Shirts should not hang over the belt.

### **THE UNIFORM**

#### **Girls:**

PK-3rd: Jumper, Navy Piped Peter Pan,

K-4th: Navy Cardigan (with school logo), White Crew Socks, Navy/White Saddle Oxfords

2nd-8th: Grey P.E. Shirt. Navy P.E. Short

4th-8th: White Oxford Blouse, Criss Cross Tie, Plaid Skirt

5th-8th: V-Neck Sweater (with school logo), White crew or Knee Hi Navy Socks, Navy/White Saddle Oxfords

#### **Boys:**

PK-3rd: Light Blue Oxford, Cardigan (with school logo), Khaki Pants & Shorts, Black Athletic Shoes

4<sup>th</sup> White Oxford, Cardigan (with school logo), tie, Khaki Pants & Shorts, Black Athletic Shoes

2nd-8th: Grey P.E. Shirt. Navy P.E. Short

5th-8th: White Oxford, V-Neck Sweater (with school logo), tie, Khaki Pants & Shorts, Tie, *all*  
Black Athletic Shoes

Socks: White crew only

**Optional Boy & Girl:**

Fleece with school logo

Spirit T-shirt

6<sup>th</sup> – 8<sup>th</sup> Navy Sweater Vest with school logo

**Casual Uniform** (When authorized)

HFCA T-shirt, blue jeans or regular school walking shorts, regular school shoe and socks.

**Organization Uniforms:** Students who belong to a specific organization (e.g., Scouts, NJHS) are permitted to wear the uniform of their organization on meeting days.

**Out of Uniform** (When authorized)

All tops (T-shirts, blouses, shirts, dresses) must have sleeves and are to be buttoned as appropriate. Policies regarding uniform skirt/dress/short lengths apply on Out of Uniform days.

T-shirts / blouses / shirts must be long enough that they could be tucked into the pants / shorts. All non-uniform shorts, skirts, dresses must be the same length as the uniform shirt / jumper or walking shorts. Pants and shorts must be worn at the natural waistline and be hemmed or cuffed, no “skinny” jeans/leggings allowed.

The school prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene, or depicting or advertising tobacco products, alcoholic beverages, drugs or other prohibited substances, or “gangs”. Violators of this policy will not be admitted to class nor be allowed to participate in school activities.

**Personal Appearance**

Our uniform and our appearance project the image of Holy Family Catholic Academy, and it is the right of the school to set a standard for that image. Please expect your children to abide by the spirit of these regulations.

**Accessories:** A necklace is permitted only if it is religious in nature. Bracelets are not permitted. (exception: medical alert) Any jewelry that is worn may not distract from learning. Students may also wear a watch. Expensive items are to be left at home. Only clear prescription contacts may be worn. The school will not assume responsibility for lost or stolen objects. Hats, jackets, sweatpants or turtlenecks are not to be worn in the building. Students are to have shoes on at all times.

**Boys**

Must be clean shaven, no beards, mustaches, etc. allowed. Hair should be above the shirt

collar and not obstruct vision or be a distraction to learning. Clean, modest, moderate hairstyles (at the discretion of the administration) is permitted. Chemically altered hair is not permitted. Hair products are to be used sparingly as they can be serious health hazards for those with breathing problems. Boys are not to wear earrings of any kind. The conduct grade will be lowered daily for the violation of these policies.

### ***Girls***

Hair should be neat and not obstruct vision or be a distraction to learning. Clean, modest moderate, hairstyles (at the discretion of the administration) is permitted. Chemically altered hair is not permitted.

Small khaki, black, white, green or blue ribbons, clips, or headbands may be worn. *Other colors will not be permitted.* They are to be neat and unobtrusive. Earrings (only one pair) are to be small and flat against the ear lobe (studs) in gold, silver or school colors. Make-up may not be worn by elementary students. Lightly applied makeup, applied at home, may be worn by the Middle School (6-8) girls. Artificial fingernails are not permitted at any grade level. Make-up and hair spray may not be brought to school. Only clear nail polish is allowed for girls. The conduct grade will be lowered daily for the violation of these policies.

*The school reserves the right to decide whether a student's grooming is in accord with the set form. Those in violation of uniform and personal appearance code will not be admitted to class. This refers to both regular and extra-curricular activities as well as the standard and casual uniform.*

### **Kindergarten Graduation Attire**

For the Kindergarten "Graduation," students wear their Sunday best. This means a dress for girls, nice shirt and slacks for boys. The school does not use caps and gowns for the Kindergarten promotion ceremony.

### **First Communion**

The attire for First Communicants is as follows:

*Boys* – white shirt and tie, black pants, white suit jacket (optional), black dress shoes.

*Girls* – white dress (tea-length or shorter, not floor length and no hoop underskirts, must have a sleeve) white veil, white socks and shoes, no gloves allowed. Shoulders should not be bare.

### **8<sup>th</sup> Grade Graduation Attire:**

Students will wear graduation robes, but must follow these guidelines regarding dress for the evening:

***Boys:*** long-sleeve dress shirt with tie, dress slacks, belt, socks, dress shoes.

Optional: sports coat

***Girls:*** Modest dress, shoulders covered—appropriate for Mass. They may be a skirt and blouse combination. Dress shoes are to be worn. *Graduation is most definitely a school function and subject to the policies stated in this handbook on hairstyle*

*and grooming.*

### **Extra-Curricular Organizations**

**The Accelerated Reader Program** allows students in 1<sup>st</sup> through 8<sup>th</sup> grade to set individual reading goals. Those who attain their goals are also recognized monthly.

**The National Junior Honor Society** promotes recognition for students who “reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service.” Students in grades 6-8, who maintain a 90% average in all core subjects, maintain an E or G conduct grade and demonstrate active service in school and in their community may apply. NJHS makes a positive difference in the lives of its members and in the spirit of the community and school.

**Student Council** promotes leadership. The HFCA Student Council has student representatives, elected by the student body to help in the communication between the student body and the staff and administration. Student representatives are elected each year. Members must have a G or E in conduct and passing all classes.

All extra-curricular must be approved by the Diocese of Dallas Catholic Schools Office and by Holy Family Catholic Academy. Organizations (clubs) must adhere to the teachings of the Catholic Church, must be Service, Academic or Athletic in nature.

*Right to Amend: Holy Family Catholic Academy reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday Folder or through e-mail communication.*

### **Addendum: Anti-Bullying Policy**

Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy set forth. Holy Family Catholic Academy views bullying as unchristian behavior and it will not be tolerated.

We define bullying as an act which:

1. Persistently hurts another individual either



- a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
  - b. Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.
  - c. Indirectly (such as intimidating, excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments including notes and unflattering pictures, intentionally damaging another student's property), etc.
  - d. Through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
  3. Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense
  4. Is unprovoked

Nothing in this policy requires the *affected* student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic for example the color of hair or skin, dress, demeanor, wearing glasses, etc.

Bullying can take many forms including: isolation, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. Bully is an intentional act and it will be treated as such. No one forces a person to be a bully.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling and corrective discipline by the principal, and/or referral to law enforcement when necessary will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The anti-bullying policy of Holy Family Catholic Academy has as its goal to ensure that all students experience a safe Catholic Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.

3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal/director or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.
6. The consequences for bullying will vary depending on the situation, but may include, but not limited to writing apology letters, after school detention, in school and /or out of school suspension, expulsion, community service, and referral to law enforcement.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Teachers of Holy Family Catholic Academy students are expected to:
  - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and way to report bullying.
  - b. Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.
  - c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.
  - d. Have a designated area (Xbox and e-mail) and method for students to report bullying and to leave messages discretely and anonymously for the teacher's attention.
  - e. Teachers will take every incident reported by the students. Student reports will not be dismissed as tattling. Every incident will be taken seriously. The teacher will determine if the report is unfounded or if further action should be taken.
2. Parents of Holy Family Catholic Academy students are expected to:
  - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in grievance procedures of the school handbook.
  - b. Understand and support the school's anti-bullying policy and actively encourage their child to avoid bully behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.
3. Obtain anti-bullying information from teachers and /or principal if desired. Information can also be obtained through Holy Family Catholic Academy website.
4. Students of Holy Family Catholic Academy should:
  - a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
  - b. Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.

- c. Treat others with the respect and dignity that is expected of any Catholic school student.
- d. Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending Holy Family Catholic Academy.

***The Roman Catholic Diocese of Dallas  
School Policies Handbook Addendum***

1. Overview

Catholic schools within The Roman Catholic Diocese of Dallas (the “Diocese”) are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

2. Expulsion

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including without limitation parents and siblings) can also significantly hinder a school’s ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (*e.g.*, parents and siblings) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate.

a. **Grounds for Expulsion**

Any instance or course of misconduct may, at the sole discretion of the school’s chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school’s chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of behavior that will generally result in expulsion include but are not limited to:

- i. Actions gravely detrimental to the moral and spiritual welfare of other students;
- ii. Incurable or disruptive behavior which impedes the progress of the rest of the class;
- iii. Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- iv. Habitual or persistent violation of school regulations;

- v. Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- vi. The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- vii. Use or possession of firearms or other potentially harmful objects or weapons;
- viii. Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- ix. Theft, extortion, arson;
- x. Habitual truancy;
- xi. Malicious damage or destruction of real or personal property at school;
- xii. Hazing;
- xiii. Serious bullying and/or harassment;
- xiv. Conduct which may damage the reputation of the school or parish;
- xv. Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- xvi. Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

**b. Procedure for Expulsion**

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- i. When practical, the pastor of a parochial elementary school and the president of a diocesan high school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- ii. When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- iii. The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In high schools, the president should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.
- iv. The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan high schools, the president should be consulted.

c. **Tuition and Fees**

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

3. Parental Access to Student Records

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. **See below for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.**

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- i. School officials with legitimate educational interest;
- ii. Other schools to which a student is transferring;
- iii. Specified officials for audit or evaluation purposes;
- iv. Appropriate parties in connection with financial aid to a student;
- v. Organizations conducting certain studies for or on behalf of the school;
- vi. Accrediting organizations;
- vii. To comply with a judicial order or lawfully issued subpoena;
- viii. Appropriate officials in cases of health and safety emergencies; and
- ix. State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

#### 4. Custody and Family Law Issues

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders.

However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

**Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of**

**supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc.) with a supporting business records affidavit to both parents or their attorneys free of charge.**

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

## 5. Reports to and Cooperation with Law Enforcement

### a. Reports to Law Enforcement

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

### b. Cooperation with Law Enforcement and Child Abuse Investigations

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime.

When faced with such a request, school personnel will refer the requesting officer to the



school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**

## 6. Parental Cooperation and Behavior

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

## 7. Reimbursement for School Costs and Attorney's Fees

The Diocese of Dallas and its schools recognize 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 Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, 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 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 (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

**Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a**

**school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnites") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to 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 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 judgment adverse to the Indemnitee.**

8. Authorization of Consent to Treat Minor

I/We, the Parents listed below, are the \_\_\_ parent(s) / \_\_\_ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

**In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnites") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.**

9. Enrollment

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that

Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students.

Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

## Parent Consent and Release Form

The Holy Family Catholic Academy offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The Academy believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

<b>Student Name ("Student"):</b>	
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<b>Athletics: Subject to the Release and Indemnification terms below</b> , by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.		
<b>Parent(s) initials:</b>	Yes:	No:

<b>Transportation to/from Athletics: Subject to the Release and Indemnification terms below</b> , by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.		
<b>Parent(s) initials:</b>	Yes:	No:

<b>Extra-curricular Activities: Subject to the Release and Indemnification terms below</b> , by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.		
<b>Parent(s) initials:</b>	Yes:	No:

<b>Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below</b> , by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.		
<b>Parent(s) initials:</b>	Yes:	No:

<b>Video/Image Release: Subject to the Release and Consideration and Indemnification terms</b>		
------------------------------------------------------------------------------------------------	--	--

<b>below</b> , by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.		
<b>Parent(s) initials:</b>	Yes:	No:
<b>Student: <i>If age 18 or over, initial appropriate box to the right:</i></b>	Yes:	No:

**Release and Indemnification:**

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnatee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

**10. Acknowledgement and agreement**

(A hard copy of the Parent Acknowledgement and Consent Form and the Acknowledgement and Agreement to School Policies will be provided to you for your signature.)

By my signature below, I agree that I will comply and will require the student listed below to comply with the school’s policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student’s continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student’s continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print): \_\_\_\_\_

School Name (print): \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

School year: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX II: MEDIA RELEASE FORMS

## VIDEO/IMAGE RELEASE

For good and valuable consideration, I hereby grant to \_\_\_\_\_ ("School") the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of me/my minor child \_\_\_\_\_ ("Student"), or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same. On behalf of myself and/or my child, I specifically waive all rights to privacy and confidentiality with respect to name, likeness, voice, photographs, images, video recordings, audio recordings and identifying information.

I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to the use or publication of any photographs, videos, or other images of Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE, OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
If Minor, Signature of Parent/Guardian

\_\_\_\_\_  
Printed name of Parent/Guardian Social Media Policy Page 15 Revised 8/1/2016

## **PUBLICACIÓN DE VIDEO/IMAGEN**

Por su buena y valiosa consideración, otorgo a ("la Escuela") \_\_\_\_\_ el derecho irrevocable y sin restricciones de hacer uso y/o publicar cualquiera y todas las fotografías, videos y otras imágenes mías/de mi hijo menor \_\_\_\_\_ ("Estudiante"), o imágenes en las que el Estudiante pueda estar incluido, que existan en la actualidad o que sean realizadas posteriormente, identificando o no al Estudiante, para propósitos editoriales, publicitarios, noticiosos o cualquier otro propósito y en cualquier forma y medio; alterar las mismas sin restricciones; y reclamar derechos de autor de las mismas.

Por medio de la presente, libero y estoy de acuerdo en proteger, indemnizar y defender total e incondicionalmente a la Escuela, la Diócesis Católica Romana de Dallas, y a sus respectivos oficiales, agentes y empleados (colectivamente "Indemnizados"), y exonero a todos los Indemnizados de y en contra de cualquiera y todos los costos, gastos, honorarios de abogados, reclamos de daños, demandas, juicios, pérdidas o responsabilidad por daños a la propiedad, lesiones a las personas (incluyendo el Estudiante) y de otros costos, gastos, honorarios de abogado, reclamos, demandas de juicios, pérdidas o responsabilidad de cualquier y toda naturaleza que surja en cualquier manera, directa o indirectamente, de, en conexión con, en el curso de, o por el uso incidental o publicación de cualquier tipo de fotografías, videos u otras imágenes del Estudiante, INDEPENDIENTEMENTE DE LA CAUSA O DE LA NEGLIGENCIA CONJUNTA, RELATIVA, O CONCURRENTE DE LOS INDEMNIZADOS.

\_\_\_\_\_  
Nombre del Estudiante en Letra de Molde Fecha

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Dirección

\_\_\_\_\_  
Ciudad, Estado Código Postal

\_\_\_\_\_  
Teléfono

\_\_\_\_\_  
Si es Menor de Edad, Firma del Padre/Tutor

\_\_\_\_\_  
Nombre del Padre/Tutor en Letra de Molde



### ***Volunteer Parent Duty***

#### **Parties**

All grades (PK-8) have 3 parties throughout the year: Halloween, Christmas and Valentine's.

Room Parents need to do the following: Supply a class sign up list for items you want donated.

**Halloween/Christmas:** cookies/cupcakes, fruit tray, vegetable tray, chips, juices, paper goods and enough candy for **one** goodie bag for each child. Students in grades 6-8 are allowed to have Soda and will have their party together in the cafeteria

Pizza will be provided by the school. Party begins at 11:00am. Parents/family attending must be Safe Environment trained.

#### **NO GIFT EXCHANGE**

**Valentine's:** List of student's names to exchange Valentine cards to each child. Cookies/cupcakes, fruit tray, vegetable tray, chips, juices, paper goods and enough candy for **one** goodies bag for each child. Students in grades 6-8 are allowed to have Soda and will have their party together in the cafeteria.

Pizza will be provided by the school. Party begins at 2:00pm. Parents/family attending must be Safe Environment trained.

#### **NO GIFT EXCHANGE**

#### **Fall Festival**

A parent sign-up sheet. Times are from 11am-7pm, Saturday and Sunday. All times must be covered for your booth. Times need to be in 2 hour increments. All parents must sign



in when they volunteer. Parents may be asked to help cover another booth if needed. Booths will have a specific theme and booths will be assigned. All decorations and type of booth must be approved by the principal and Fall Festival Planning Committee.

### **Kindergarten Graduation Reception**

Parents of the kindergarten are responsible for a small reception after Kindergarten graduation.

A parent sign up list is needed. Parents are responsible for decorations, cake, mints, finger sandwiches, chips, punch (not red) fruit tray, vegetable tray, and paper goods. Set up and clean up.

### **First Communion Reception**

The **first grade parents** are responsible for the First Communion Reception. A parent sign up list is needed. Parents are responsible for decorations, cake, mints, finger sandwiches, chips, punch (not red) fruit tray, vegetable tray, and paper goods. Set up and clean up.

### **8<sup>th</sup> Grade Dinner Play**

The **7<sup>th</sup> grade parents** are responsible for the dinner, cooking and serving. A parent sign up list is needed. Depending on what the menu is, the parents will provide the food, paper goods and decorations. A parent is also needed to sell snacks during intermission and will need to be at the door to sell tickets for both evening performances.

### **7<sup>th</sup> and 8<sup>th</sup> Grade Passing of the Light Luncheon**

The **7<sup>th</sup> grade parents** are responsible for the luncheon. A parent sign up list is needed. Parents are responsible for decorations, paper goods and “sub” sandwiches. Set up and clean up. School will provide the drinks.

### **8<sup>th</sup> Grade Graduation Reception**

The **7<sup>th</sup> grade parents** are responsible for the reception. A parent sign up list is needed. Parents are responsible for decorations, cake, mints, finger sandwiches, chips, punch (not red) fruit tray, vegetable tray, and paper goods. Set up and clean up.

### **Thanksgiving Luncheon**

The **8<sup>th</sup> grade students and parents** will be responsible for the cooking, serving and cleaning for the luncheon. A sign up list is needed. The parents are asked to bring decorations, a 12lb fully cooked turkey (not smoked), 5lbs. of cubed potatoes, cooking utensils, towels, dish soap, roasters, mixers, etc. The school will provide the vegetables, dessert, bread, butter, paper goods, etc.

### **Athletic Booster Club**

The **school** will provide and serve the food for the athletic awards banquet. The **Athletic Members** are asked to help decorate and clean.



Part IX. Handbook Acknowledgement Form

Please sign and return the enclosed form acknowledging that you have read the handbook and have reviewed policies with your children as appropriate.

## Handbook Acknowledgement Form

We have read and discussed the 2017-2018 Holy Family Catholic Academy Student Handbook. We understand that the policies are subject to revision, and any revisions will be issued in writing. We will support the policies of the school.

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Parent signature and date

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Student signature and date

Please print names & grade levels of children attending Holy Family:

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## Parent/Student Handbook

Dear Parents,

Now that you have had time to review and discuss the handbook with your child(ren), if you have any suggestions or concerns, please contact us at:

[admin@hfca-irving.org](mailto:admin@hfca-irving.org)

[kcarruth@hfca-irving.org](mailto:kcarruth@hfca-irving.org)

Yours in Christ,

Kathy Carruth  
Principal