

# HOLY FAMILY CLASSICAL ACADEMY

*Forming Disciples of Jesus Christ since 1904*



**Student/Parent Handbook  
2023 – 2024**

## *TABLE OF CONTENTS*

Vision

Mission

Profile of a Graduate

Affiliation

Accreditation

Standards of Excellence for Teachers

Magisterial Principles of Education

Standards of Catholicity

Standards of Professionalism and Responsibility

Standards of Discipline and Classroom Management

Holy Family Classical Academy Board

Admission and Nondiscrimination Policy

Registration and Admission Policies

Tuition

Withdrawal Policy

Parental Activities, Service Hours

Attendance & Tardiness

Academic Integrity Policy

Communication

Parents as Partners

Consent by Enrollment

School Hours; Grading Period; Grading System;

Academic Information

Curriculum; Textbooks

Reporting Procedures and Homework Assignments

Grade Reports; Progress Reports; Academic Ineligibility; Retention

Parent/Teacher Conferences

Student Services

Guidance and Counseling; Transcripts

## School Procedures

Birthdays, Special Occasions for Students;

Closings or Delays; Custody Issues;

Daily Announcements; Emergency Cards;

Field Trips; Grievance Policy; Health Requirements and Medications

Allergy Policy; Communicable Disease; Inappropriate Language

Medical Policy; Messages for Students; Travel; Respect for Authority

## School Safety

Emergency Procedures/Drills

## School Uniform Policy

Code of Conduct: General Rules and Discipline Procedures

## School Dismissal

HFCA Technology Policy

Parent/Guardian Permission Slip

Medical/Insurance Information

Student/Parent Receipt Statement

Acknowledgement Form

Acceptable Use Policy

Medication Permit Form

## *Mission*

Holy Family Classical Academy, HFCA, fosters the integral formation of every child - body, mind, and soul - in an environment of grace through Catholic classical education, by instilling a sense of wonder and love for all that is Good, True, and Beautiful, thereby enabling them to live a contemplative and purposeful life for Christ our Lord and others.

## *Vision*

As parents we are our child's first teachers and primary teachers, but not the last. As our child's advocates, it is our moral responsibility to ensure they receive a quality education, indeed the best education and holiest formation we can give them. To this end, Holy Family Classical Academy was organized to support parents in providing a classical education for their children in a community environment imbued with the truth, beauty, and goodness of the Catholic faith and Teacher of us all.

Classical education is a heritage of the Church and our students are invited to join the historic conversation of two thousand years of Catholic history, literature, culture, arts, philosophy and theology in their classical education. We desire that our children live a thoughtful, deliberate, virtuous, faithful, joy-filled life in the service of our Lord. We believe that teaching them to think well, read deeply, write persuasively, know truth, love beauty, choose goodness, pray fervently, and pursue the Sacraments will be the best gifts and tools we can give them in pursuit of such a fully human life.

## *Profile of a Graduate*

### *Person of Faith*

The graduate confidently and actively articulates and practices the teachings of the Catholic faith.

### *Moral Decision Maker*

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

### *Contemplative Person*

The graduate will develop an appreciation for beauty in the world and the wonder of God's creation.

### *Culturally Sensitive*

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

### *Academically Proficient*

The graduate is academically proficient and prepared for success in higher education and the professional realm.

### *Effective Communicator*

The graduate dialogues objectively and persuasively, articulating ideas through various modes of expression and seeks to clarify diverse points of view through active listening.

### *Creative Learner & Problem Solver*

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

### *Critical Thinker*

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

### *Life-Long Learner*

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

### *Affiliation*

Holy Family Classical Academy is **not affiliated** with any church or other religious organization including the **Roman Catholic Diocese of Fort Worth**. Holy Family Classical Academy does not offer Sacramental preparation for its students. In accordance with Canon Law 803.3, Holy Family Classical Academy does not bear the title of "Catholic School".

### *Accreditation*

As a provisional member, Holy Family Classical Academy will pursue accreditation through The National Association of Private Catholic and Independent Schools, **NAPCIS** ([napcis.org](http://napcis.org)). Holy Family teachers will adhere to the following NAPCIS Standards of Excellence for Teachers.

## *MAGISTERIAL PRINCIPLES OF EDUCATION*

### *Principle One*

There can be no true education which is not wholly directed to man's last end. There can be no ideally perfect education which is not Christian education. (*Divini illius Magistri*, 7)

### *Principle Two*

Education belongs preeminently to the Church, by reason of the double title in the supernatural order, conferred exclusively upon her by God himself, namely: "Teacher" and "Mother". This is absolutely superior to any other title in the natural order. (*Divini illius Magistri*, 15-17)

Subordinately, education also belongs to the two natural societies. In the first place comes the family, instituted directly by God for its particular purpose, the generation and formation of offspring; for this reason, it has priority of nature and therefore rights over civil society. The state, or civil society, is a perfect society, having in itself all the means for its particular end, which is the temporal well-being of the community. Therefore, in view of the common good, it has preeminence over the family, but only by way of subsidiarity, for the family finds its own suitable temporal perfection precisely in civil society. (*Divini illius Magistri*, 12)

### *Principle Three*

The subject of Christian education (that is, he who is educated) is man whole and entire, soul united to body in a unity of nature, with all his faculties natural and supernatural, such as right reason and revelation show him to be: man, therefore, fallen from his original estate, but redeemed by Christ and restored to the supernatural condition of adopted son of God, though without the preternatural privileges of bodily immortality or perfect control of appetite. There remain therefore, in human nature the effects of original sin, the chief of which are weakness of will and disorderly inclinations. (*Divini illius Magistri*, 58)

### *Principle Four*

Good teachers make perfect schools, for they are thoroughly prepared and well-grounded in the matter they have to teach; who possess the intellectual and moral qualifications required by their important office; who cherish a pure and holy love for the youths confided to them, because they love Jesus Christ and His Church, of which these are the children of predilection; and who have therefore sincerely at heart the true good of families and country. (*Divini illius Magistri*, 88)

### *Principle Five*

Catholics, in agitating for Catholic schools for their children, are engaged in a religious enterprise demanded by conscience. (*Divini illius Magistri*, 85)

## **STANDARDS OF CATHOLICITY**

### *Standard One*

The teacher has knowledge of and adheres to the tenets of the Catholic Faith and moral life.

### *Standard Two*

Catholic traditions, liturgy and the sacraments are promoted in word and deed.

### *Standard Three*

Inquiry and study are pursued through the union of Faith and Reason.

### *Standard Four*

The teacher knows, models, and instructs youth in the natural and supernatural virtues, gifts, and beatitudes.

### *Standard Five*

The teacher has a signed profession of Faith to the Holy Roman Catholic Church and an Oath of Fidelity to the Magisterium.

## **STANDARDS OF PROFESSIONALISM AND RESPONSIBILITY**

### *Standard Six*

With due regard to the chain of command, the teacher maintains confidentiality in all circumstances, and murmuring is neither practiced nor tolerated. All grave or persistent problems are to be communicated to the administrator immediately.

### *Standard Seven*

A spirit of cooperation with fellow faculty is fostered. Furthermore, fidelity and loyalty to the mission of the school and its governing body, administration, and staff are promoted and defended by the Catholic teacher.

### *Standard Eight*

The teacher actively pursues communication with administration and parents. A spirit of cordiality and approachability is manifest in the daily routine. Right manners and respectful discourse are kept at all times. Fraternalization with students is not appropriate.

### *Standard Nine*

Curriculum materials, lesson plans, student records, classroom materials, and all other items in the possession of the teacher are safely kept, neatly organized, and readily available.

### *Standard Ten*

All required functions are attended punctually, and suitable dress, worthy of the dignity of the office of teacher, is worn each day.

## **STANDARDS OF TEACHING AND EVALUATION**

### *Standard Eleven*

The teacher is prepared for the work of educating children. The subjects to be taught are mastered and the teacher knows and practices traditional pedagogy. Clear goals and distinct means are planned for the year, the quarter, the week, and the class period.

### *Standard Twelve*

The teacher uses effective and proven instructional methods, including preview, exposition, discussion/application, and review, all of which are ordered to the goal of mastery.

### *Standard Thirteen*

Adequate time for student work is built into lesson plans which allows youngsters to wrestle with the material to be mastered.

### *Standard Fourteen*

The teacher develops pupils into self-learners and encourages student-initiated activities where appropriate.



*Standard Fifteen*

Assessment of learning and teacher effectiveness is gauged through written and oral examination, oral presentation, annual assessments keyed to the curriculum, and where appropriate, standardized achievement tests.

**STANDARDS OF MENTORING AND MOTIVATING**

*Standard Sixteen*

The master teacher seeks both to train the mind and form the will of the student.

*Standard Seventeen*

The classroom environment is carefully planned to maximize the learning potential of students.

*Standard Eighteen*

The master teacher consistently challenges students with noble ideas, and cultivates wonder and anticipation in the student.

*Standard Nineteen*

When instructing a student, the teacher will have him reproduce what he has been given.

*Standard Twenty*

The teacher will foster engaging projects and inspiring competitions.

**STANDARDS OF DISCIPLINE AND CLASSROOM MANAGEMENT**

*Standard Twenty-one*

There is a plan for the engagement of the students at all times.

*Standard Twenty-two*

Clear rules are posted and regularly reviewed.

*Standard Twenty-three*

The teacher follows school policies and seeks the support of the administrator for their implementation in the classroom.

*Standard Twenty-four*

The teacher has a two-plan policy: be prepared for anything, and always have a backup.

*Standard Twenty-five*

Immediate consequences follow the violation of order. Threats are not made.

*HOLY FAMILY CLASSICAL ACADEMY BOARD*

The Holy Family Board provides counsel and advice to the Headmaster of the school as it regards strategic decision making in areas such as Planning, Policy, Finances, Development, Mission Enhancement, Facilities, and Enrollment/Marketing for the long-term benefit of Holy Family Classical Academy. The Holy Family Finance committee assists in advising the Headmaster regarding the financial decisions of the school as well as in financial planning for the long-term benefit of the school. It approves the annual budget, consults regarding tuition and fees, and reviews the financial statements. Anyone may submit an item for the Holy Family Board agenda to the Headmaster or Board President. The item must be in writing and submitted to the school business office ten (10) days prior to the meeting. Meetings are held in the Headmaster's office. For times and dates of meetings, please call the school.

*ADMISSION AND NONDISCRIMINATION POLICY*

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

*REGISTRATION and ADMISSION POLICY*

Students enroll at Holy Family Classical Academy annually. Holy Family retains the right not to allow a student to continue attending or enroll. Registration is a conditional enrollment subject to review and determination by the school. The conduct of a student or the student's family may be grounds for the school revoking the enrollment of a student. Prior to the first day of school, the school does not have to state the reasons or have grounds for revoking a conditional enrollment of a student.

Records required for admission include:

- health records
- medical insurance information
- immunization records
- divorce decree and custody agreement (if applicable)
- birth certificate
- copies of Baptism, First Eucharist and Confirmation certificates (Catholic applicants only).

Applicants in Grades 1 through 12 must also provide most recent report cards, standardized test results and record of IEP if applicable. These will be reviewed to determine whether the program at Holy Family Classical Academy will meet the educational needs of the students. An interview with the student is part of the admission process. Testing in some academic areas may be held for new incoming students. All new students will be given a probationary period in which to prove himself/herself both behaviorally and academically. If during this period there are any problems, a student may be asked to withdraw his/her attendance at Holy Family Classical Academy.

Withdrawal may be requested at any time upon demonstration of certain behaviors including but not limited to excessive bathroom accidents, physically aggressive behavior, behaviors where the student endangers him/herself including running toward and/or out the doors of the classroom or school building, or behavior that is so disruptive the teacher cannot otherwise engage in instruction or maintain order in the classroom.

### **PRE-SCHOOL ADMISSION**

Children from three to five years of age may be enrolled in the preschool program.

3-KINDERGARTEN                      Must be 3 years of age by September 1.

4-KINDERGARTEN    Must be 4 years of age by September 1.

5-KINDERGARTEN    Must be 5 years of age by September 1.

All applicants must submit a completed application form and the \$50.00 processing fee. An evaluation of the prospective student will be conducted by qualified staff. All students must be toilet-trained. A birth certificate and immunization records are also required. Formal registration will be completed after notification of acceptance, receipt of a deposit on tuition and enrollment in the tuition payment plan, positive evaluation results, and submission of diocesan required medical forms. If registration is not offered, the processing fee is non-refundable.

## **FIRST THROUGH EIGHTH GRADE ADMISSION**

Since under Texas law, students in first grade must be six years of age by September 1, a birth certificate is required with the application form and the application fee. Immunization records are also required.

Applicants for grades one through eight must also submit copies of school progress and/or records from previous schools attended, including home school programs. These must include results of standardized testing, if applicable. An evaluation of the student by qualified staff may be required. Formal registration will be completed after notification of acceptance, receipt of a tuition deposit and enrollment form, positive evaluation results, if necessary, and submission of diocesan required medical forms. If registration is not offered, the application fee is non-refundable.

Formal registration will be completed after notification of acceptance by letter, receipt of a deposit on tuition and enrollment in the tuition payment plan, positive evaluation results, if necessary, and submission of diocesan required medical forms. If registration is not offered, the application fee is non-refundable.

Re-enrollment is required annually for all grades. Presently enrolled students will be registered in the Spring for the next term. Acceptance of new students is determined by space availability for each grade. Waiting lists will be established when necessary.

**All new students are accepted conditionally. If a student's academic progress or social behavior is not acceptable, or if the school is not equipped to handle certain deficiencies, the parents will be contacted as to possible courses of action, including the possibility of referral to another institution better equipped to meet the needs of the student.**

## **TUITION**

The tuition rate is determined annually. Tuition may be paid in full by Orientation day or in payments set up with the Headmaster with Option C. All families must register with Option C for online payments and bank drafts. For more information, contact the Headmaster.

Students are not permitted to continue in class if tuition is more than six (6) weeks in arrears. Most fees and textbook rentals are included in the tuition. Late payment fees must be paid to TUIO and cannot be paid by the school. A return fee will be assessed to your account for any returned tuition payment. No student will be given a Progress Report or Report Card if tuition is in arrears. No school records will be released if students' financial commitment is in arrears.

### **WITHDRAWAL POLICY**

Families must notify the school in writing if a student is to be withdrawn from the school. Special arrangements may be made for our Military families being transferred. Families of registered students who withdraw will be responsible for tuition through the month of withdrawal. Holy Family students on a Student (F-1) Visa must pay the entire tuition at the beginning of the school year. This tuition is non-refundable if the student withdraws before the end of the school year.

### **FUNDRAISERS**

The tuition collection covers approximately 70% of the annual school budget. To meet the financial needs of the school, several special programs including fundraising activities are planned throughout the year. Parent involvement in these activities and programs are vital for a successful educational program and for keeping tuition costs down. All fundraising requires the approval of the Finance Council and the administration, regardless of the sponsoring club or group.

### **PARENT ACTIVITIES**

Parent support groups provide financial assistance for various areas that benefit extracurricular activities outside the school budget.

### **SOLICITING FUNDS FROM STUDENTS**

Any direct solicitation of funds from students in school is to be kept to a minimum and used only to educate students to the value of giving to worthwhile causes. All solicitation of funds from students or parents must first be approved by the headmaster, finance committee, or treasurer.

### **SCHOOL SERVICE HOURS**

Service hours contributed at Holy Family Classical Academy help to provide an economic bridge between tasks necessary to operate our school and the ever-increasing demands on our budget. Opportunities exist for families to contribute their service, talent, and time for the betterment of the school. All Holy Family families are encouraged to contribute 20 hours of service to the school

each school year. Families will be notified of opportunities for service to the school throughout the school year.

## **ATTENDANCE POLICY**

According to Texas law, students in grades 5K through 12 must be in attendance for 90% of the days the class is offered in order to receive credit for the class. Documentation will be for individual class attendance each quarter. If absences from an individual class are more than 10%, make-up class time and the expense of the teacher are the responsibility of the student and family. Abuse of this policy may result in suspension or expulsion.

An excused absence does not mean a student will not be marked absent. A student who is not physically present at school, excused or unexcused, is marked absent. Signatures and information contained will be verified by school officials.

Non-attendance of classes is not excused unless verification is documented in writing:

1. by a physician indicating an illness as reason for the absence(s) and date(s)
2. by a parent indicating the nature of the minor illness and date(s)
3. by a doctor's office representative indicating appointment time

If a student is late by or otherwise misses 15 minutes of a class without appropriate verification as stated above, he/she is considered absent with no excuse from that class.

Once a student arrives on campus, he/she is considered officially in school and may not leave without proper permission. If a student leaves campus without proper permission, it will be considered an unexcused absence and may warrant suspension.

Students who arrive late cause disruption to class and undue stress for the student. Excessive tardiness (six or more throughout the year) will exclude a student from receiving a Perfect Attendance award.

Truancy may result in: 1<sup>st</sup> offense - notification of the parents and one (1) day in-school suspension; 2<sup>nd</sup> offense - parent conference and in-school suspension for three (3) days; and, 3<sup>rd</sup> offense - parent conference and expulsion.

If a student is to be absent from school, parents should inform the school by calling the office before 9:00 a.m. Upon returning to school, the student must bring in written verification to explain the nature of the absence.

A student should not be released from school during the day unless a written notice is sent, in advance, by a parent or guardian. Students should be released only to parents or someone explicitly authorized by them. In the case of a non-custodial parent, unless restricted by an order of the court which is on file with the school, the non-custodial parent has full and equal access to the release of the student from the campus. Release notes must be verified as authentic. A third party who is authorized by the parent must be personally identified by them or be known to the headmaster or a staff member. Identification through a driver's license will be requested. (Also, see CUSTODY ISSUES)

Parents should make medical and dental appointments after school hours, if possible. Children who must be excused for medical and dental or other appointments during school time are considered absent when the absence exceeds one-half of the school day. Three (3) early withdrawals each of which is less than 3½ hours are considered a one-half day absence.

Absences and Homework Requests: Parents may call the school office by 10:00 a.m. to request assignments for absent students. Teachers will not normally have time to gather student work until late in the day. Parents may pick up the work from the office at the end of the day (3:00 p.m.) or we can send the work home with a sibling.

Arrival/Dismissal: Supervision begins at 7:30 a.m. Students arriving after 8:00 a.m. must check in at the office for a tardy slip. If a student is being detained after school, the teacher will contact the parent and provide a reason for the detention. Otherwise, all students are to be dismissed with their class.

Attendance/Tardiness: School attendance is recorded by the administrative offices while each classroom teacher is responsible for recording attendance at the beginning of the day. As such, any student who is not present in the classroom when attendance is taken will be marked as 'Absent'. If the student is, in fact, present at school but tardy to class, the student will have to report to the front office to have their class attendance changed from 'Absent' to 'Tardy'. Students arriving late cause unnecessary stress and disruption in the classroom. Chronic tardiness will result in a conference with the parents.

### *ACADEMIC INTEGRITY*

Holy Family Classical Academy subscribes to widely-accepted norms requiring that students exhibit the highest standards regarding academic honesty and integrity. Cheating, copying and plagiarism in any assignment or exam will not be tolerated and may result in a student failing the course or being expelled.

Three important principles are considered when defining and demanding academic honesty. These are related to the fundamental tenet that one should not present the work of another person as one's own.

**The first principle** is that final examinations, quizzes and other tests must be done without assistance from another person, without looking at or otherwise consulting the work of another person, and without access to notes, books, or other pertinent information (unless the teacher has explicitly announced that it is allowed).

**The second principle** is that any use of the work of another person must be documented in any written papers, oral presentations, or other class assignments. The general rule is that if the student has to look something up, or has learned the information recently either by reading or hearing something, the student must document it. The classroom teacher will specify the proper procedures to be used for documentation, but the main point is that documentation is required.

**The third principle** applies specifically to course work: the same written paper may not be submitted in two classes without permission from both teachers involved. Nor may a paper for which you have already received credit be submitted to satisfy a term paper requirement for another class.



## *COMMUNICATION*

In order to be good stewards of our resources, the school communicates largely through e-mail. Therefore, we require all Holy Family families to provide the school with a working email address and to check it frequently for messages from the school.

It is the intention of Holy Family Classical Academy to keep in close contact with parents and students. When lines of communication break down a sense of frustration is often experienced. Many problems can be avoided if all parties endeavor to rebuild these methods of keeping in touch. The spread of rumors and misinformation will be minimized when these procedures are followed.

In keeping with the Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, it would be advisable that persons having problems speak directly to that person before going to the person's superior. If a parent has a problem with a teacher, for example, he/she should discuss it first with the teacher; after that, the discussion could move to the headmaster, assistant headmaster, or counselor if necessary.

### **PARENTS AS PARTNERS**

The faculty and staff at Holy Family Classical 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.

Once you have chosen to enter into a partnership with us at Holy Family Classical Academy, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and teachers.

As partners in the educational process at Holy Family Classical Academy, parents and guardians agree to support and cooperate with the academic and disciplinary policies of the school and to treat teachers and staff with respect and courtesy in discussing student issues.

### **CONSENT BY ENROLLMENT**

Enrollment and attendance at Holy Family Classical Academy is a voluntary arrangement entered into freely by both parents/guardians and the school. By enrolling and attending school, parents and guardians consent to and agree to abide by the policies and procedures established in the Student/Parent Handbook, with or without a completed copy of the Handbook Receipt Statement.

**SCHOOL HOURS:** 8:00 a.m. - 3:30 p.m. Monday - Thursday

**GRADING PERIOD:** Quarterly (9 weeks) with Progress Reports at 4½ weeks

**GRADING SCALE:** (Evaluations of Progress are issued for Pre-School)

Grades 1-5:	A = 90-100	S = Satisfactory
	B = 80-89	N = Needs Improvement
	C = 75-79	I = Improving
	D = 70-74	
	F = below 70	

Calculation of Numerical Grades: Students who give reasonable effort but fail a grading period should normally be given a grade no lower than 50; anything below that will distort a grade and make it extremely difficult for the student to redeem the failure. However, a student who refuses to do the work or is caught cheating on a specific assignment will receive a zero which will be used in calculations.

### ***ACADEMIC INFORMATION***

**CURRICULUM:** The curriculum of the Pre-school and Elementary program.

Curriculum:	Religion	Reading	Math	Latin
	Spelling	Science	Social Studies	
	Penmanship	English	Physical Education/Health	
	Music	Art	Liturgical Preparation	

**TEXTBOOKS:** The book rental fee is included in your tuition. This covers the use of textbooks, consumable workbooks, standardized testing materials, library and audio-visual aids, and most art supplies. *Textbooks are the property of Holy Family Classical Academy* and must remain covered throughout the year. If lost or damaged, a fee will be charged to the student for the cost of replacing the text.

**REPORTING PROCEDURES AND HOMEWORK ASSIGNMENTS:** To keep parents better informed in regard to student work, all students in grades 1-5 will bring home a weekly work folder (the Monday Folder). This folder will be sent on the first day of instruction each week (normally Monday) and will contain the student's work from the previous week. Parents are asked to sign the folder, read notes from school, take out the work, and return the folder on the next day. If the student has a missing or late assignment from the previous week, the folder may contain a notice to the parent, advising that the assignment has been turned in late and received a lowered grade, or has not been turned in. In the case of a missing assignment, the student will have two (2) days in which to complete the assignment for a grade. If the assignment has not been turned in during this two day period, a grade of zero (0) may be issued.

**GRADE REPORTS:** Academic progress is reported at the completion of each Quarter. (These dates are noted on the School Calendar.)

**PROGRESS REPORTS:** If a student is in danger of failing a subject, parents/guardians will receive a Progress Report to alert them to the fact that the student needs help. The report is available via Option C and may also be issued through the mail or e-mail at mid-quarter.

**ACADEMIC INELIGIBILITY:** A student who meets the following criteria will be eligible for extra-curricular activities: At the end of each quarter, GPA is no less than 2.0 and failing no more than one (1) class.

Students who fail two (2) or more classes the previous year will be ineligible for athletics and other extracurricular activities during the first four (4) weeks of the next school year. A Progress Report must show that eligibility has been earned.

The status of "ineligibility" begins on the date the grades are due which is noted on the School Calendar. After two (2) weeks of ineligibility, the student will be evaluated for probationary eligibility: a GPA of at least 2.0 and failing no more than one (1) class, at which time the student will be on probationary eligibility. The student will be permitted to participate in extracurricular activities for two and a half (2½) weeks. If the student is not passing all courses after two and a half (2½) weeks, he/she will be ineligible. Students must maintain a 2.0 GPA in the Quarter to remain eligible.

Activities affected by ineligibility include middle school sports. Ineligible students should spend more time on academic work and will not normally be permitted to attend practices.

**RETENTION:** Students who consistently fail quarterly, have a significant number of semester failures (three or more), and/or have poor grades reflecting unsatisfactory progress will be evaluated to determine whether or not they should be retained or return to Holy Family. Promotion of a student will be based on the satisfactory completion of the present grade curriculum and the ability to do the next grade's work. There are no social promotions. Students are promoted to the next grade level based on their academic achievement. The following are the specific regulations for promotion to various grade levels:

**5K-Grade 1:** A student must have at least a satisfactory final average in reading and mathematics in order to advance to the next grade level. Promotion is made on the ability to do the next grade level's work.

**Grades 2-5:** A student must have at least a "70" in religion, language arts (including a "70" in reading), and mathematics, and an overall "70" average.

Students in the elementary and middle grades should not be retained more than once while enrolled in the school.

**TRANSCRIPTS:** Students desiring transcripts should make their request in writing to the guidance counselor. All official transcripts are mailed to a designated party; official transcripts are not given directly to students or graduates.

### ***SCHOOL PROCEDURES (items listed in alphabetical order)***

#### **Birthdays and Special Occasions for Students:**

Invitations to birthday parties or special events may be given out through the school provided they are for every child (Pre-K and 5K), or every child of the same gender (grades 1-5) in a given class. At lunchtime, if your child is celebrating a birthday, we ask that you do not bring a cake. Birthday cupcakes and other such individualized snacks are appreciated. There should be enough for the entire grade, since classes enjoy lunch together. Deliveries of balloon bouquets, flowers, cakes, cupcakes, gifts, etc., must be left at the front desk. Notification of these deliveries to the student will be made during lunch or at the end of the day.

***Closings or Delays:*** In the case of severe weather, Holy Family Classical Academy generally closes or delays opening whenever the Wichita Falls ISD closes or delays opening. If the situation were different, our school's name would be announced in the media separately. Please listen to local television stations - Channel 3 or Channel 6 or local radio stations for information on closings or delayed opening time. The school may also use the automated messaging system, Remind app and/or email, to call your phone numbers registered with the office. Please make sure we have updated phone numbers. In the event of a late start, morning supervision will not be provided. *Parents should have a backup plan for childcare if school should start late or dismiss early.*

***Custody Issues:*** The intent of Holy Family Classical Academy is to be supportive of all families. Families must assist Holy Family in doing so by providing the necessary information. Holy Family asks for the following: Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Headmaster's Office. The school will not be held responsible for failing to honor arrangements that had not been made known to the school in the appropriate manner. Should there be any changes to the custodial agreement while the child is a student at Holy Family, it is the responsibility of the parents to provide the school with updated court documents. The school will abide by what is on file.

***Daily Announcements:*** All announcements must be turned in by 3:15 p.m. the day preceding the announcement. Any announcement concerning clubs or organizations **MUST** have the approval of the moderator or headmaster.

***Emergency Cards:*** Each student is required to have a completed Emergency Card on file in the campus office. This information is used when a student becomes ill or is hurt while on campus. Students must be sent home if unable to attend class. The school does not release students unless a parent, guardian, or designated adult has been contacted. In serious cases, students will be taken to the hospital and the parents notified. For this reason, it is imperative that the Emergency Card has up-to-date information.

**Field Trip Policy:** Field trips or outings should offer experiences of significant educational value for students, designed to correlate with teaching units and to achieve curricular goals. No overnight trips for PK-8<sup>th</sup> grade students are permitted. A field trip is a privilege given to students and not a right. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip without the teacher’s knowledge or permission. Please contact the teacher if you’d like to volunteer as a chaperone for field trips. **Chaperones must complete the Safe Environment training.**

A standard permission form is in the Appendix to this handbook. This is helpful to photocopy or use if the student should forget to bring one home. Teachers/sponsors will provide the permission form with information regarding the Field Trip in advance of the activity. Students who fail to submit a proper form will not be allowed to participate in the field trip. *Telephone calls will not be accepted in lieu of written permission.* Faxed/emailed permission forms can be accepted.

Parents do have the right to refuse to allow their child to participate in a field trip. In that case, the student will be in attendance at school. Since the field trip is educational, attendance on field trips is considered attendance at school. It is NOT an option to just keep a student home. In that case, the absence will be counted as such.

**Food, Drinks, Gum, or Candy:** No food, drinks, gum, or candy are allowed in the academic halls, classrooms or gymnasium. Faculty and staff members are asked to deal with students who violate this rule on an individual basis. *All food items are to be consumed in the cafeteria.*

#### **Grievance Policy:**

*If the parents or the guardian wish to appeal the headmaster and president's decision (to expel or suspend a student from school), a written appeal must be filed with the grievance committee. The decision shall be sent by certified or registered mail and if the parent or guardian refuses to accept the mail, the five (5) day time period shall begin to run on the day the letter is mailed. The decision of the committee is final and is not subject to any other appeal, grievance, mediation, or conciliation process.*

**Health Requirements and Medications:** All students in preschool, ninth grade, and new to the school are required to have a Medical Report form filled out by a physician on file at the school. Students must be current on all immunizations. Medical forms are also required of all students participating in athletics. Forms may be obtained from the campus office and must be returned completed by Orientation Day. Athletes will not be permitted to practice or play in a sport until the Medical/Physical form is on file at the school. The school does not cover students on school insurance. All students are required to have insurance information on file with the office.

A student is expected to participate in physical education classes unless there is a written statement from the doctor requesting restriction of physical activity.

### **Allergy Policy**

- If the student has any noted allergies requiring the use of an epi pen, the parent shall furnish the school with two epi pens for the student. An allergy plan of care (action plan) for the student must be in place by the 1<sup>st</sup> day of school and at all times that the student attends the school. The epi pens and the Medication Permit Form must be signed by both the physician and the parent or the child cannot be in school.
- Prior to each field trip, the Parent has the responsibility of reminding the teacher that the epi pen is to go on all field trips with the student.
- The epi pens furnished to the School by the Parent must be currently valid and any expired epi pens are to be immediately replaced by the Parent.
- All school employees will have annual training in August during orientation, and refresher training as needed.
- At any time that a Parent is not in compliance with this policy, the student cannot attend the school and school related functions.

### **Communicable Disease: General information -**

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

**Guidelines for Excluding Students from School (TCCED policy):**

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



**Nut Awareness Policy** Holy Family Classical Academy recognizes that nut allergies represent a health and safety hazard, which can have serious consequences for students who have an allergy to peanuts/nuts. In order to protect our students with any nut allergy from an environment that may be harmful to their health and safety, we have instituted a policy to minimize the risk of exposure to “peanut” items for these students with peanut allergies, however we cannot ensure other food products haven’t been manufactured in a facility who uses peanuts/nuts in other products.

All teachers and staff will be given a list of the students with peanut/nut allergies. All school employees will have annual training in August during orientation, and have refresher training as needed.

Holy Family Classical Academy will have a designated table in the lunchroom for students whose parents request in writing that they not sit at a table with students who have peanut/nut products in their lunches. This designated table will be cleansed before and after each lunch.

Students with peanut/nut allergies may only eat food that is brought from home unless written permission is received by the teacher/nurse from the parents.

No snacks or any other food with peanuts or nut products will be served in the student’s classroom or used in any class project. All students in that classroom must bring “peanut/nut free” snacks if they are to be consumed in the classroom, however, we cannot ensure other food products haven’t been manufactured in a facility who uses peanuts/nuts in other products.

Students **without** allergies may have peanut/nut products in their lunch containers.

If time permits, in an unusual situation when lunch must be served in other areas of the building, the school nurse will work with administration and teachers to create a safe environment for the students with peanut/nut allergies.

Only “peanut/nut free” snacks will be permitted in the student’s classroom during parties or class projects that include food. However, we cannot ensure other food products haven’t been manufactured in a facility that uses peanuts/nuts in other products.

***Inappropriate Language:*** The way we speak to and treat one another directly correlates with respect. Profanity, crude or inappropriate language and rude gestures are unacceptable (verbal or nonverbal). Students should always show the utmost respect for faculty, staff, school volunteers and their fellow students. Violation of this ethic will, at the very least, result in detention. Continued violations will lead to parental conferences, suspensions, or dismissal.

***Medical Policy:*** Parents must write a note to describe out of the ordinary exceptions to the medical policies. Examples include: use of cough drops, change in uniform, special devices such as special shoes, crutches, slings, or other appliances necessary for a student's health. The student must present the note to the front office to be approved. The student will carry a copy of the parent note (bearing an approval signature by the office) on his/her person throughout the school day. If any of the above is necessary for more than one (1) day, permission must be granted by the headmaster. A parental note and a doctor's prescription for such devices or accommodations must be furnished for approval by the headmaster.

***Messages for Students:*** If parents need to get a message or bring an article to a student, they should call or come to the campus office and we will deliver the message or item. Students are not permitted to use cell phones to communicate with parents during the school day. Messages should be limited to urgent types only.

***Parties or Group Travel Events:*** Holy Family Classical Academy will not participate nor facilitate in the planning of any non-school sponsored event or trip.

***Respect for Authority:*** Disrespect for teachers, substitute teachers, staff, volunteers, parents, or general disregard for school authority is unacceptable. This includes a general disregard for school rules and guidelines. Violation will, at the very least, result in detention. Continued violations could lead to parental conferences, suspensions, or dismissal.

#### ***SCHOOL SAFETY***

*The school reserves the right to inspect anything brought onto the Holy Family Classical Academy campus at any time. All adult employees have a copy of the Employee Safety Manual which details actions required for a variety of situations. You are welcome to review this manual with the headmaster at any time.*

***Virtus Training Protecting God’s Children & Keeping the Promise Alive*** (from the Diocese of Fort Worth, Human Resource Manual, and Revised 4-22-04) ***The Charter for the Protection of Children and Young People***, adopted by the United States Conference of Catholic Bishops, requires:

- All employees and volunteers are to participate in the Virtus session, Protecting God’s Children and the renewal session Keeping the Promise Alive.
- Acceptance and sign off by employees and volunteers on *The Code of Conduct and Behavior Standards for Ministers*.
- Evaluation of the background of all employees & volunteers.

All criminal background evaluations must be completed through the Diocesan Department of Human Resources. Schools will maintain a record of compliance of all three mandatory elements of the safe environment program (participation in a *Keeping Children, Youth and Vulnerable Adults Safe* session, sign off on the Code of Conduct, and background evaluation.) Sessions of *Keeping Children, Youth and Vulnerable Adults Safe* are offered throughout the year at the school and parishes. Call the school or parish offices for dates and times for these sessions.

HFCA students also participate in the annual student sessions of *Empowering God’s Children* of the diocesan Safe Environment Program. Parents will be provided the opportunity to opt-out of these sessions in writing for their students. Absent written documentation, permission to participate in the diocesan program is assumed for all HFCA students.

***Handguns and other weapons:*** All weapons are forbidden on school grounds, *even if a person holds a permit*. This policy applies not only to students but to all others on school grounds. Students in possession of firearms or other weapons will face discipline up to and including expulsion.

Section 30.06, Texas Penal Code, prohibits a holder of a license to carry a concealed handgun who has been given notice that concealed handguns are forbidden on the property from taking a concealed weapon onto the property or from remaining on the property with a concealed handgun and not leaving the property.

"Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter this property with a concealed handgun."

## Emergency Preparedness

**Student Safety:** Holy Family Classical Academy utilizes the Standard Response Protocol (SRP), developed by the "I Love U Guys Foundation," in collaboration with Sabbath Shield and law enforcement. The SRP is not based upon individual scenarios but rather the response to any given situation. There are four actions that can be performed during an emergency situation: Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction would be stated over the announcements.

- **Lockout** - "Secure the Perimeter"

*Examples: Law enforcement activity such as serving warrants in the neighborhood, report of dangerous wildlife, etc.*

The building will be put into Lockout based on activity in the surrounding area, not in the school or on school grounds. School staff will move all students and activities inside and ensure that the building is locked while learning continues. All doors will be locked, and no one is permitted to leave or enter the building without police approval. The school day will operate as normal, unless the Lockout interferes with release times.

- **Lockdown**- "Locks, Lights, Out of Sight"

*Examples: Threat inside the school; emergency or dangerous situation very near the building.*

The building will be put into Lockdown due to perceived danger inside or very near the building. All students and staff are trained to get behind a locked door - Locks, Lights, Out of Sight. The expectation is that classroom doors will be locked and secured, lights will be turned off, and students and staff will move to a location away from the hallway. Students are also instructed to remain quiet for the duration of a Lockdown. Once the Lockdown has been lifted, students and staff will be released by emergency personnel and school administration only.

- **Evacuate** - "To the Announced Location"

*Examples: Gas leak, chemical spill, fire, etc. in the school; unsafe situation near the building.*

Students and staff will be moved to a new or safe location due to a situation in or near the school building.

- **Shelter** - “For a Hazard Using a Safety Strategy”

*Examples: Tornado, earthquake, or other natural events.*

Students and staff will be instructed to take safe shelter due to a situation in or near the building.

**Emergency Drills:** Preparation is the key to effective response in case of an emergency. Drills help our staff and students respond quickly, calmly, and safely to a number of situations. Drills throughout the year include:

- Evacuation drills are conducted monthly
- Lockout, Lockdown, and Shelter drills are conducted twice a year

**Reunification:** As a result of any of the above four scenarios, students may need to be reunified with parents through a controlled release. will serve as the reunification location.

Our intention is to reunite students with parents as soon as possible during an emergency situation. School staff will coordinate with law enforcement and fire agencies to determine when it is safe to reunite students and parents. These situations often take time and planning to ensure parents and their children are safely reunited.

**Visiting the School:** For the safety of the children, the facilities are “closed campuses”. No one is to enter either building without checking in at the office. Our children’s safety depends on our knowing who is on campus at all times. Parents are welcome to visit the school, but must clear the visit with the office.

During the hours of instruction, no visitors are allowed into the classrooms or instructional hallways without permission from the administration. *All parents and visitors must check in at the office where they will receive a Visitor’s Pass.* Parents and visitors must have a valid and specific reason for being on campus during the school day. For reasons of safety, efficiency, and professionalism, those visitors who have concluded with the reasons for their visit are asked to leave campus until the end of the school day.

Parents who volunteer or have appointments in the building may not drop into a classroom to see their student or a teacher during the day. This is an interruption to the class and to the educational process.

It is understandable for the first week of school to escort small or new children to their classroom until they are more familiar with the school environment. However, once children are oriented parents may not enter the instructional hallways when dropping children off in the morning. Teachers are required to give the children in their care 100% of their attention, and they cannot visit with a parent when they must be attending to their class.

All students who leave campus during the school day must be signed out at the office. Parents who wish to have a conference with a teacher or administrator should call to make an appointment. *Under no circumstances is a parent to interrupt a teacher during class time.*

**Unwanted Visitors:** Unwanted visitors will be asked to leave the school by the headmaster or authorized personnel. If the visitor refuses to leave, the headmaster or authorized person will activate emergency service (911).

**School Telephones:** The school maintains telephone service for business purposes only. Lines of access are limited. Therefore, only necessary phone calls will be allowed. In cases of illness or injury, school personnel will notify the parent or emergency number(s) on the Emergency Card and may allow the student to speak with a parent. Students who need items brought to school for school activity or travel may request the front desk to call on their behalf. Students will not normally be allowed to call parents for forgotten assignments. *Students will not be allowed to leave class or be tardy to class to request telephone calls unless they are ill.*

**Student Residency:** Each student, as a member of Holy Family Classical Academy, must reside with at least one parent or a legal guardian.

**Tobacco Products:** Use or possession of any form of tobacco product on campus, in the parking lot or school function is strictly prohibited. Violation will, at the very least, result in detention. Continued violations could lead to parental conferences, suspension, or dismissal. Parents will be notified after such a violation.

***Transfer of Student/Student Records:*** Transfer of a student from Holy Family Classical Academy to other schools is issued only at the request of the parents or guardians. No transcripts or school records will be released until all school obligations have been fulfilled including payment of tuition. Parents must speak with an administrator or business office personnel and sign appropriate paperwork. The receiving school must request school records by phone, fax or mail. For families being transferred overseas, please call the business office for information requesting school records.

## ***SCHOOL DRESS CODE POLICY***

***God created all equally.***

A school dress code silently teaches the lesson of equality while allowing individuality to shine through via actions, words, and personality. Clothing worn at school must be neat and in good repair with no holes, tears or ragged edges. No oversized or baggy clothing is allowed.

In general, anything that is worn that draws undue attention to the student is not allowed. Students who repeatedly violate the dress code policy will be denied participation in the next out-of-uniform day and will serve a detention. We require the guidelines below throughout the school year, and we further require that additional fads in the form of hair, make-up (including nail polish, sculptured nails, tips, etc.), accessories, socks or shoes remain at home for use during personal time. Light colored nail polish is allowed on girls.

**Dress Code Colors:** Tops for girls and boys can be navy, forest (dark) green, gray and white. Bottoms for girls and boys can be: Khaki, navy or gray. Parents can purchase uniforms through Academic TradCat at [academictradcat.com](http://academictradcat.com) but it is not required.

**PRE-K THROUGH 5TH GRADE GIRLS Jumpers:** Solid navy blue jumpers may be worn. Jumpers are not to be shorter than mid-thigh. Uniform jumpers may be worn anytime during the school year but are not required.

### **PRE-K THROUGH 8TH GRADE GIRLS**

**Skirts/Skorts:** Pleated gray, khaki or navy blue skirts may be worn with appropriate shorts underneath. Navy blue skorts may also be worn. Skirt/skort length is to be no shorter than mid-thigh.

## **BOYS & GIRLS GRADES PRE-K THROUGH 8TH**

**Pants:** Dress pants in navy, khaki or gray. Cargo styles ARE NOT ALLOWED.

**Shirts:** Short or long-sleeved polo in navy, white, gray or hunter green with a collar.

- ALL SHIRTS MUST BE TUCKED IN AT ALL TIMES.
- Only plain white sleeveless or short sleeve undershirts may be worn under uniform shirts.
- All buttons but the top must be fastened at all times.
- No brand logos allowed

**Sweaters:** Students will be required to have a Holy Family Classical Academy 5-button V-neck varsity sweater in navy with white stripes on the left sleeve and logo on left chest. They will be worn over the uniform for Mass. They can be purchased from the school. Holy Family Classical Academy will be in charge of placing the order for the varsity sweater with the Holy Family Logo embroidered on the chest. Only Holy Family Classical Academy sweaters will be allowed during class. No coats or jackets are to be worn in the classroom.

**Shorts:** Dress shorts in navy or gray. Short length is to be no shorter than mid-thigh. Shorts may be worn all year round at the discretion of parents, keeping in mind appropriate weather attire. **No cargo style shorts allowed.**

**Belts:** All students in grades 3-8 must wear a belt that is blue, brown, or black with any pants/shorts that have belt loops.

**Shoes:** Shoes are to be clean and in good condition. Students may wear either dress shoes or tennis shoes that are navy, black, brown, or white. No other footwear is acceptable. No boots, shoes with lights, sandals, open-toe, high heels, or platform shoes will be allowed.

**Socks/tights/leggings:** Socks must be worn at all times. Socks must be navy, white, gray, or black and above the ankle length. Knee-high varieties are acceptable. Girls may also wear solid (not patterned) white, navy, gray, or black tights with skirts. In cold weather, white, navy, gray, or black leggings may be worn in lieu of tights. These must be the fitted type, not flared, and must cover the ankle. Multi-colored socks are never appropriate.



**Jewelry:**

- Girls: Small post earrings, watches, religious necklaces, and jewelry for medical reasons will be allowed. Dangling earrings below the ear lobe are not allowed. Gaudy and distracting jewelry is not acceptable for school wear. No body piercing is allowed (other than ears)
- Boys: Watches, religious necklaces, and jewelry for medical reasons will be allowed. No earrings are to be worn. No body piercing is allowed.

**Hair:** Hair must be clean and well-groomed at all times. Hair length for boys must not be over the collar and not below the eyebrows. Facial hair is not permitted. Hair color must be a natural hair color. Sideburns should be no longer than the middle of the ear. Headbands, barrettes, or bows may be worn to style hair. They must be conservative and non-distracting.

**Tattoos:** Tattoos (this includes washable tattoos) are not permitted

**Makeup:** The wearing of makeup is not allowed. Clear nail polish is acceptable. No artificial fingernails will be allowed.

**Other:** No caps or hats should be worn inside the building during school hours. No hologram contact lenses allowed.

**SPIRIT DAY DRESS CODE: (Must be approved by the headmaster)**

Blue jeans (or jean skort for girls) with a HFCA t-shirt or sweatshirt and the uniform tennis shoe or other athletic shoes are the acceptable Spirit Day attire. Jean shorts may be worn as long as they are neat, hemmed, and the length of uniform shorts. Substitutes for HFCA shirts will not be permitted. HFCA Spirit Wear may be purchased from the school office and on Orientation Day.

**DRESS CODE FOR ACTIVITIES**

How we dress when we are not in school uniform must still be tasteful and modest. We always want to be positive representatives of our school community. Students must follow the guidelines established for each activity.

Students should be neatly dressed with no holes or frayed edges on clothing, even if they are purchased that way. Students may wear sandals or boots, but flip flops of any kind are not

permitted. Pajamas or nightwear, boxer shorts, thermal underwear, and slippers/house shoes are never appropriate. *Anything that draws undue attention to the student is not allowed.*

## **CODE OF CONDUCT**

### **GENERAL RULES AND DISCIPLINE PROCEDURES**

Attending a Holy Family Classical Academy is a privilege and not a right of the student. The conduct of the student or the parent of the student may cause the student to lose the privilege of attending Holy Family Classical Academy. Students at Holy Family are expected to behave in a Christian manner. As a participant in the school community of Holy Family and in accordance with the philosophy of the school, it is an obligation for all students to respect the dignity of all of its members. Therefore, all demeaning behavior is prohibited. Students and parents/guardians are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. The headmaster reserves the right to determine the appropriateness of an action if any doubt arises.

*The school reserves the right to inspect anything brought onto the Holy Family Classical Academy campus at any time.*

The student is a Holy Family student at all times. A student who engages in conduct, whether inside or outside the school, that disrupts the order of the school or is detrimental to the reputation of the school, may be disciplined by school officials. This includes online postings to social networking sites such as Facebook® as well as inappropriate use of texting or emailing.

It is expected that school personnel and parents work together to promote growth in the development of a child's self-discipline. Parents are expected to respect the professional judgment of the staff while working with them as a team to guide the child's development in this area. Students whose parents have violated the principles of *Parents as Partners* as referenced in this handbook may also be excluded from Holy Family Classical Academy.

The following rules and procedures have been developed to assist in the responsible behavior of our students which will create an atmosphere conducive to learning and allow us to maintain conditions essential to the orderly operation of the school. This handbook will be posted on the school's website for the purpose of communicating all school policies and procedures, including this Code of Conduct. Parents and students must sign the included acknowledgement forms signifying that they have received the handbook and agree to be bound by the provisions it contains. This

agreement must be on file in order for your child to attend classes at Holy Family Classical Academy.

The following code, rules and procedures have been developed based on Catholic values and the dignity of the human person.

Items that will detract from the learning environment are not allowed at school at any time. Items taken away from students may be returned to the parent(s)/guardian(s) on the last day of the school year. For more serious or repetitive infractions of rules, students may be referred to the headmaster. An appropriate consequence(s) for serious student misbehavior will be decided at the teacher and/or headmaster's discretion. The consequence(s) will be indicated on the misconduct report, and a detention may be issued. In the event that a misconduct report is issued, the student will be required to take the report home and obtain a parent's signature. The student must bring the signed report back to school and present it to their homeroom teacher within two days of receiving the report.

**GENERAL RULES AND CONSEQUENCES:** Violation of any of the below items 1 through 9 will result in the student being placed on Disciplinary Probation. If the occurrence is in the Fall Semester, probation will last until the end of the Spring Semester; if the occurrence is in the Spring Semester, probation will last until the end of the following Fall Semester.

**1. TRUANCY - any intentional unauthorized absence from school**

1<sup>st</sup> Offense: Notification of the parents and one (1) day school suspension

2<sup>nd</sup> Offense: Parent conference and school suspension for three (3) days

3<sup>rd</sup> Offense: Parent conference and expulsion

**2. LEAVING SCHOOL WITHOUT PERMISSION**

1<sup>st</sup> Offense: Notification of the parents and one (1) day school suspension

2<sup>nd</sup> Offense: Parent conference and school suspension for three (3) days

3<sup>rd</sup> Offense: Parent conference and expulsion

**3. CUTTING CLASS**

1<sup>st</sup> Offense: Detention

2<sup>nd</sup> Offense: Parent conference and school suspension for one (1) day

3<sup>rd</sup> Offense: Parent conference and school suspension for three (3) days

#### 4. **CHEATING**

**1<sup>st</sup> Offense**: Grade of zero (0) on assignment for all parties involved, parent conference, and detention

**2<sup>nd</sup> Offense**: Grade of zero (0) on assignment for all parties involved, parent conference, and school suspension for one (1) days

**3<sup>rd</sup> Offense**: Failure of the course, parent conference, and school suspension for three (3) days

#### 4. **VANDALISM/THEFT** (See Appendix for Computer Lab information)

**PETTY or 1<sup>st</sup> Offense**: Parent conference, restitution, and school suspension for one (1) day

**MALICIOUS or 2<sup>nd</sup> Offense**: Parent conference, restitution, and school suspension or expulsion

#### 5. **MISCONDUCT**

Misconduct (occurring in the building, on the grounds, or at extra-curricular activity locations) includes, but is not limited to, the following: frequent and/or serious class disruption, improper behavior outside of class, profanity, misconduct on school transportation, student harassment, hazing, public display of affection, fighting or rough-housing (pushing, shoving, boxing, etc.), insubordination, extortion, intimidation, abusive behavior, pornographic writings or drawings.

Consequences of misconduct may result in: demerits, parent conference, detention, in-school suspension, out-of-school suspension, and/or expulsion.

6. **SUBSTANCE ABUSE**: The school will comply with all State and Federal laws. The school reserves the right to define USE, POSSESSION, SALE, and NEAR CAMPUS in any substance abuse related situation.

**Alcohol**: use, possession, or being under the influence before, during or after school, on or near campus or at any school sponsored activities

**1<sup>st</sup> Offense**: Professional counseling may be required, three (3) days out-of-school suspension, restitution for any damages

**2<sup>nd</sup> Offense**: Expulsion

**Illegal Drugs**: USE, POSSESSION, UNDER INFLUENCE - Automatic expulsion

**Selling or Providing Drugs/Alcohol:** Automatic expulsion

**Possession or Use of Tobacco Products:** on or near school or at school-sponsored events

**1<sup>st</sup> Offense:** One (1) days out-of-school suspension

**2<sup>nd</sup> Offense:** Three (3) days out-of-school suspension

**3<sup>rd</sup> Offense:** Expulsion

**Possession of Firearms:** Automatic expulsion

Any athlete, spirit leader or class officer who violates Rule 6 while in uniform or formally representing the school will automatically be dismissed from team, squad, extra-curricular activity, or leadership position.

7. **HAZING:** Hazing is any conduct whereby a person causes another to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. It need not involve physical contact; hazing can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

**1<sup>st</sup> Offense:** Parent conference and three (3) days out-of-school suspension

**2<sup>nd</sup> Offense:** Parent conference and expulsion

8. **INAPPROPRIATE ITEMS AND MATERIALS:** Materials or items that are deemed inappropriate obviously include those that are prohibited by law for minors to purchase or possess. These are considered to merit major consequences, such as those under No. 6. Examples include pornography. Although not prohibited by law, examples of other materials treated as seriously are extremist promotional materials, racially biased materials, etc.

**1<sup>st</sup> Offense:** Confiscation for the remainder of the day and detention

**2<sup>nd</sup> Offense:** Detention and a \$25 Recovery Fee must be paid to a parent/guardian before the item is released

**3<sup>rd</sup> Offense:** Three (3) days school suspension and no return of item until the end of the school year

Cell phones or items needed for after school activities and/or travel may be checked at the office and secured until the student is dismissed. They must be turned off while stored away for after

school use. Holy Family Classical Academy is NOT responsible for damage to any item confiscated or stored on the school premises. Electronic items confiscated may be examined by school officials for inappropriate content or use.

9. **PROFANITY, CURSING**: The use of profanity (verbal or gestured) while at school or participating in a school sponsored activity or athletic event is totally unacceptable. Self-control is expected of students attending a Catholic school. Profanity is defined as blasphemous (taking the name of the Lord in vain) and/or obscene language.

**1<sup>st</sup> Offense**: Detention

**2<sup>nd</sup> Offense**: One (1) day school suspension

***SPECIAL NOTES:***

1. All serious offenses in this section are cumulative during time of enrollment.
2. Discipline for all offenses may be carried over to the following year if necessary for completion.
3. The School's failure to invoke suspension or expulsion on one occasion for the commission of an offense constituting cause for suspension or expulsion shall not affect the right of the School to invoke the penalty of suspension or expulsion for a later or another commission of the same offense or any other offense.
4. Appeals may be made in accordance with the appeals committee.
5. Any serious violation of major school rules that occurs during a school sponsored activity held on or off campus, or potentially harms the reputation of Holy Family Classical Academy, may result in immediate expulsion.
6. The School reserves the right to exceed or amend established discipline procedures if the offense warrants it.
7. The School reserves the right to review the conduct and actions of Holy Family students, regardless of where or when such actions take place, if they are of a nature to bring

discredit to the School or, if they conflict with the Christian values for which Holy Family Classical Academy stands. This review includes electronic communications such as e-mail, online posts or text-messaging.

**HARASSMENT, PHYSICAL OR VERBAL ABUSE:** Any form of harassment, physical or verbal abuse of other students, teachers and other adults is not tolerated at Holy Family Classical Academy. Suspension or expulsion may be invoked.

According to Federal law, sexual harassment includes but is not limited to:

- (1) verbal conduct such as epithets, derogatory jokes, or comments, slurs or unwanted sexual advances, imitations or comments;
- (2) visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- (3) physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of some sexual matter;
- (4) threats and demands to submit to sexual requests for certain benefits; and
- (5) retaliation for having reported or threatened to report sexual harassment

A report of harassment, physical or verbal abuse should be made to the Administration/ headmaster. Also, students are encouraged to talk to any adult on the staff on either campus if they would be more comfortable doing so. All employees of Holy Family Classical Academy have received professional information or training to attend to reports of harassment and abuse.

All allegations of sexual harassment will be taken seriously and promptly investigated. Confidentiality and concern for both the alleged victim and the alleged perpetrator is stressed.

**Blogs & Social Networking Sites** Engagement in online blogs or social networks may result in disciplinary actions if the content of the student's post includes defamatory comments regarding the school, the faculty, other students or the Church.

**Bullying and Cyberbullying** Holy Family Classical Academy attempts to provide a safe environment for all individuals. Verbal, physical or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest, in person or online) may face detention, suspension, proof of professional counseling and/or expulsion.

Bullying is generally defined as negative, aggressive behavior repeated over time that involves an imbalance of power. Bullying can take many forms. While conflict is inevitable, bullying is not. The faculty, staff and administration of Holy Family Classical Academy continually work with students, parents and colleagues to create conditions that prevent bullying behaviors.

***VIOLENCE - THREATENED AND ACTED:*** All threats of violence will be taken seriously. The safety of everyone at Holy Family is the predominant concern. If the headmaster believes that the presence of a student in the school poses a safety threat for others in the school, the student will be treated with dignity but will be removed from the school. Depending upon the circumstances, the administration may (1) evacuate the school, (2) inform the police, and/or (3) inform pastors and the superintendent. The school reserves the right to treat cases of violence, whether threatened or acted, individually and age appropriately.

***OFF CAMPUS CONDUCT:*** Students should remember that they are responsible for the good name of Holy Family Classical Academy at all times. Behavior on or off campus that is not exemplary may lead to disciplinary action up to and including dismissal. The administration may ask for the withdrawal of any student whose conduct is detrimental to the school's good reputation.

***PARENT BEHAVIOR:*** "Actions of the parent of a student may be grounds for the student to lose the privilege of attending a school. The parents of a student are expected to conduct themselves so as not to be a disruptive influence on the school or a teacher. A parent of a student who becomes a disruptive influence may be requested to withdraw the student from the school. The student's records shall reflect that the student has either withdrawn or transferred. The student records shall not reflect that the student has been expelled, unless the parents refuse to remove the student from the school after having been notified that the child must withdraw or transfer to another school."

### ***DROP-OFF AND PICK-UP PROCEDURES***

1. Dismissal time is 3:30 pm. For those in the Pre-K or K Grades dismissal is 3:00pm.
2. Parents are asked to enter the alley between the parish offices and parish hall and exit towards Holliday.



## ***HFCA TECHNOLOGY POLICY***

Various technologies are used to support the curriculum and to augment instruction in the classroom. It is a school-wide policy that all computers used at Holy Family Classical Academy are to be used in a responsible, productive, moral, and lawful manner. Failure to comply with the policy and the guidelines of computer use, as described below, will result in a loss of computer privileges.

### **Computer and the Network**

Computer networks allow students to interact with other computers on campus. Students should never download or install any commercial software, shareware, or freeware onto the network drives or disks, nor should students copy other student's work or intrude into other student's files.

### **Connecting to the Internet**

The Internet links thousands of computer networks around the world, allowing Holy Family Classical Academy students to explore thousands of libraries, databases, museums, and other repositories of information. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. Although Holy Family Classical Academy does have a filtered system, it does not have total control of the information on the Internet and families should be aware that some sites accessible via the Internet may contain material that is inappropriate for educational use. Holy Family Classical Academy does not condone the use of such materials. However, we believe that the benefits to students from access to the Internet in the form of information resources exceed the disadvantages.

### **COPPA Compliance**

Congress enacted the Children's Online Privacy Protection Act (COPPA) in 1998 with amendments in 2012. The primary purpose of COPPA is to place parents in control over the information gathered about their children by websites/apps. The Rule applies to commercial websites/apps that collect, use, or disclose personal information from children, and operators of general audience websites or online services with actual knowledge that they are collecting, using, or disclosing personal information from children under 13. Additional information regarding COPPA can be found by visiting

<http://business.ftc.gov/documents/0493-Complying-with-COPPA-Frequently-Asked-Questions#General Questions>

## **Google Apps for Education**

Google Apps for Education is a web-based tool for our students and staff. It may be accessed from any computer connected to the Internet. This education version of Google Apps provides a self-contained environment for students and staff to create and store school work, collaborate and share information, as well as publish some resources publicly. The education version is also ad-free and data is only used to improve GAFE services. You can find the GAFE Terms of Service here: [http://www.google.com/apps/intl/en/terms/education\\_terms.html](http://www.google.com/apps/intl/en/terms/education_terms.html)

The features and options used by students will be based on grade level and requirements for coursework. Student accounts may include Drive, Docs, Sheets, Slides, Drawings, Classroom, Gmail, Sites, Calendar, Blogger, YouTube, Maps, and Earth. Email, if available to your student, can only be sent to or received from others with Holy Family Classical Academy accounts unless otherwise specified by the school. Teachers may request that students have access to YouTube for directed projects. Teachers will provide initial instruction to students prior to using tools in the Google Apps suite as well as ongoing guidance for their use in the classroom. GAFE student accounts created by Holy Family Classical Academy will be managed by the school in consultation with the Region 9 Education Services Center. In school, teacher supervision and Internet filters are used to prevent access to inappropriate content and to ensure that student use of digital tools follows the appropriate guidelines. Student accounts can be accessed by administrators at any time.

### *Parent/ Guardian Guidelines*

Parents assume responsibility for the supervision of Internet use outside of school. Parents are encouraged to discuss rules and expectations for using Internet-based tools, including GAFE. Parents should report any evidence of cyberbullying or other inappropriate use to the school immediately.

### **Student Guidelines**

Any action by a student that is determined by school personnel to constitute an inappropriate use of technology (computers, Internet, cell phones, etc.) is in violation of rules. If the school discovers postings on social media sites that are posted during school hours the student was in attendance, the student will face discipline for each unauthorized entry. The following are guidelines to prevent the loss of computer privileges at Holy Family Classical Academy:

Responsible use includes:

- Using the school's WiFi network for school purposes only.
- Treating all equipment with respect

- Using the Internet and other computer resources to research assigned classroom projects
- Using the Internet to investigate information on the World Wide Web
- Asking for help if unsure of what to do in any application
- Modeling proper behavior around the computers
- Being responsible for one's own actions and for loss of privileges if rules are violated

Irresponsible use includes:

- Using a computer to harm other students or their work
- Trespassing in another student's work or files
- Damaging the computer or the network in any way
- Wasting limited resources such as disk space or printer paper
- Violating copyright laws
- Interfering with the operation of the network or any stand-alone computer by installing illegal software, shareware, or freeware
- Using the Internet for any illegal purpose
- Viewing, sending, or displaying offensive messages, photographs, drawings, etc.
- Bookmarking sites on the Internet without proper permission

Violating the Computer Policy may result in:

- Restricted network access,
- Loss of network access,
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

## ***ACCEPTABLE USE POLICY***

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

It is the policy of Holy Family Classical Academy to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below. Whether using a school or personal device, access privileges may be revoked; school disciplinary action may be taken; and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

**1. Acceptable Use** The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives and mission of Holy Family Classical

Academy. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

**2. Unacceptable Use** Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secrets. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

**3. Privileges** The use of the Internet and related technologies is a **privilege**, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

**4. Copyright** It is the policy of Holy Family Classical Academy that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

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

Employees, volunteers, and students who willfully disregard copyright law are in violation of Holy Family Classical Academy policy, doing so at their own risk and assuming all liability.

## 5. Other

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

### **HOLY FAMILY CLASSICAL ACADEMY POLICIES CONCERNING TECHNOLOGY ISSUES ELECTRONIC AND/OR DIGITAL COMMUNICATIONS POLICY**

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

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

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

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

### **ONLINE SOCIAL MEDIA**

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

In light of this possibility, school employees are required to adhere to the following policy regarding the use of personal and professional websites, social networks, wikis, weblogs and other emerging technologies.

- School employees may only access websites, weblogs, wikis and social networks for legitimate professional job-related purposes during the workday with the approval of their direct supervisor. School employees are not to create, post or otherwise access weblogs, personal social networks, wikis or personal websites for personal use during normal school working hours. Employees should exercise sound judgment and common sense to prevent online social media sites from becoming a distraction at work.
- If you identify yourself as an employee of HFCA on a personal website, weblog or social network, you must make it clear to your readers that the views you express are yours alone and that your views do not necessarily reflect the views of Holy Family Classical Academy. In the event that you identify yourself as an employee of HFCA on a personal website, weblog, wiki

or social network, to help reduce the potential for confusion, you are required to put the following notice in a reasonable prominent place on your site (e.g., at the bottom of your personal profile page) in at least a size 12 font bolded:

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

- School employees are prohibited from disclosing on personal or professional websites, weblogs, wikis or social networks, any information that is confidential or proprietary to Holy Family Classical Academy
- The school has exclusive ownership rights with respect to certain concepts and developments you produce that are related to school business. Employees may not use school trademarks on their site or reproduce any school materials or logos. Please consult with your headmaster if you have questions about the appropriateness of publishing anything that may be related to the school on your site.
- School employees may not use the copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC), without the necessary permissions of the rightsholder(s).
- School employees are prohibited from providing a link or otherwise referring to the school website on their personal website, social networks, wikis or weblogs without consulting with and obtaining the approval of the headmaster of the specific school.
- School employees shall not allow any obscene, harassing, offensive, derogatory or defamatory comments and images which reflects/discredits or causes embarrassment to the school, the employees, patrons, vendors, partners, affiliates, agencies, students, and others on personal, the school’s and professional websites, any other social networks, wikis or weblogs.
- All social media being used by Catholic entities must be clearly branded in order to provide institutional authority as well as avoid confusion. Unless you have been officially authorized in writing to speak or act on behalf of a Catholic entity, employees are prohibited to use such brandings or create secondary social media sites that give the illusion of being authoritative.
- All social media used by Catholic entities must comply with the Minimum Social Media Requirements contained in the policy.

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

- The school reserves the right to monitor professional websites, social networks, wikis or weblogs created on school computers during the course of a normal workday, or on school computers on personal time.
- Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous. If your complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.
- The school requires that you confine your personal website, social network or weblog commentary to topics unrelated to Holy Family Classical Academy (or in certain cases, that you temporarily suspend your website or weblog activity altogether) if it believes this is necessary or advisable to ensure compliance with this policy or federal and state laws.
- School employees will comply with all aspects of the Children's Online Private Protection Act (COPPA). Employees are forbidden to post or distribute personal identifiable information including pictures on any child under the age of eighteen without parental consent. Personal identifiable information includes name, home address, email address, telephone number or any information that would allow someone to identify or contact a child. If written verifiable consent is obtained from a parent, it is important that the parent has approved the information that is to be provided and has full knowledge of its use, purpose and how the information is going to be provided. Likewise, parents should be made aware that the school is making use of only school-controlled websites, social networks, weblogs and other emerging technologies to communicate with students.
- School employees will model safe and effective use of technology for students including developmentally appropriate instructions on responsibility associated with the use of technology and the possible dangers associated with technology.

School employees who violate this Online Social Media policy will be subject to disciplinary action, up to and including termination. If you have questions about this policy or any matter related to your site that this policy does not address, please consult with the headmaster of your school.



## THE MINIMUM SOCIAL MEDIA REQUIREMENTS

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

- Site administrators must be adults and/or approved employees of the school
- There must be at least two site administrators for each site to allow for rapid response and continuous monitoring and updating of the site.
- All social media must be reviewed by the headmaster or the pastor before implementation to ensure it is not in conflict with current standards, policies and Catholic teachings.
- Personal sites shall not be used in connection with school programs or to communicate with students. Students are defined as any and all students enrolled in HFCA.
- Passwords, names of the sites and the site addresses or site location information shall be registered in a central location in the school and at least two (2) adults must have access to this information.
- In establishing a school site, know and abide by these key “Rules of the Road”:
  - Abide by all diocesan, parish and/or school guidelines
  - All communication by school employees reflects on the school
  - Do not claim or in any way give the impression or the appearance of representing the official position of the school or the teachings of the Church, unless you have written authorized to do so.
  - All school social media sites shall be clearly branded and identified to provide institutional authority and to avoid confusion.
  - Abide by all copyright, fair use and financial disclosure laws.
  - Never divulge confidential information.
  - Do not cite others, post photographs or videos of other individuals or link to their material without express written approval. Media involving minors must have written parental approval.
  - Practice Christian charity.

**NO STUDENT OR FACULTY MAY USE TikTok FOR THE PROMOTION OF HOLY FAMILY CLASSICAL ACADEMY (HFCA). TikTok WILL NOT BE USED ON THE PREMISES.**

**Appeals Concerning Students Other Than Suspension or Expulsion**

Any parent having a complaint concerning a teacher's and/or headmaster's action in connection with a student, other than an expulsion, must first speak with the headmaster and/or the teacher. If the grievance is not resolved, the Grievant presents the grievance in writing to the headmaster of the school within ten (10) days following the event which forms the basis of the grievance. The written grievance must (i) clearly identify that it is a grievance, (ii) describe the event or action which forms the basis of the grievance, (iii) describe all actions which the Grievant has taken to resolve the matter, and (iv) describe the action the Grievant would like the headmaster to take. Upon receipt of the grievance, the headmaster shall immediately furnish a copy of the grievance to the Pastor, if it is a parish school, and to the Superintendent of Schools. If the headmaster feels that there should be a meeting with the Grievant, the headmaster will attempt to set up said meeting within five (5) days of the receipt of the grievance. Then the headmaster shall investigate the alleged grievance and mail a written decision to the Grievant within seven (7) days from the receipt of the grievance or within seven (7) days from the date of the meeting with the Grievant.

If the Grievant wishes to appeal the headmaster's decision, then within five (5) days from receipt of the written notice, the Grievant shall furnish the President of the Board the headmaster's written response and the Grievant's appeal. The Grievant must inform the President that the Grievant is appealing the headmaster's decision. The President shall, within five (5) days of the receipt of the appeal, meet with the Grievant. The President shall make his written decision within (5) days from the date of the meeting.

In all grievances and appeals concerning students, the decision of the Superintendent of Schools is final and is not subject to any further grievance, appeal, mediation, or conciliation process of the Diocese.

**ALL TIME LIMITS REQUIRED FOR AN INDIVIDUAL TO FILE A GRIEVANCE AND AN APPEAL OF THE GRIEVANCE ARE MANDATORY TIME LIMITS. IF A PARTY FILING THE GRIEVANCE FAILS TO MEET ANY OF**

THE TIME LIMITS, THEN THE GRIEVANCE PROCEDURE IS TERMINATED AND NOT SUBJECT TO ANY FURTHER APPEAL OR ANY FURTHER GRIEVANCE, APPEAL, MEDIATION, OR CONCILIATION/ARBITRATION PROCESS OF THE DIOCESE. EACH GRIEVANT MUST STRICTLY ADHERE TO THE TIME SCHEDULES FOR FILING A GRIEVANCE AND APPEALING FROM ANY DECISION. FAILURE TO FILE A GRIEVANCE WAIVES ALL OTHER GRIEVANCE, APPEAL, MEDIATION OR CONCILIATION/ARBITRATION PROCESS OF THE DIOCESE.



**MEDICAL/INSURANCE INFORMATION**

Student's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Student's DOB: \_\_\_\_\_ Address: \_\_\_\_\_

Parent(s)/Guardian(s) Name: \_\_\_\_\_

Parent(s)/Guardian(s) Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contacts: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

To Whom It May Concern (Doctor, EMT, etc.):

Please be advised of the following medical conditions or allergies of which we feel you should be aware:

\_\_\_\_\_  
\_\_\_\_\_

Insurance Company: \_\_\_\_\_ Phone Contact: \_\_\_\_\_ Policy Number:

\_\_\_\_\_

This form is to be in the possession of the sponsor/supervisor at all times during the activity.

I, \_\_\_\_\_, (parent)(guardian) of \_\_\_\_\_ give my permission for the sponsor/supervisor to contact emergency medical aid to help my child, if deemed necessary.

\_\_\_\_\_

Signature of Parent/Legal Guardian

Holy Family Classical Academy

Wichita Falls, TX 76309

**HOLY FAMILY CLASSICAL ACADEMY**

**STUDENT/PARENT RECEIPT STATEMENT**  
**STUDENT/PARENT HANDBOOK 2023-2024**

We have received the Parent/Student Handbook and agree to be bound by the provisions it contains and abide by all rules, regulations, and policies of Holy Family Classical Academy.

*Holy Family Classical Academy reserves the right to amend this Handbook. Notice of amendments will be available to parents.*

---

**Parent/Guardian Signature**

**Parent/Guardian Signature**

---

**Student Name**

---

**Grade**

---

**Student Name**

---

**Grade**

---

**Student Name**

---

**Grade**

*Parents as Partners:* We at Holy Family Classical 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.

Once you have chosen to enter into a partnership with us at Holy Family Classical Academy, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty.

As partners in the educational process at Holy Family Classical Academy, parents agree to support and cooperate with the academic and disciplinary policies of the school and to treat teachers and staff with respect and courtesy in discussing student issues.

**This signed statement must be turned in to the school office by the 1st day of classes.**

**Photo-Video Release**

To whom it may concern:

I hereby give permission for my son/daughter \_\_\_\_\_ to be photographed or videotaped at Holy Family Classical Academy. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Holy Family Classical Academy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return to the school office by the 1st day of classes.**

### **ACKNOWLEDGEMENT FORM**

I understand both policy statements and agree that all student members of my family will abide by the standards set forth in both policies. I further acknowledge that any violation of these policies by a student member of my family will result in disciplinary action against the student member(s) of my family up to and including expulsion from the school.

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student(s)Name(s)  
\_\_\_\_\_

Name of School: Holy Family Classical Academy

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

Student(s) Signature(s): \_\_\_\_\_

### **ACCEPTABLE USE POLICY**

I understand that the Internet access at Holy Family Classical Academy is designed for educational purposes, and that my use of this system must be in accord with the educational and religious goals of Holy Family Classical Academy. I further understand that for any violation of the *Acceptable Use Policy* my access privileges may be revoked and school disciplinary action will be taken.

My signature below indicates that I understand and agree to abide by the attached *Acceptable Use Policy* for Internet access use at Holy Family Classical Academy.

---

Parent Signature

---

Date

---

Student Signature

---

Date

Please sign this attachment and return it to the school. Thank you.



## Medication Permit Form

Only **necessary** medication (prescribed for, but not limited to the treatment of; ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medication should be given outside of school hours if possible.

Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
2. All necessary medication prescribed for a student by a doctor or dentist must have this Medication Permit Form signed by the physician and parent. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in the original labeled container. Medications sent in baggies or unlabeled containers will not be given.
3. The **parent** is responsible to bring all medication to the clinic/office and to pick up unused medicine or it will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements and other nutritional aids not approved as medication by the FDA, will not be administered at school.
5. Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.
6. All medications must be kept in a locked cabinet/drawer in the school office/clinic and administered in the school office/clinic.
7. Only the **school nurse** and/or the **parent** perform nebulizer treatments in school. Non-medical school (not licensed) personnel are not permitted to administer this treatment.
8. Once a vial of insulin (or other medication in a vial) is started (opened), date it and discard after 30 days.
9. Only the school nurse and/or the parent may work with an insulin pump or insulin administration. Non-medical (not licensed) school personnel are not permitted to work with an insulin pump or insulin administration.
10. Medication will not be administered via a central line at school by any school personnel.
11. Medication that is expired will not be administered in the school clinic, it will be properly discarded.

TO THE NURSE OF: \_\_\_\_\_ SCHOOL:

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_

NAME OF MEDICATION: \_\_\_\_\_

DOSAGE AND DIRECTIONS FOR GIVING:

---

---

---

BEGINNING DATE: \_\_\_\_\_ ENDING

DATE: \_\_\_\_\_

I hereby request that the medication specified above be given to the above-named student, and that the medication may be given by someone other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless HFCA, its servants, agents, and employees, including, but not limited to the parish, the school, the headmaster, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Diocese of Ft. Worth, its agents, servants, or employees, including, but not limited to the parish, the school, the headmaster, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/GUARDIAN:

DATE: \_\_\_\_\_

SIGNATURE OF PHYSICIAN: \_\_\_\_\_

DATE: \_\_\_\_\_

(STAMPED SIGNATURE NOT ACCEPTED)

PHYSICIAN'S TELEPHONE NUMBER: \_\_\_\_\_