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“Go, therefore, and make disciples of all nations”

Matthew 28:19



CATHOLIC DIOCESE
of FORT WORTH

FAMILY HANDBOOK

The Family Handbook is provided to inform students and parents of the procedures and policies of St. George Catholic School. We ask parents to carefully read the handbook and review the appropriate sections with their child(ren).

St. George Catholic School operates in accordance with the Catholic Diocese of Fort Worth and shall follow the regulations as set forth by the Catholic School Office.

St. George Catholic School adheres to the guidelines established by the Texas Catholic Conference Bishops Education Department, which is recognized by the Texas Education Agency.

Catholic schools in the Catholic Diocese of Fort Worth admit all students to the rights, privileges, programs, and activities made available to the student body. Catholic schools do not discriminate based on race, color, age, or national or ethnic origin in the administration of its admission, athletic or financial aid programs.

St. George Catholic School and administration retain the right to amend the Family Handbook for just cause. By no means is this handbook considered all-inclusive. Families will be given notification if changes are made.

The enrollment of a child(ren) in St. George Catholic School is an agreement on the part of the student and parents/guardians that they will comply with school procedures, regulations, and policies including, but not limited to those in this handbook. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

After reviewing the handbook with your child(ren), sign the acknowledgment form and return it to your youngest child's homeroom teacher.

*Go, therefore, and make disciples of all nations”
Matthew 28:19*

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Dear School Families,

We take great pride and pleasure in welcoming you to our school community. We believe that everything we do is in answer to a call to become part of something of great importance - sharing in the work of Jesus Christ. We do that by making Jesus known and loved through our words and actions molding our students as His disciples. Our purpose as a school is fulfilled as people are drawn to a closer relationship with Jesus while experiencing the blessings and traditions of a Catholic education. We look forward to working with you and your children to make this a great school year.

As a school in the Diocese of Fort Worth, we strive to educate the mind, heart, and spirit of our students. Our faith-based education extends beyond the classroom to guide our students in the many athletic and extra-curricular endeavors that when possible are available. What makes Catholic schools different? We are first and foremost called to promote Catholic identity as we educate our students so they can become caring, faith-filled adults who willingly share their gifts and talents with others. The foundation of our Catholic identity comes from the command of Jesus to "Go, therefore, make disciples of all nations". (Matthew 28:19). As Disciples of Christ, we follow His teachings and examples while seeking to have others do the same. We witness our faith and share the good news with those around us each day. Our vision for the future is to guide the mind, body, and spirit of the next generation of Catholic leaders to live the Gospel of Jesus Christ and to meet their full potential as people created in the image of God.

We recognize that growing in discipleship is the work of a lifetime. For our students to be brought to a deep understanding of Jesus' life and message - teaching, example, challenge, and support are all needed. Our mission, vision and philosophy reflect this ideal as we focus on the continuous formation of students – spiritually, morally, intellectually, socially, culturally, and physically. Our Catholic Identity is expressed in the parents, students, administration, faculty, staff, and supporters who represent and are associated with our school. An unknown author wrote profound words that remind us of why our school exists. The words read - ***“Be it known to all who enter here, that Christ is the reason for our school. He is the unseen, but ever-present teacher in our classes. He is the model of our faculty, and the inspiration of our students.”*** These words serve as a guide for every conversation, every interaction, and every decision we participate in. We all must truly live out our discipleship for our Catholic identity to be strong and for us to be worthy of being called a Catholic school.

As we begin our 75th year, we are excited about what God has in store. We are blessed to work in partnership with you as the 1st educators of your children. We thank you in advance for your spirit, dedication, support, cooperation, prayers, and living testament of discipleship as they are keys to our success. May God's blessings be with you always.

Abundant Blessings,
Mrs. Nikkí Leafgreen
Principal



MISSION STATEMENT

(Revised 2023)

Saint George Catholic School shaping compassionate, knowledgeable, and Christ-centered individuals.

VISION STATEMENT

(Revised 2008)

United in our celebrated diversity we are a vibrant Catholic community and model of excellence and innovation that welcome and inspire all students to be faithful leaders in society.

PHILOSOPHY

(Revised 2008)

The school community of St. George sees that the overall purpose of education is to provide students with the knowledge, skills and values for interacting with an ever-changing world. The school community also believes that it should provide a learning environment that will enable students to develop to their greatest potential.

It is strongly believed that all children can learn, and, therefore, when possible, they should be taught in different ways. All children need real life opportunities for developmentally appropriate learning activities for their growth in the spiritual, physical, intellectual, aesthetic and emotional realms.

The St. George Catholic School faculty seeks to foster an atmosphere for intellectual and creative growth where students feel comfortable exploring a variety of avenues of learning. The teachers and parents in this community share the responsibility for the education of all children. They strive to enable students to become self-directed learners and decision-makers participating actively in a world where they will apply religious principles, social skills and intellectual expertise to their everyday lives.

Jesus said, "Let the little children come to me and do not stop them, because the Kingdom of Heaven belongs to such as these." ~ Matthew 19:14

GENERAL INFORMATION

ADMINISTRATION & SUPPORT STAFF

Fr. Linh Nguyen, Pastor
Nikki Leafgreen, Principal
Lauren Menchaca, Secretary

Early Childhood Department

Nancy Aleman, PK3/4
Ashley Sanders, PK3/4
Vince Martinez, Kindergarten

Elementary Department

Weslee Freeman, 1st Grade
Grace Zaldarriaga, 2nd Grade
Sr. Marie Frassati Nguyen, 3rd Grade
Jolene Pinto, 4th Grade
Jon Fincher, 5th Grade

Middle School Department

Victor Garcia, 6th HR,
Religion and History
Angelina Geisler 7th HR,
English and Literature
Sean Ho, 8th HR,
Science and Math

Learning Support Staff

Auxiliary Department

Yesenia Catlin, Art PK - 8th
Gebel Centeno, Music PK-8th
Josh Blok, PE PK - 8th
Lucia Saldana, Catechesis of the Good
Shepherd PreK-2nd

Extended Care

Darlene Scheffer

Cafeteria

Mary Franco, Cafeteria Manager
Ana Lopez, Cook

Staff emails are first initial and last name followed by sgcsfwtx.org

SCHEDULE AND OFFICE HOURS

Daily
SCHEDULE
DAILY SCHEDULE

	DAILY SCHEDULE
7:15 AM	School Doors Open
7:40 AM	Instructional Day begins with Morning Prayer (Students arriving after 7:40 AM will be marked TARDY)
11:05 AM – 12:15	Lunch (specific times given out by grade)
3:15 PM	Dismissal
6:00 PM	Extended Care Program closes

	DAILY SCHEDULE – EARLY RELEASE DAYS
7:15 AM	School Doors Open
7:40 AM	Instructional Day begins with Morning Prayer (Students arriving after 7:40 AM will be marked TARDY)
12:00 PM	Dismissal
12:30 PM	Teacher Professional Development

Lunch & Aftercare Not Provided on Early Release Days

	OFFICE HOURS
7:15 AM- 3:15 PM	When School is in session
CLOSED	All School Masses and school holidays.
9:00 AM- 2:00 PM	<u>Summer Office Hours</u> Monday -Thursday CLOSED on Friday

VISITORS ON CAMPUS

Parents and visitors are welcome in our school. For the safety of staff, students and visitors, the office staff needs to be aware always of who is on campus. ***During school hours, parents and visitors must check in and sign out when leaving through the school office. Visitor stickers are issued for identification purposes.*** Special procedures are in place for assemblies, athletic games, Extended Care program parents, who pick up students after dismissal, etc. Alumni are invited to attend alumni events, assemblies, athletic games, etc.

We are dedicated to providing quality instruction with limited interruption of classroom routines. Visitors interested in our school may be given campus tours by school staff. Office personnel assist visitors with questions, and provide information. Classrooms and cafeteria are closed to visitors during standardized testing weeks.

VOLUNTEERS – “VALUABLE INSTRUCTIONAL PARTNERS”

Volunteers are valued members of our school community. They are parents, grandparents, parishioners of St. George or members of the local community. The goal of our program is to have 100% of our families volunteer in some way during the school year. Volunteer activities are coordinated through the HSA and the school office. ***Volunteers are asked to follow the visitor policy.***

Volunteers represent the church and school and as such, volunteers should show support for the school, staff and policies at all times. Volunteers are entrusted with keeping matters concerning students, families or staff members confidential. Volunteers must be dressed appropriately for a Catholic school environment when participating in campus activities as all adults act as role models for our students. ***Volunteers are required to complete the VIRTUS, Safe Environment training including a criminal background check. Tel: 1.888.847.8870, www.virtusonline.org.*** Examples of volunteers include coaches, tutors, library or classroom assistants, field trip chaperones, room parents, office assistants, etc. ***Making arrangements for younger siblings is preferred.*** If you have a question on whether younger siblings can be brought on campus for an activity, please call the school office. At-home tasks are available for parents of young children or working parents.

DONATED ITEMS

Items for donation to the school should be directed through the school office. Administration will review the proposed donation to ensure it best fits the needs of the students, families, and faculty.

USE OF SCHOOL GROUNDS AND FACILITIES

School grounds and facilities are supervised from 7:15 AM to 3:30 PM by school personnel on days when school is in session. Supervision for athletic practices, extracurricular programs, and other activities, are the responsibility of the personnel or volunteer overseeing these programs or organizations. Students are not allowed on school grounds or in school facilities unsupervised. Students found on school property outside of authorized periods are subject to disciplinary action. Non-student trespassers will be asked to leave the campus. If trespassers do not leave, the local police may be called to remove them. Before or after school use of school grounds and facilities requires approval of school administration.

ADVANCEMENT PROJECTS

WORKING TOGETHER TO ADVANCE THE ST. GEORGE MISSION

St. George Catholic School's Administration supports the school's mission, vision, and strategic plan with primary responsibilities in four areas – communication, fundraising, volunteerism, and enrollment. The school office acts as an administrative liaison with school staff, student, parent, and alumni organizations, fundraising committees, St. George Parish, and the public.

Administration works to ensure that needs of the school's constituents are addressed, advancement projects and activities are coordinated, legal requirements are met, and that fundraising and charitable activities insure both the ethical generation and administration of funds as well as the ethical nature of any associated activities. Members of the school community are asked to adhere to the following procedures and requirements.

Communication, Advertising, Marketing, & Branding

Administration works closely with event chairs to ensure the success of their events and help create a seamless timeline for all activities whenever possible.

Event chairs should refer to the school's Administration for:

- Email Blasts, RenWeb Messages, Social Media, etc.;
- School Outdoor Signs;
- School Display Areas;
- Other Advertising, Promotions, or Marketing Efforts; or
- Displays on Parish Property

- - ❖ School Directory – The School Directory contains family contact information. It is posted in a secured location in RenWeb and used only with administration authorization and family permission. Contact information should not be used to promote personal business ventures, send chain emails, share personal beliefs, or for personal gain.
 - ❖ Branding - The school's logos and images (current and past) are protected under trademark laws. By no means is anything allowed to be printed, manufactured, or otherwise produced that contains any SGCS name, logo, or image, or any other item associated with the school, without prior written consent from the school administration. Items produced without approval may be removed at the administration's discretion. This includes but is not limited to spirit wear, t-shirts, polo's, hats, i-Movies©, photo slide shows, etc. Anyone who wishes to mass produce an item that contains the school's school name, uniform, student images, faculty images, building and grounds images, etc., must submit a proposal in writing to the school's administration. The school administration will review the proposal. If approval is given, the project will be under the direction of the school office.

Events

School administration approves fundraising events and projects. All events are coordinated through the school administration. Event chairs for HSA, School Fundraising, student programs, and class activities (e.g., 8th grade promotion and May Crowning) should connect with the school administration and HSA at the beginning of the school year.

Fundraising

SGCS (St. George Catholic School) acknowledges its responsibilities as a Disciple of Christ, to contribute to the common good through service, whether involving contributions of time, talent or treasure. All aspects of fundraising and charitable activities, whether on behalf of an approved organization, group or individual, or the school community itself, shall be consistent with the teachings and Tradition of the Roman Catholic Church and the Mission Statement of SGCS.

Fundraising Goal

The goal of fundraising is to enhance the educational or extracurricular programs of SGCS and keep tuition rates at the lowest level possible. The School Administration oversees fundraising and strives to ensure that fundraising is kept

manageable for families and the school. The time and effort required of students in fundraising and charitable activities must be reasonable and not interfere with academic performance.

Family Participation

All families are expected to participate in major fundraising efforts of the school per tuition agreements. 30 volunteer hours required (volunteer opportunities available throughout the year). There is a penalty if you do not volunteer. Families not meeting the volunteer hours will pay \$10 per hour not met. 15 Hours in the 1st semester and 15 hours in the 2nd semester.

Fundraising Purpose

Funds solicited for and collected on behalf of SGCS are used for the sole purpose of supporting the school by defraying the costs and expenses associated with school functions and activities. Funds collected for school functions and activities may never be distributed to individual(s) as this jeopardizes the school's tax-exempt status as a non-profit organization.

Definitions:

Charitable Campaign - activity with the objective of raising money/material(s)/food and awareness on behalf of a charitable organization and/or in response to an immediate local, national or international need (e.g. natural disaster, hurricane).

School Campaign - activity with the objective of raising money to support the school's operating budget closing the gap between tuition and total cost of educating each child or enhance and enrich instruction and programs whenever possible major school campaigns (fundraisers) include, but are not limited to the following:

- Fall Fundraiser
- Spring Gala
- Other Fundraisers

PHOTOGRAPHY

Photo Releases – A Media & Communication Release Form signed during enrollment is on file for each student in the office. SGCS is bound by legal and moral issues to uphold the privacy of those who request that photos of their family members are not released.

Publication of Media - SGCS holds all rights for official publication of all media. This includes, but is not limited to: press releases, social media, videos, i-Movies©, class projects, any “for profit” item, etc.

Church Photography - **Flash photography is NOT permitted during Liturgy.** The taking of photographs must never distract from the prayerful dignity of the Liturgy. Photographers are requested to revere the holiness of the church. Respect must be made to the Tabernacle, the presence of Our Lord, and the “sacred space” that is intrinsic within the Catholic Faith. Personal photography and videography may be taken only from the photographer’s pew. Persons or volunteers distracting from the liturgical celebrations in any way may be asked to stop taking photos or videos.

Special Mass Celebrations – May Crowning, 8th Grade Promotion, etc. - Parish policy permits only one person conducting photography at Mass and, when needed, one person videoing. Official photographers will be assigned by the principal and may include a professional photographer. Official school photographers will be clearly identified at major events. Those wishing to serve as official school photographers should contact the school office. Only official school photographers have clearance to move beyond pews to take photos during Liturgy.

Classroom or Campus Photography – Parents and family who take pictures of students, events, and activities are encouraged to submit their best images to the school for possible inclusion in school publications and productions: e.g., yearbook, videos, slide shows. Pictures taken for personal use on campus and at school events are not the property of SGCS and are not allowed to bear the SGCS name and/or affiliation unless submitted to the school. Taking pictures or videos should not distract from the learning environment, program, or activity in progress. Pictures can be submitted to the school office via a thumb drive, or in the case of 5 or less photos, may be sent by email to lmenchaca@sgcsfwtx.org.

DISTRIBUTION OF LITERATURE OR MATERIALS

Any literature, printed documents, or materials which a student, individual, or organization wishes to distribute must first be submitted to the school office for approval. The school reserves the right to deny approval if distribution could disrupt school operations, interfere with school activities, be offensive or damaging in nature, promote a commercial establishment/enterprise, or endorse political candidates or ballot measures. School-owned equipment or materials may not be used in the preparation or publishing of non-school sponsored publications.

REGISTRATION

Admission

St. George Catholic School is dedicated to integrating faith and knowledge in the rich tradition of Catholic education. We serve students in PreK3 through the 8th grade. The school adheres to the policies stipulated by the Diocese of Fort Worth and the Texas Catholic Conference of Bishops Education Department. Texas state guidelines are followed regarding age requirements. Admission to St. George Catholic School is based on an individual review of each applicant.

The following policies have been formulated in relation to student admission:

All Students

Admission to St. George Catholic School for returning and new students considers the developmental, scholastic, and behavioral qualifications of the applicant as well as the available openings in each grade level, the overall composition of the class, and the resources available to meet the student's needs. Applicants must show readiness to benefit from and contribute to the group learning environment present in our classrooms and online. Students entering Pre-Kindergarten must be toilet trained

Returning Students

We have implemented a Continuous Enrollment model. Continuous Enrollment is a new type of re-enrollment. We will automatically re-enroll students for the new school year and each subsequent year thereafter. It is our hope that this process will make re-enrollment easier for everyone. All students currently enrolled will continue to be enrolled until your child(ren) graduate or until you let us know differently.

New Students



Application Process

Applications will be received in the winter for the upcoming school year. Applications will also be received for the current year based on available openings.

Applications are made available through the school website and accompanied by a non-refundable application fee.

New student applications must contain all required documents before a student is considered for admission. Applications and fees will be taken for available spaces only. Once classes are filled those wishing to be considered for vacancies will be placed on a waiting list.

Admissions Process

New applicants are required to participate in admissions screenings determined by school administration. Screenings are conducted to place students appropriately within the School's program and to assure that the needs of the student can be met through available resources.

Admissions screenings include the following:

Grade	Requirements
Kinder-8 th Grades	<ul style="list-style-type: none">▪ standardized tests in language arts and math▪ observational visit/interview

Age Requirements

Pre-kindergarten 3: 3 years of age on or before September 1

Pre-kindergarten 4: 4 years of age on or before September 1

Kindergarten: 5 years of age on or before September 1

1st Grade: 6 years of age on or before September 1

2nd-8th: Successful completion of the previous grade

Elementary and middle school applicants must meet the following criteria:

- Average of "C", 78% or better, in all academic subject areas
- Standardized test scores appropriate to the grade level
- Behavior ratings of satisfactory or better

Admission will be based on the following priorities:

1. Siblings of currently enrolled students

2. St. George Parishioners. Families will be considered for admission using the earliest date of parish registration.
3. Families in other Catholic parishes and/or Catholic schools
4. Open registration.

All new students are admitted on a probationary basis.

Parent Communications during enrollment process

Parents are expected to disclose to appropriate school personnel any significant information, which may affect their child's education progress or the other students' learning environment. Such information includes, but is not limited to, diagnostic evaluations, medications or specific family situations. Failure to disclose such significant information during the application process or as the situation changes may result in dismissal of their child.

Tuition and Fees

Registration Fee

A Registration Fee is due when the application for enrollment is submitted.
It is non-refundable, non-transferable, and non-assignable.

Tuition Payments

All tuition payments must be current by the last week of the quarter for students to remain enrolled for the following quarter. Tuition accounts will be checked several times prior to the end of the quarter to confirm the student's eligibility for the following term. Parents can view their account status at any time by looking at your FACTS account through The Family Portal.

Cafeteria Payments

Outstanding cafeteria balances will result in the student not being able to purchase a lunch, or being given an alternative lunch with the required nutritional value but a lessor cash value. The student will still be charged the normal lunch fee should they be given an alternative lunch.

Incidental Payments (Lunch, T-shirts, Extended Care, Piano, etc.)

Incidental payments will be auto deducted from the account on file with FACTS. Late fees will apply if payment is not complete.

Late Fee (Incidentals)

A late fee of \$30.00 will be automatically applied by FACTS to all incidental payments that are not paid by their due dates. Late fees will not be waived.

Student Withdrawal & Tuition Fees

Please notify the administration in writing when plans are made to move from the area or to transfer the child to another school. If you seek admission to another Catholic School within the Diocese of Fort Worth, you must contact the administration for a completed transfer or withdrawal Exit Form. Please note that the principal of the entering school must notify the principal of the withdrawal school when a parent seeks admission to one of our diocesan schools. All records will then be sent to the new school after all books and/or other school property has been returned to St. George Catholic School and all outstanding fees and tuition has been paid. Registration fees are nonrefundable.

Tuition for student withdrawal will be prorated on a monthly basis. If a student attended a day within a month, then family is responsible for tuition for the entire month.

Extended Care



Daily Rate (\$10 per day) or monthly rate (\$150 per month): Family account will be invoiced on the 1st of each month for the preceding month's charges. Invoice is due on the 15th of each month. A late fee of \$30 will be charged if invoice is not paid on time.

NSF (Non-Sufficient Funds) Fee of \$30 is assessed for each returned check.

Late Pickup Fee is charged for students not picked up at the announced closing times of the school including school activities such as athletics, detention, and club meetings. Late pickup students will be sent to Extend Care and parent/guardian is required to pay the **\$10.00 Daily Rate**. In the event the parent/guardian picks up the student after Extended Care closes, a **\$1.00 per minute late fee** is assessed. Payment is to be submitted through FACTS.

TUITION ASSISTANCE PROGRAMS



There are several opportunities available for financial assistance:

Tuition Assistance

The Bishop Funds is funded through the Diocese of Fort Worth Advancement Foundation. This fund provides needs-based aid to ensure that a Catholic education is accessible. Applications for tuition assistance begins when registration opens and are processed in the order in which they are submitted. All families are required to complete a financial aid application. Priority is given to applications received by April 1st. The school's registration process must be completed to be considered for this assistance, along with being in good financial standing with no balances owed to St. George Catholic School.

St. George Catholic School Local Tuition Assistance

St. George Catholic School strives to provide financial assistance to those families who demonstrate a need for assistance. A family will only be considered once they have completed a financial aid application, completed the school's registration process, and if they in are good financial standing with no balances owed to the school. The school's assistance is limited, and awards are not guaranteed.

Tuition Assistance from Other Parishes

Families who are members of other parishes are encouraged to speak to their pastor about tuition assistance.

STUDENT RECORDS



SGCS makes efforts to ensure the privacy of student records.

A Records Request Form must be completed to receive copies of report cards, birth certificates, and health records. Requests will be processed within 48 hours. This form is available upon request.

NON-CUSTODIAL PARENTS/ SEPARATED & DIVORCED

St. George Catholic School must have accurate custodial information on file. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding their child. If there is a court order specifying there is to be no information given, it is the

custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Divorced parents should furnish the school with a court-certified copy of the custody section of the divorce decree. Parents who have never married should also have custody documents on file, as needed. This information will help school officials in determining when, if ever, the child can be released to the non-custodial parent.

Subpoenas

When parents choose to litigate their disputes in Court both the Catholic Schools Office and the Diocesan Legal Department will work to minimize the involvement of the school, its teachers and personnel. Therefore, the school requires a 2-week subpoena notice so that it can properly plan for personnel that is out.

5235 REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEYS' FEES

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

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

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

COMMUNICATION

Communication is the link between school and home. Therefore, we work to keep lines of communication open. Parents can contact faculty and staff by phone, written notes or email.


The following safeguard confidentiality and foster communication:

1.) Teachers and staff try to respond to phone calls, notes and or email messages within **24 hours** of receipt. Managing the volume of communications, we receive is challenging while maintaining the education and welfare of our students as priority. At times it is necessary to prioritize responses to communications based on the importance of the issue rather than the order of receipt. Communications signed as anonymous communications will not be acted upon.

2.) ***Teachers and administration schedule their own conferences. They are not available for meetings during August staff development days or during the last week of school unless there is an emergency.***

3.) Due to the nature of technology involved, SGCS cannot guarantee the confidentiality of email. Therefore, email is appropriate for quick, uncomplicated messages when time and/or confidentiality are not critical factors. ***Time sensitive messages or those of a confidential nature are best communicated through written notes or phone calls and will be handled as priority. Examples include carpool changes, academic progress and behavioral concerns.***

RENWEB

 RenWeb© notification system enables the school to inform parents by email and Facebook by social media. The notification systems inform of emergencies, school closings, cancellation of athletic practices or games, early release, meeting notifications, school events, distribution of important information and reminders, etc. The school website is a primary mode of communication that also provides access to RenWeb©, a secure web portal. Through the website and RenWeb© calendars, weekly newsletters, forms, etc. are posted to inform the school community of programs and activities. Teachers posts grades weekly for students in 1st-8th.

Binders and Assignment Books

Depending on the grade level of a student, each child brings home a binder, folder or assignment notebook daily. It may contain homework assignments, reading logs, teacher communication, and/or daily work. We ask that you take time each evening to go over this with your child.

Electronic Communication

Electronic communication between parents and/or students and school faculty or staff members is permitted only through the school's phone system or email system. Email communication should be for school related purposes only. Please identify the purpose of an email in the subject line of the message. In general, emails sent by school faculty or staff members are intended for the addressee only and should not be disseminated to others. The confidentiality of email cannot be guaranteed and therefore, should be used for quick, uncomplicated messages when time and/or confidentiality are not critical factors.

Formal Conferences

Parent/teacher/student conferences are held once a year, during the fall. This conference is meant to be positive in nature and include input from parents, students, and teachers.

The conference is required and must be attended by a parent to receive their students 1st quarter report card.

Informal Conferences

Teachers are available to discuss issues during the regular school day by appointment. Parents may contact the school office to leave a message for a teacher, send a note with their child or send an email to request a phone conference or a time to meet.

SSP Intervention Conferences

Parents of students, who experience ongoing academic, social, and/or behavioral difficulty are asked to meet with the classroom teacher. The administration and other teachers who work with the student may be included in the conference. Working together, concerns can be identified, potential causes discussed, and recommendations made to insure success. See the Student Success Program section for more information.

Report Cards/Progress Reports

A student's academic progress can be monitored weekly by reviewing grades posted on RenWeb®. Report cards are emailed to the parent after the quarter ends while progress reports are emailed to the parent at the midpoint of the quarter.

Grievance Policy

School personnel are committed to working with students, parents/guardians to resolve problems and concerns that are school related. Parents/guardians are entrusted to handle off campus behaviors or issues unless they affect the school's reputation negatively, are of a serious nature, or are illegal. Before allowing differences to become formalized grievances, both parties shall make efforts to resolve problems through open communication and dialogue modeling our Christian faith. Every effort should be made to resolve situations and conflicts at the lowest level so that the education process is not interrupted.

Christian charity and respect shall be observed in verbal and nonverbal communication at all levels within our school community. The following are not acceptable actions in a Christian community and may jeopardize a family's continued enrollment in the school: public criticism of school personnel, policies, or procedures; threats of any nature toward personnel or families; verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.; public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer duties, etc. If a parent seeks resolution of a situation relating to a student, these steps are taken:

1. The matter should first be addressed with the child's teacher or the person with whom the problem or conflict exists. Teachers and staff members cannot address an issue or concern if the student or parent/guardian does not communicate it.
2. If the matter cannot be satisfactorily resolved at that level, the parent may then discuss the issue with the school principal. In most cases, parents will be referred to the teacher or staff member if Step 1 has not been taken.
3. If the matter cannot be satisfactorily resolved, the parent may then discuss the issue with the pastor. In most cases, parents will be referred to the school principal if Steps 1 and/or 2 have not been taken.
4. If, after discussion with both parties, the principal and pastor cannot settle the problem or conflict, the complainant may then contact the Diocesan school office. In most cases, parents will be referred to the school or church if Steps 2 and/or 3 have not been taken.

The education of a child in a Catholic school is a partnership between parents and the school. Sometimes, however, the partnership simply does not work. If, in the opinion of administration, the partnership is irretrievably broken, parents may be asked to withdraw a student from the school.

SCHOOL SUPPORT SYSTEMS

LOCAL SCHOOL ADVISORY COUNCIL (LSAC)

The mission of St. George Catholic School Local School Advisory Council is to act as a consultative body by advising the pastor and principal in developing, formulating, and adopting policies which govern the operations of St. George Catholic School. The LSAC also annually reviews the school's budget, acts as a public relations arm of school, collaborates in the implementation of the school's three to five-year long-range plans. LSAC meetings are held throughout the school year and will be announced through the school's normal means of communication. Visitors are welcome to attend these meetings, unless the council is meeting in Executive session. Contact the office for additional information with regards to meetings, agendas, officers, etc.



HOME & SCHOOL ASSOCIATION (HSA)

The HSA is a group of dedicated parents, teachers, and staff whose purpose is to enrich and enhance the children's education. Every parent and teacher is a member of HAS. Full participation builds community and is both encouraged and welcomed.

Purpose & Function:

1. To support the programs and activities of St. George Catholic School.
2. To promote good will and communication between and among parents, faculty, the administration, members of the Education Council and its Committees, and parishioners of St. George Catholic Church.
3. To coordinate parental support of and involvement in St. George Catholic School through volunteer activities, social functions, and fundraisers.

Organization:

HSA operations are overseen and organized by an Executive Board consisting of elected officers and any ex-officio members (Principal, Pastor, Staff members, etc.). There are numerous committees under HSA Board direction, each chaired by a HSA member and made up of HSA members.

Meetings:

Committees: meet regularly and/or as needed and are scheduled by the respective Committee Chair. Parents are encouraged to serve as a volunteer supporting teachers and staff, and enriching HSA/school activities for the benefit of students.

General HSA Sessions: take place several times a year as scheduled by the HSA Board. All parents, teachers, and staff are encouraged to attend.

Executive Board – meet as scheduled at the start of the school year.

If attending meetings, it is at the discretion of the person(s) conducting the meeting if young children can attend.

Communications:

Information about HSA is included in the school flyers and the website.

HSA Sponsored Activities

Fundraisers, Grandparent's Day, Fall Festival, Trunk or Treat, Teacher's Appreciation Week, Catholic School's Week, Mother/Son event, Father/Daughter dance, Breakfast with Santa, Lent food sales, Spring Gala, School Hospitalitys, etc.

Fundraising

Financial contributions, fundraising efforts, and service hours support many events and enhance our school community. HSA utilizes necessary funds to support the operational budget. Without your support, many activities sponsored by HSA would not be available for all to enjoy. Advanced notice will be given about fundraisers; however, a few are listed below:

Fall Festival

This is one of major fundraising events for the HSA school budget. It will be held in October. All school families are asked to be part of this fundraiser by donate monetary/items for class booths, and participate in volunteering for, attending and enjoying the event.

Breakfast with Santa

Breakfast with Santa will be held in December. Breakfast will be offered as well as activities for children, and Christmas goods. Families are asked to donate perishable and non-perishable items, along with volunteering before, during, and after the event.

Spring Gala

The Spring Fundraiser is the second major fundraiser hosted by the HAS. It is held in the 2nd semester. This is one of the school's major fundraisers. All families are required to sell/purchase two event tickets, sell raffle tickets, donate items for baskets, volunteer on committees, help set-up and clean-up, volunteer during the event, etc.

All fundraising activities are for the benefit of St. George Catholic School. These fundraisers help offset the school operating budget and make school funded tuition assistance possible.

CAMPUS SECURITY



The safety and security of our campus is always a priority. Access into the school building during school hours is through the front entrance which is monitored by a video/buzzer system that identifies visitors as well as a School Resource Office. Other entrances including the Parish Hall is locked for the safety and security of our students, staff and visitors. Public access to the school building is restricted to the office lobby. The office staff provides necessary assistance to visitors. All visitors, including school parents are required to check in through the school office. Visitors approved to enter the building are issued visitor stickers that must be worn while on campus including the Parish Hall for lunch. Administration reserves the right to deny access to unauthorized visitors. Security cameras are throughout the inside and outside of the school building providing 24-hour recording surveillance. Only school administration has access to the recorded information.

A comprehensive Crisis Management Plan is in place to handle campus security issues and emergencies.

Emergency School Closing

School closings will take place during extreme circumstances, such as severe inclement weather, equipment failure, or public crisis. The principal is aware of the hardship that can be caused by an abrupt cancellation. Therefore, the principal will not cancel school unless a significant safety risk has been created.

Every practical means is used to notify parents of cancellation, including TV. Information about school closures is available first through e-mail and the school website.

NBC-5, Fox 4, and CBS 11 will also carry notification of cancellation, or delays, during the morning program.

The final decision to bring your student to school is yours.

Fire, Weather and Shelter in Place Drills

A comprehensive *Crisis Management Plan* is in place for our school. Fire, weather and sheltering in place drills are conducted regularly to insure a safe environment. Students are made aware of safe and orderly procedures. ***All persons on the school campus must vacate buildings during a fire drill or follow proper procedures during weather or sheltering in place drills.*** Lock Ins and Lock Downs are initiated when dangers such as acts of terrorism, intruders on campus, chemical spills, etc. are believed to exist. When Lock Ins and Lock Downs are active the school building and

classrooms are locked until clearance of the situation is given by administration, the diocese, and/or law enforcement. Should it become necessary to evacuate our campus, *The Riverside Recreation Center* (3700 Belknap, 76111, 817-871-7670) will serve as our temporary shelter.

CHILD ABUSE

Catholic schools in the Diocese of Fort Worth comply with Texas Law in regards to reporting child abuse and neglect and cooperate with officials in investigations. Texas Law requires anyone suspecting the abuse or neglect of a child to report the suspected abuse, to the child Protective Services Child Abuse Hotline at 1-800-252-5400 or at their website: http://www.dfps.state.tx.us/contact_us/report_abuse.asp. This hotline is staffed 24 hours a day, seven days a week. Texas Law specifically requires that a person make a report to Child Protective Services or to a local law enforcement agency immediately, no later than 24 hours after first suspecting a child has been abused or neglected. All reports of suspected child abuse or neglect are confidential. If the report is made in good faith, reporters are immune from civil or criminal liability.

GUIDANCE & COUNSELING PROGRAM

Understanding that each child is unique, our school's guidance program provides a comprehensive developmental program that addresses the academic, personal, and social development of all students in a Christ-centered environment. The school's guidance program meets the requirements of the Texas Catholic Conference of Bishops Education Department (TCCB ED).

The school provides a program of diverse services for the community. Coordinating the implementation of a classroom-based guidance program are responsibilities of each faculty member.

SGCS networks with diocesan Catholic schools to provide counselor services when needed. A student may be referred by a teacher, staff member, or parent. Typically, the teacher works with students individually, in small groups and in classrooms to address their educational, personal, and emotional needs. Some of the issues addressed in this type of setting include but are not limited to classroom performance, conflict resolution, social skills, family issues, behavior, peer relations, anxiety, stress, and learning differences. When working with students the teacher is the student's advocate and avoids the role of disciplinarian.

Parent permission is not required for administration or the teacher to meet with a student in a counseling aspect if administration or the teacher determines that it is warranted, parents will be contacted to discuss the situation. At times, the school may suggest that parents seek therapy outside of school. In this case, referrals for counseling agencies and therapists will be given. It is important to note that administration and teachers work with school related issues and are not therapists. However, the school

will make every effort to maintain communication with parents and outside therapists in order to provide support for students in the school setting.

A strong guidance program promotes school success. At SGCS we strive to build a welcoming and supportive school environment where everyone is valued and respected. Administration and teachers are an important resource in the school community working to help students develop wholesome self-concepts, self-discipline and skills to choose safe and healthy lifestyles.

HEALTH PROGRAM



SGCS strives to maintain a high level of wellness among our students and staff. Please assist us by monitoring your child's health.

In order to prevent the spread of disease, we ask that you do not send your child to school if he/she is exhibiting any symptoms of illness or running a fever.

If he/she has been ill, it is **required that he/she be free of fever without fever reducing medication for 24 hours prior to returning to school.** It is a parent's responsibility to report cases of communicable diseases to the school as soon as possible.

If your child is sent to the school office because of serious illness or injury, you or the person you name on the emergency card is notified. It is your responsibility to get medical attention unless the emergency is so great that your child must be taken immediately from school for treatment. Should a child become ill on campus and require a parent/guardian to take them home, this parent/guardian must arrive to retrieve the student within 30 minutes of the initial phone call.

For the protection of all students, the following guidelines have been set up and are followed always.

A child having one or more of the following symptoms is sent home:

1. Fever of 100 degrees or higher
2. Suspected contagious disease
3. Vomiting
4. Diarrhea – after three (3) episodes
5. General Malaise; feels too badly to remain at school

Immunizations

Every student enrolled in a Catholic school in the state of Texas must be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas and upon approval of Diocesan Nurse.

Medication

Diocesan Catholic Schools adhere to Texas Education Code 21.914 of the administering of medication by school employees.

1. Parents and guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school is kept to a minimum.
2. Medication may be administered to students only upon written request by both the parent/guardian AND physician. A copy of the form for Medication Permission is at the end of this handbook. Duplicates can be made. The form MUST include signatures of the parent/guardian and physician.
3. All medication must be in original containers and properly labeled. A properly labeled prescription has a pharmacy label stating the student's name, name of the medication and date prescription was filled.
4. ***Parents/guardians or designated adults must deliver and pick up medicine to be administered. Medication must be delivered to the school office.***
5. If there is a medication discrepancy that might be injurious to the student, the school has the responsibility to question the discrepancy or refuse to give the medication.
6. Medications are administered through the office.
7. All medications are kept in a locked cabinet unless refrigeration is needed. At the end of the school year, all medication is returned to the parent or destroyed. Teachers are not responsible for dispensing medications to students while on field trips.
8. Students are not allowed to bring cough drops to school or to field trips.

Written Notice

WRITTEN NOTICE OF UNASSIGNED EPINEPHRINE AUTO-INJECTORS IN SCHOOL
IN

ACCORDANCE WITH TEXAS EDUCATION CODE §38.212

Pursuant to Texas Education Code §38.212, the Catholic Schools Office of the Diocese of Fort Worth is notifying you that it maintains a policy regarding the maintenance, administration, and disposal of unassigned epinephrine auto-injectors at each Catholic school of the diocese (except for Saint George Catholic School). The unassigned epinephrine auto-injector policy is maintained in accordance with TCCB-ED and diocesan policy and managed by the Catholic Schools Office and diocesan Nurse Consultant. School personnel are trained on the epinephrine auto-injector policy under the guidance of the Nurse Consultant.

Epinephrine auto-injectors are used to treat children or adults who are believed to be experiencing anaphylaxis, a life-threatening allergic reaction that requires immediate intervention and treatment. Under the policy, unassigned epinephrine auto-injectors are stocked by the Catholic schools of the Diocese of Fort Worth to treat children or adults who are believed to be experiencing anaphylaxis on a school campus but do not have their own emergency medication on hand.

WRITTEN NOTICE OF OPIOID ANTAGONISTS IN SCHOOL

Pursuant to Texas Education Code §38.222(b), the Catholic Schools Office of the Diocese of Fort Worth maintains a policy regarding the maintenance, administration, and disposal of opioid antagonists at each Catholic school of the diocese. The opioid antagonist policy is maintained in accordance with TCCB-ED and diocesan policy and managed by the Catholic Schools Office and diocesan Nurse Consultant. School personnel are trained on the opioid antagonist policy under the guidance of the Nurse Consultant.

Opioid antagonists are medications that can reverse and block the effects of opioids already in a person's central or peripheral nervous systems. Naloxone (commonly referred to as Narcan, a particular brand of naloxone) is an opioid antagonist used to reverse opioid overdoses. Naloxone can restore normal breathing within minutes to a person who is experiencing an opioid overdose, thus potentially saving their life. Under the policy, opioid antagonists are stocked by the Catholic schools of the Diocese of Fort Worth to treat children or adults who are believed to be experiencing the effects of opioid overdose on a school campus.

SCHOOL NUTRITION PROGRAM



The link between nutrition and learning is well documented. Healthy eating habits are essential for students to achieve their full academic potential, full physical and mental growth as well as lifelong health and well-being. Whole and reduced fat milk will be served as part of the lunch program. Students allergic to milk will be offered water. Fruit and vegetables will be included in lunch menus.

Snacks

Students are encouraged to bring a healthy snack to school each day. Please help your child pack a healthy snack. Due to food allergies students are not permitted to share or exchange food during snack. Special restrictions may apply depending on the needs of our student's health and diet needs.

Lunch

Students may bring their lunch from home or purchase a lunch from the school. Students bringing lunch from home may purchase milk to go with their meal. Parents pay for lunches through FACTS.

Students who bring their lunch do not have access to cold storage or heating appliances. Students bringing lunch and snacks must furnish utensils and condiments. Please help your child pack a healthy lunch.

Students should not have any sweets of any sort for lunch. Carbonated and caffeinated drinks (with the exception of carbonated water) and gum are prohibited. For safety purposes glass containers should not be used to pack lunches or drinks. Due to food allergies students are not permitted to share or exchange food during snack or lunch times. A lunch will be provided for students who forget to bring their lunch to school. These lunches will be billed through FACTS.

EXTENDED CARE PROGRAM

The mission of the Extended Care Program in the Diocese is to provide a safe, caring environment where respect for Christian values is evident before and after regular school hours. The Extended Care program at St. George Catholic School provides care, supervision, recreation and enrichment activities for students. The well-being of students is a priority. Extended Care serves working families who desire both a parochial school education and supplementary care for their child(ren) in a Christian environment. Extended Care seeks to provide for student needs for relaxation, recreation, and the opportunity to complete homework or required reading through a structured format. Students enrolled in St. George Catholic School are the only students eligible for enrollment in Extended Care program. The program is an extension of the school day and is governed by all procedures and policies of St. George Catholic School detailed in this Family Handbook.

DISCIPLINE

The discipline policy for the EXTENDED CARE PROGRAM is the same as the discipline policy in place for the school. Every attempt is made by EXTENDED CARE PROGRAM staff members to handle discipline matters at this level. If behavior of a student enrolled becomes a concern, the EXTENDED CARE PROGRAM Coordinator contacts parents and the administration.

HEALTH AND ACCIDENTS

Clinic and health procedures in effect during the school day are also in effect as part of EXTENDED CARE PROGRAM. All illnesses, emergencies and dispensing of medication are handled accordingly. **Please keep your child's emergency information current in the school office.** EXTENDED CARE PROGRAM cannot serve as a "sick bed".

PERSONNEL

The EXTENDED CARE PROGRAM Director supervises the program and staff. Additional staff is employed to meet the needs of the program. Since the program is an extension of the school curriculum, administration is responsible for the overall supervision and operation of the program through the EXTENDED CARE PROGRAM Director.

PROGRAM AND SCHEDULE

EXTENDED CARE PROGRAM is in operation from 3:30pm to 6:00pm each school day. Extended care is not available on half days.

FEES

Extended Care fees are the sole support of the St. George Extended Care Program. Rate is \$10.00 per day per student or \$150.00 per month per student. A late fee of \$1.00 will apply for each minute late after 6:00pm.

Extended Care program fees are due on the 15th of the month. Payments received after the due date are considered late and are subject to a late fee.

Timely payment of fees is the responsibility of the parent. Payments should be made through FACTS for the Extended Care Program. Statements for tax purposes are provided at the end of the calendar year upon request

SCHOOL SUPPLIES

All donated supplies are made available for free to students for as long as the supplies last. When additional supplies are needed, parents may be asked to purchase additional supplies during the school year.

BACKPACKS

Backpacks must be large enough to hold textbooks and a binder but small enough to fit into a student's classroom, cubbie, or locker. Please label backpacks, and lunch boxes with your child's name. Rolling backpacks are not permitted.

LOCKERS & PERSONAL PROPERTY

LOCKERS

Lockers are assigned to certain grade levels to keep their belongings in during the school day. Teachers designate times during the day for students to access lockers. Students may not use any type of locker décor on the outside of their locker. **Tape and adhesives are prohibited.**

Students are expected to keep their belongings in their lockers when not in use. Books, backpacks, etc. are not permitted on hallway floors. Any items found in the halls will be taken to Lost and Found. Lockers are to be cleaned out at the end of the school year; failure to do so will result in a \$25 cleaning charge.

As we are in a trusting Christian community, no lockers will have locks. Students should not open or use lockers other than their own.

LOST AND FOUND

Clothing, lunch boxes, and backpacks should be labeled with the student's name. "Lost and found" items are kept inside the gym. At the end of each quarter, items remaining in "lost & found" will be donated or discarded.

PERSONAL PROPERTY

Cell phones, toys, laser pens, handheld computer games, iPads, Apple Watch, eReaders, electronic games, other electronic gadgets, etc. are not allowed at school. Inline skates, skateboards, and shoes with concealed inline wheels are prohibited on school property. The school is not responsible for damage, breakage, lost items, or liability for injury. If school personnel see students with personal property that should not be at school, items are confiscated and held until the end of the school day. Repeated incidents may require parents to come to school to retrieve the items from the teacher or administration. See additional information below.

Cell phones and types of technology **are not allowed** at school under any circumstance. If school personnel, see students with any type of cell phone or other type of electronics it is confiscated and given to administration. On the first incident, students must meet with administration at the end of the day to retrieve their electronic item. The **second incident** requires that parents come to school to retrieve the item from administration. **Additional incidents** and/or serious violations of any type of cell phone or electronic item may result in that item being held until the last day of school. If administration suspects that a cell phone or another type of electronic item has been used in violation of guidelines, photos, call history, text messages, etc. may be reviewed.



PETS

Animals should not be brought on campus without prior approval of administration and the classroom teacher since they can pose health and safety issues for students and staff especially those who have allergies or may have a fear of animals. This includes before and after school activities, athletic events and personal pickup during dismissal. Visiting animals must be on a leash or in a cage and supervised by an adult.

UNIFORM REGULATIONS AND DRESS CODE

Students at St. George Catholic School proudly wear their uniform. It is a sign of their commitment to the traditions of Catholic Education. Out of respect for decorum, safety, and rules of conduct all students are expected to follow the dress code policy faithfully. Parents and students are asked to carefully read the dress code before making any purchases. Styles purchased must comply with our dress code.

Uniform attire is available through FlynnO'Hara, <https://flynnohara.com/shop/st-george-catholic-school-tx210/> 363 Carroll St, Fort Worth, TX 76107

Uniform Expectations

All aspects and interpretations of this dress code will be left to the discretion of the principal, teachers, and/or designee.

Mass Uniform

Students must wear their Mass uniform on all Mass days, field trips, and other special occasions such as the Vocations Day/8th grade Diocesan Mass, and any other days designated by the school.

Boys:

Blue oxford shirt, navy tie, navy pants, navy fleece jacket with school logo (optional), black or white crew socks, belt (not required for PreK and K) and solid black tennis shoes.

Girls

PK3-4: White round collar blouse, navy tie, plaid jumper (must be knee-length), white socks, navy fleece jacket with school logo (optional) and solid white tennis shoes. Navy or white tights are acceptable.

5-8: Cap sleeve over blouse, navy tie, plaid skirt (must be knee-length), navy or white socks, navy fleece jacket with school logo (optional), and solid white tennis shoes.

Everyday Uniform

Boys Uniforms

Pre-K through 8th – Blue Oxford Shirts

Pre-K through 8th – Solid white undershirt

Pre-K through 8th – Navy Shorts/Pants

1st through 8th – Solid black belt (not required for PK and K)

Pre-K through 8th – Navy Cardigan Sweater with school logo (sweater optional) OR Navy Fleece with school logo (Optional).

Pre-K through 8th – Solid black athletic (tennis/gym) shoes, including the sole and laces

- Pre-K through 8th* – Solid black or white crew socks
- Pre-K through 8th* – School Logo Sweatshirt (limited availability)
- Pre-K through 8th* – Grey Polo with school logo

Girls Uniforms

- Pre-K through 4th* – White, Round Collar Blouse
- Pre-K through 8th* – Navy tie
- Pre-K through 8th* – Solid white undershirt
- Pre-K through 4th* – Light blue and white plaid jumper (must be knee-length)
- 5th through 8th* – Cap Sleeve Over blouse
- 5th through 8th* – Blue and white plaid skirt (must be knee-length)
- Pre-K through 8th* – Navy Shorts /Pants
- 1st through 8th* – Solid black belt
- Pre-K through 8th* – Navy Cardigan Sweater with the school logo (optional) OR Navy Fleece with school logo (Optional).
- Pre-K through 8th* – Solid white athletic (tennis/gym) shoes, including the sole and laces
- Pre-K through 8th* – White or navy crew/knee high socks and solid white, or navy tights (leggings not allowed)
- Pre-K through 8th* – Grey Polo with school logo
- Pre-K through 8th* – School logo sweatshirt (*limited availability*)
- Pre-K through 8th* – Solid white, solid navy blue or school plaid hair ribbons/bows. Plaid hair accessories can be purchased through Flynn Uniforms. No flower-typed headbands/barrettes.

Additional Uniform Information

Parents must make note of the following additional uniform information:

- Only prescription contacts that is the student's natural eye color may be worn
- Students are not permitted to **dye, color, or highlight/lowligh**t their hair. Hair should be cut conservatively and styled appropriate to the values of the school. Boys' hair should be trimmed properly, length must be above the collar and hair cut too close should be avoided. Long bangs must be pinned back to avoid covering the eyes. Boy's bangs must be cut well above the brows so as to not cover /fall into the eyes.
- Any type of spiked up hair is not allowed.
- Watches without alarms are permitted; however, they must be solid gold, silver, black, or dark brown. Watches that clash with the school uniform will not be allowed.
- Stud earrings are the only jewelry allowed and can be worn by girls only. Only one set of earrings are allowed to be worn. Earrings that clash with the school uniform will not be allowed.
- No necklaces, bracelets, or rings are allowed.

- No turtleneck shirts/sweaters.
- On P.E. days, the 6th –8th grade students may wear a P.E. shirt under their uniform shirt.
- Make-up, nail polish and artificial nails are not permitted.
- Jeweled-styled hair accessories will not be allowed.
- Shoes with open toes, elevated, with lights, or wheels will not be permitted.

P.E Uniforms (when directed by school)

P.E. uniforms are required for 6th – 8th grade students.

The uniform must be:

- The current year's spirit shirt
- School required athletic shoes
- School required socks
- Solid black basketball shorts must go to the knees

DRESS DOWN DAYS

Dress down days are not allowed. Students must be in uniform every school day.

SPIRIT DAYS

There will be special **Spirit Days** that will be announced periodically when students may wear the current year's school spirit shirt with uniform bottoms and school tennis shoes. These are **not** dress-down days, but special days to "get in the spirit" of St George.

YEARBOOK AND SCHOOL PICTURES

School and class pictures are taken in the fall and spring of the school year. Official Mass Uniforms are required for these pictures. All students are photographed for the yearbook. Parents have the option of purchasing pictures as well as the yearbook.

8th Grade Graduation pictures will be taken in the spring and information regarding their dress code will be provided at that time.

STUDENT LIFE ON CAMPUS

Attendance



Daily attendance is the only effective way to assure continued academic progress. In compliance with Texas Catholic Conference of Bishops Education Department schools are in session 180 days each year. Parents/guardians are expected to honor the published school calendar. School absences are defined as: Family Emergency including death and or serious prolonged illness; and Absence Due to Illness including dental and doctor appointments.

If it is absolutely necessary for parents to remove a child from classes for reasons other than family emergencies, or illness, a written request should be submitted to the school office indicating the reason for the absence and the number of days the student will be absent. A student not physically present at school or participating in a school-sponsored field trip or activity is marked absent.

Regular school attendance is necessary for every student. The Diocese of Fort Worth uses the compulsory attendance laws for Texas schools as a guide. Students are required to be in attendance for at least 90% of the days classes are in session in order to receive credit for the class/course. **Excessive absences of 18 days or more in the school year may affect student promotion, issuance of middle school credits, and/or re-enrollment for the following year. Cases are reviewed on an individual basis.**

Parents are required to contact the school office by 9:00 AM on the day of an absence or in advance if known. Calls made by students are not acceptable. If a student's absence is not confirmed by 9:00 AM, the school office attempts to contact the parent to verify the student's whereabouts. When a pupil is absent from school for any reason, a written excuse signed by the parent or guardian stating why the child was absent, must be sent to the child's teacher. Please indicate the date(s) of absence(s), student name, and reason. When a student's absence for illness exceeds three (3) cumulative days, a statement from a physician verifying the illness or condition requiring the student's extended absence from school is needed. If a student has established a questionable pattern of absences, a physician's statement may be required after a single day's absence to clarify the absence as one for which there are extenuating circumstances.

Make Up Work and Absences

Students are expected to make-up assignments and tests from absences. Students are given one day for each day absent to complete make-up work. In most cases students are given make-up assignments upon their return to school.

Middle school students are responsible for obtaining missed assignments and class work. Make up exams in middle school can be given before or after school. Middle school students should make arrangements with their teacher. Class work or assignments may not be available prior to a planned absence.

Tardiness

Teaching children to be on time starts early in life. When they arrive on time children are learning a life-long skill. In addition, instruction begins when a student walks through the classroom door. Habitual tardiness seriously affects school performance. Consideration is given for inclement weather days and emergencies.

Students are marked tardy if not present in the classroom by 7:40 AM. Parents must drop students off at the office after 7:40 AM. Habitual tardiness will be handled as follows:
Habitual tardiness will be handled as follows:

Excessive tardiness of 18 days or more during the school year may affect student promotion and/or re-enrollment for the following year. Cases are reviewed on an individual basis.

A student arriving at school after 10:00 AM or leaving before 1:00 PM is considered absent for a half day even if the reason is a medical appointment. Students must be in attendance a minimum of 2 hours during the morning or afternoon to be considered in attendance for that portion of the day.

Arrival and Dismissal

The carline system provides safe access for student arrival and dismissal. It is important that procedures, traffic flow patterns, and reduced speeds on campus be followed. Directions and requests from staff members or parent volunteers on duty should be followed in a calm and courteous manner. Students enrolled in the Extended Care should refer to the Extended Care program section for procedures. It is important that traffic **ENTER** and **EXIT** from designated drives. Vehicles must remain in single file. Vehicles should be placed in "park" while unloading or loading students. Students should remain in vehicles until the vehicle comes to a complete stop. Students should exit or enter vehicles from the passenger side. At no time should students, their body parts, or belongings be protruding outside vehicle windows or sunroofs. Dogs or other animals should remain in vehicles.

Please refrain from cell phone use on campus per state law.

Arrival

- Drop off begins at 7:15 AM. Students should not be left at school prior to 7:15 AM or before scheduled school activities. Supervision is not provided until that time.
- Students arriving between 7:15-7:40 AM enter through the gym entrance. A staff member is on duty during these times to greet students and parents.
- The school is a closed campus with only one option for student arrival which is the carline.
- **Church parking lot should never be used unless parent is going to the church office.**

- Teachers and staff are not available for conferences during arrival time.
- ***After 7:40 AM parents must drop students off at the front office and sign the student in.***

Dismissal

- All students are dismissed from the gym, except in the case of an emergency.
- During dismissal, the driver should never leave their car. The staff on duty will place the student in the car.
- Parents should refrain from asking questions that would require lengthy response.
- Students are not allowed to leave with anyone other than their assigned Carline/Personal Pickup without parent/guardian permission. If a change is needed, send a note, call, or email to school office no later than 2 PM on the day of the dismissal change.
- Students will not be released to a parent, guardian, or parent designee if the school personnel believe the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.
- Students not picked up at 3:30 pm will be taken to the Extended Care program. There is a \$10.00 Daily Drop Off fee must be paid through FACTS.
- Extended Care pick up is located in the front of the school. Parents should call the phone number on the door.

Early Dismissal

Early dismissal of students is discouraged and should be kept to a minimum to maximize instructional time. Please make efforts to schedule medical and dental appointments after school hours or during school holidays.

When necessary, students may be picked up early through the school office. Parents should send a note stating the time they wish to pick up their child. When a student arrives at school with a note, the student should give it to the school office personnel. The student will be sent to the office by the teacher at the time stated on the early release note. Students waiting for longer than 15 minutes will be sent back to the classroom for instruction. Parents/guardians must come to the office to sign the child out of school. Students who return to school the same day must be signed back in through the school office. These dismissals should occur before 2:45 pm.

In keeping with Diocesan policy, the start time of weekly or regular after school activities must be scheduled so that students are present for the entire instructional day. This includes after school tutoring and athletic practice. The earliest a student can be dismissed for activities such as these is at 3:00 pm.

Weather Related Arrival/Dismissal



In the event of severe weather (heavy rain/downpours), lightning or heat advisories (temperatures over 95 degrees or heat index over 100 degrees), the following changes may be made. During severe weather the safety of our students, staff and members of our school community is our primary concern and takes precedence over convenience.

Arrival

- Students can be dropped off in regular locations but might not have the assistance of the staff on duty.
- If students cannot exit vehicles and walk to the entrance of the building on their own, parents should park and then walk students to the entrance.

Dismissal

- Efforts will be made to notify parents through various means including phone, email, text or social media if dismissal changes are made due to the weather.
- Personal Pickup is the preferred method for dismissal on weather related days. As conditions allow, vehicles will be loaded two at a time in the normal loading area.

Hot WEATHER

During times of excessive heat, the following precautions will be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, and/or outdoor field trips.

1. Students should be hydrated prior to outdoor activities and drinking water shall be easily accessible.
2. During extended periods of outdoor activity (>30-35 minutes) periodic drinking should be enforced. Under no circumstances will access to drinking water be used as punishment or motivation.
3. In addition to these precautions, the campus administrator or designee will assess the anticipated Heat Index and Air Quality (ozone level) for the day and email or announce an activity advisory to all applicable staff. Steps for assessing the Heat Index and Air Quality (ozone level) can be found on the following pages of these guidelines.

COLD WEATHER

This could be from sweat or precipitation. During times of excessive cold weather, the following precautions will be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, and/or outdoor field trips.

- Teachers and coaching staff should be aware of the wind chill factor and take appropriate precautions during cold weather.
- If a student does not have adequate warm clothing to participate in the outdoor activity, such clothing should be provided or the student excused from the activity.
- Students should not have recess or Physical Education classes outside when temperature or wind chill factor drops below 36 degrees.
- On days when the temperature is unseasonably cold, outside recess should be restricted to no more than 15 minutes.
 - **In extreme weather or lightning, no students or staff will leave the building. We must be free of lightning in the area for 15 minutes before loading of vehicles can begin or resume.**

“Be it known to all who enter here, that Christ is the reason for our school. He is the unseen, but ever present teacher in our classes. He is the model of our faculty, and the inspiration of our students.”

~Author Unknown

RELIGION PROGRAM

“For where two or three are gathered together in my name, there am I in the midst of them.”

Matthew 18:20



CATHOLIC IDENTITY

Catholic Schools have as their central goal the formation of disciples providing students, parents, and staff with opportunities to learn and live their Catholic faith. Catholic Identity is what sets us apart from other schools. The foundation for our Catholic Identity comes from the command of Jesus. *“Go, therefore, and make disciples of all nations”*. (Matthew 23:19). We recognize Christ as the unseen but ever present teacher in our classrooms. With Him as our model, we work together to provide students with experiences and opportunities to know and feel God as a real presence each day.

All members of our school community are encouraged and expected to live as Jesus taught us to live accepting the responsibility for serving others by sharing the gifts and talents received from God. We follow the teaching and example of Jesus and seek to have others do the same as Disciples of Christ. To encourage moral, social and spiritual growth, students are immersed in their religion throughout the school day. Prayer and reflection begin, permeate, and end our daily routine. Classroom prayer tables, crucifixes, and religious bulletin boards are reminders that Christ is here with us. The teachings of Jesus are taught by example and built into all areas of the curriculum. Students serve one another as altar servers, cantors, choir members, and lectors. Students participate in

Catholic traditions such as feast days, Living Rosary, Stations of the Cross, and May Crowning.

INSTRUCTION

All students attending St. George Catholic School participate in religion classes as appropriate for their age and grade level. Religion is taught on a daily basis and is integrated into other subject areas, school activities, as well as guidance and discipline programs. Our religion permeates all that we do.

LITURGY AND WORSHIP



Students attend weekly Mass and other religious services as deemed appropriate by the pastor and principal. Feast days and commemorations of special events or liturgical seasons may be planned and celebrated. Students in 3rd-8th grades are given opportunities to participate in the sacrament of reconciliation during the school year. Daily prayer is included as part of the religion program.

Liturgy and worship schedules are announced in school newsletters and memos. Students must wear their Mass uniform for Mass and Prayer Services unless other directions are given. Parents, family members, friends and parishioners are invited to worship with us.

SACRAMENTAL PREPARATION

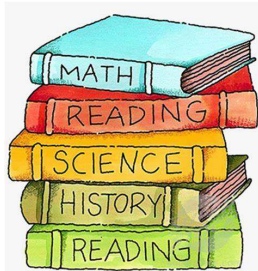
We recognize that sacramental preparation is the primary responsibility of a child's parents. **Students ready to receive the sacraments of first Reconciliation and first Eucharist must register in their home parish's sacramental preparation program.**

If you have questions about the sacramental preparation program, please contact your parish Office of Faith Formation.

STEWARDSHIP

Stewardship projects are always welcome to be age and grade level appropriate. Student Council provides projects that are school wide hands on projects are encouraged. Efforts are made to find ways that the school can participate in stewardship projects. We seek ways that we can serve our school and parish as well as the community and world we live in. Stewardship projects are approved by the principal.

CURRICULUM AND INSTRUCTION



The curriculum of Catholic Schools in the Catholic Diocese of Fort Worth involves a total, Christ-centered environment. This allows members of our school community to live and model their Christian Catholic values. St. George Catholic School curriculum is guided by the Texas Essential Knowledge and Skills (TEKS), which are the state standards for what students should know.

Pre-kindergarten and kindergarten programs recognize that development in young children is a continuous process. Although children proceed through the same sequence or patterns of development, they do not develop at the same rate. The major emphasis of the early childhood program is the enhancement of language and communication skills. It is through exposure to many varied experiences and through positive interaction with adults that both language and thought expand.

Catholic schools provide many guidance opportunities for students: value-oriented lessons, individual attention, meaningful liturgical celebrations, sacraments and the consistent application of Christian principles. The guidance process is continuous and developmental helping all students develop wholesome self-concepts, self-discipline and skills to choose a safe life.

Administration is responsible for working with teachers to successfully implement curriculum elements and programs adopted by the school. Textbooks in major subject areas are adopted to meet the objectives of the educational plan. Additional instructional materials and resources are used to enrich the curriculum. Textbooks are provided to students at the beginning of the school year. Students may be fined for damages beyond the normal wear or may be asked to pay full replacement cost for books lost.

Classroom Enrichment

Students performing at high academic levels, achieving high scores on standardized tests, or those who demonstrate gifted and talented traits may benefit from classroom enrichment. While all students must complete the standard curriculum, methods and instructional strategies may be incorporated to extend their learning. Enrichment occurs in the regular classroom setting.

Learning Differences

While all enrolled must be able to meet the requirements for promotion, students with learning differences, can be served. The ability of students with learning differences to be academically or behaviorally successful depends on factors such as the degree of the student need, remediation efforts by the family, and cooperation between parents and the school. Our goal is early intervention followed by needed tutoring, therapy, and/or support.

Concerns are addressed first by the classroom teacher and parent. The SST is available to assist teachers and parents with additional information and with referrals for testing, etc. Forms to be completed by school personnel for student testing or evaluation by an outside agency should be turned in to the SST well in advance of deadlines or appointments so that teachers and/or administration have adequate time to complete them. In addition, the school reserves the right to have an educational specialist or consultant observe and make recommendations for student success.

If a child is evaluated, resulting in an educational diagnosis, parents are required to provide a copy of the report to the school office. Student accommodations are determined and implemented, based on the school's resources. Accommodations refer to the teaching support and services or skills and techniques that the student may require to successfully demonstrate learning on grade level. Accommodations do not change the curriculum expectations for the grade level. Students continue to use grade level materials (textbooks, novels, spelling lists, etc.). Accommodations cannot be made without a diagnosis from a licensed professional. The SST will assist teachers in implementing student accommodations in the regular classroom.

St. George recognizes that school success can only be attained through cooperation between parents and educators. If it is determined that the school's resources cannot meet the needs of a student, or if parents fail to act on the school's recommendations, the administration may request withdrawal of the student or deny admission for the next year.

Grading and Reporting

The school year is divided into four nine-week quarters. As much as possible, every grade or assessment given, both academic and conduct, are the result of an honest, careful evaluation of all phases of a student's work, effort and development.

Grades will be posted in Renweb in a timely manner, so students and parents are informed of progress. An explanation of grades supported by written evidence (test papers, daily work, etc.) can be available to both parent and child when requested.

Pre-Kindergarten and Kindergarten

Student progress is reported in terms of individual development and learning. Numerical grades are not used at these levels. Information shared with parents is derived from observations, samples of student work and classroom activities. Written reports for Pre-kindergarten students are issued at the end of each quarter.

Elementary and Middle School

Students in grades 1 – 8 receive progress and report each quarter via Renweb. Students receive weighted numeric grades in Religion, Language Arts, Reading, Spelling, Mathematics, Social Studies and Science

Percentages for assignments:

- *Assessment/Project*
- *Daily*
- *Homework*

Non-weighted classes will use the Daily category in the gradebook for all assignments.

Physical Education, Art, and Foreign Language at least one grade will be taken weekly.

Participation in Physical Education

Students are expected to participate in motor development or physical education classes unless injury or illness prohibits. A note from a parent/guardian must be sent to the PE teacher in order to be excused from participation. If a child cannot participate for more than three days, a doctor's excuse is required. If a student-athlete is unable to participate in physical education class due to sickness/injury, coaches will be notified that the student will not be able to participate in school athletics (practices or games) that afternoon or evening.

Other Fine Arts or Auxiliary/Special classes offered at least one grade will be taken weekly or may be considered a Pass/Fail class.

Cheating and/or Plagiarism will be handled in the following manner. Student will retake the test or quiz using a different format. If it is a project, research paper, etc., they will have to complete another one at home. Parents will receive a letter stating that their child is on academic probation and future incidents that involve cheating will jeopardize their continued enrollment. Academic and conduct grades may affect a student's eligibility for awards and participation in athletics, and extracurricular activities.

Grading System

A= 100-94 (Excellent)
B= 93-86 (Good)
C= 85-76 (Satisfactory)
D= 75-70 (Needs Improvement)
F= 69 or below (Unsatisfactory)

Conduct Code

-
* = Satisfactory
X= Needs Improvement

LEVEL Code

+ = Above Level
@ = On Level
- = Below Level

PK & Kinder Grades

PK & Kinder grades are given based on mastery of skill sets using the following scale:

M= Has met objective
P= Acceptable Progress
I= Improvement/Practice Needed
NA= Not Applicable

LATE ASSIGNMENTS/ MISSING HOMEWORK

Assignments turned in the following day may receive a 10% deduction. An additional 10% maybe deducted for each late day. If a student does not have his/her assignment by the third day, a grade of "0" may be given.

HOMEWORK ASSIGNMENTS

Teachers should assign homework with care. **100% of the content should represent repetition and review of the things taught in class.** It is important to leave time for the child to contribute to the family dynamic. Homework should not be assigned over the

weekend or over a school holiday. Information on grading homework is detailed above in the grading section. **Time to work on projects should be included in the homework minutes.** Long-term projects cannot be due immediately following a school holiday. Group projects may not be assigned for completion at home with the exception of middle school science fair projects. Students in middle school have the choice of individual or group projects for the school-driven fairs. Auxiliary/Special teachers should not give homework to elementary students. Auxiliary/Special teachers should monitor middle school homework and communicate with middle school teachers to keep homework at a manageable level for students.

The below homework times reflect the total amount a student should spend on written, reading and study time per night (not per subject).

- Pre-Kindergarten 10-15 minutes
- Kinder-1st grade 10-15 mins
- 2nd-3rd grade 15-25 mins
- 4th-5th grade 20-45 mins
- 6th 8th grade 45-90 mins

Promotion and Retention

A student is promoted to the next grade upon satisfactory completion of the current grade. This may include accomplishing the required essential curriculum elements as well as progress made in social, emotional, and physical growth. **Report cards will be held at year's end when financial responsibilities to the Report school have not been met.**

If a student receives a grade below 70, the child fails the subject. A student failing one subject is placed on academic probation for the next school year. If the student is in grade 6-8, successful completion of the course in summer school is required so that the student can be given credit for completion and remains on track for promotion in 8th grade. Should a student in 8th grade fail a subject, he/she will participate in promotion activities however a diploma and transcript for the student will be issued only after successful completion of the course in summer school. If two major subjects are failed, a student is recommended for retention. If parents of a student recommended for retention do not agree with the recommendation of the school, they have the option of withdrawing their student and placing him/her in another school. Grades of "I" at the end of the school year will affect student promotion, issuance of middle school credits, and/or reenrollment for the following year.

If a student receives a final grade in conduct of N or U, the student will be placed on behavioral probation for the next school year.

If parent(s) have not acted on the school's recommendations for a child including diagnostic evaluation if or a student's progress in academics or behavior is not sufficient, the administration may request that a parent withdraw the student if currently enrolled or refuse admittance for the next school year.

Middle School

The middle school years can be a time of challenge for both students and their parents. At no other time in their lives do children face the drastic changes that adolescence brings. During these years, the students are developing attitudes about themselves, others, and the world around them.

The goal of our middle school is to prepare students for the challenges that await them in high school by addressing the spiritual, intellectual, emotional, and physical developmental needs of young adolescents. As a transition from elementary to high school, the curriculum is challenging, integrative, and exploratory. In middle school, academics are of primary importance, as well as providing a place for students to explore interests, to define talents, and to refine life skills. Participation in different activities and programs, not competition, is a focus of middle school.

Middle school offers new opportunities for adolescents to accept positions of leadership, as well as responsibilities for themselves and their actions. All adults in an adolescent's life should share high expectations regarding their character, behavior, and caliber of work. This consistency proves to the student that parents and teachers work together to provide for their needs during this time of growth and maturity.

Moving on to high school is a huge milestone in the lives of our students. We recognize that they will be going on to many varied educational environments from Catholic to private and public. Many of their high school choices will require an application process along with recommendations from teacher and administration. Recommendation forms or requests should be submitted to the school office well in advance of deadlines so that teachers and administration have adequate time to complete them. The principal will distribute paper forms to appropriate school personnel, collect the completed forms, and mail or fax them directly to the requesting school. Copies of recommendation forms are not retained in school records and are not provided for parent review due to their confidential nature. Electronic forms may be sent to the necessary teacher.



Promotion

Promotion for 8th grade students is scheduled not more than five instructional days before the completion of the TCCB ED required number of school days. St. George celebrates 8th grade promotion with an evening promotion ceremony followed by a cake and punch reception. All students must attend promotion practice to participate in the ceremony. Students are given information on the appropriate attire for promotion. Should a student in 8th grade fail a subject or end the school year with an incomplete he/she will participate in promotion activities. Completion certificate and final report card for the student will be issued only after successful completion of the course requirements to remove the incomplete or receiving a passing grade in summer school. In the event of non-payment of tuition and/or fees, overdue or lost items such as library books, textbooks, athletic uniforms, etc. a student will not be allowed to participate in promotion activities.

Report cards, completion certificates and other academic records will be held until accounts are settled.

Student Success Program (SSP)

More than ever before, Catholic schools are seeking ways to effectively address the learning differences of students that affect student success. St. George serves a range of academic abilities within the student population with the goal of all students reaching their full potential in Catholic education. We continue to grow in our ability to address needs as resources allow. Our ability depends on the extent of adjustments that can be made to the instructional process and the resources available. SSP is the umbrella under which we address the needs of our students. It is based on an inclusion model which allows for students to be in a regular classroom with support provided as needed. Our Student Success Team (SST) includes the administrator, teachers, and student parents. In addition, teacher and staff training is conducted annually to address classroom enrichment and learning differences.

The purpose of the SSP is to provide support to teachers and students through carefully designed plans, which will be tailored to meet the needs of each individual student, while focusing on the core values of St. George Catholic School. SSP is **not** a special education program. Listed below are the definitions for SSP:

Definitions:

SSP:(Student Success Program) SSP is a referral program based on a system comprised of three tiers advised by a committee of individuals knowledgeable in creating plans to help students become academically and behaviorally proficient. Students may move fluidly through the tiered system based on the student's response to the intervention provided.

SST:(Student Success Team) A group of committee members consisting of an administrator, teachers, counselor, academic specialist, teacher of record, and the child's parents who meet on a three to six week cycle to discuss, set goals, design plans, and monitor each student referred to SST.

Tier 1: Tier 1 students will be monitored by the SST while offering extra support, strategies, strategies, goals, and differentiation to teachers and students to initiate student success with the general education curriculum framework.

Tier 2: Tier 2 students will have individualized plans containing a timeline and goals providing teachers with more explicit instruction (in class or pull outs) to guide the student in developing strategies while building self efficacy to become more successful in the classroom.

Tier 3: Tier 3 students will have individualized plans and is only reserved for students based on outside testing and evaluation that suggests accommodations to be beneficial to the student in the classroom.

SSP Procedures

- I. Teacher recognizes struggling students.
 - a. Students identified with specific needs from outside testing will be referred (by parents) to the homeroom teacher
 - b. The teacher will then refer the student to the Student Success Team.
 - c. Diagnosed students from an outside source will automatically be placed in Tier
 - d. Students testing below 50 percentile on the school's standardized tests (IOWA, Star 360, or other mandated tests) will be referred to the Student Success Team.
- II. Teacher completes *Response to Intervention (RTI)* form submits it along with supporting data (student work, samples, documented observations, etc.) to SST for review and consultation.
- III. Teacher completes *Step 2 Teacher Concerns and Step 3 of Referral Form/Initial Parent Meeting* form.
- IV. Teacher and SST conferences with parent how completes remaining sections of the *Referral Form/Initial Parent Meeting* form
- V. Teacher keep a copy of referral form and sends original to SST.
- VI. SST types up plan and distributes a copy to teacher and parents.
- VII. Teacher will continue to document strategies implemented to show student progress in preparation for the next meeting.
- VIII. If the student is progressing, the student will remain in Tier 1 of the program and teacher will continue to monitor and implement plan. (Continued success, student will exit program.)
- IX. If the student is not progressing, the committee will decide whether the student needs a more explicit intervention or pull out, resulting in Tier 2. (Continue success I T2, move to T1.)
- X. If the student is still not progressing, the SST will provide the principal with all documentation necessary and will meet with the parents to determine the next step.

HONORS, AWARDS, & RECOGNITION

A Honor Roll

Grades 1-8

✓ A's in all subjects

A & B Honor Roll

Grades 1-8

✓ A's & B's in all subjects

American Way Awards

Selected by the teachers and confirmed by the principal for one boy and girl in the 8th grade who demonstrates citizenship, patriotism and academic qualities.

(Principal Award)

Selected by teacher and confirmed by the principal.

Miscellaneous Awards

Various awards given to students by their teacher at the end of the school year.

Nolan Catholic High School Eso Dux Award

Selected by the teachers and confirmed by the principal for one boy and girl in the 8th grade who demonstrate leadership in academics and faith.

STANDARDIZED TESTING

Standardized testing is one of several means of assessing pupil performance. Catholic schools in the Diocese of Fort Worth participate in standardized testing each year. St. George is committed to administering the required testing by the Diocese of Fort Worth to grades 4th-8th.

LIBRARY/MEDIA CENTER USE



The Library/Media Center (MC) is central to the school's total educational mission. It is fully integrated into the curriculum serving the school's educational goals and objectives. The MC strives to ensure that students and staff are effective users of ideas and information, develop a love and enthusiasm for reading, and become effective researchers. The MC staff collaborates with school staff to encourage students to be independent lifelong users of ideas and information. Reading is promoted as a means for learning and enjoyment. Instruction provided encompasses multiple literacies including information, digital, visual and technology. Our students become independent library users, informed users of information, and life-long learners and readers.

The technological resources of the MC are a privilege, and therefore students must follow school policy regarding the use of technology.

Students are responsible for the materials they check out. Responsibilities include:

- Students in Kindergarten and 1st grade may check out one book at a time. Books are due one week from check out and may be renewed two times.
- Students in 2nd and 3rd grade may check out two books at a time. Books are due two weeks from check out and may be renewed two times.
- Students in 4th-8th grades may check out three books at a time. Books are due two weeks from checkout and may be renewed two times. Students may have their limit extended for a project or an assignment.
- Students are responsible for bringing MC materials back on time. Students may not check out any MC materials if they have overdue books.
- Lost or damaged materials should be reported to the MC. If a book is lost or damaged beyond use, the student will pay the cost of the book plus a \$5.00 handling charge so that it may be replaced in the MC.
- MC fines are assessed at a rate of \$.05 per day that the book is overdue, including weekends.
- Report cards may be held for overdue MC materials.

STUDENT ACCESS TO TECHNOLOGY AND TELECOMMUNICATIONS

"Apply your heart to instruction and your ears to words of knowledge."

Proverbs 23:12

ACCEPTABLE USE POLICY

SGCS offers students access to technology and electronic resources for educational purposes, which may include but is not limited to computer hardware and software licensed to the school. To gain access to technology resources, each year all students must obtain parental permission on the appropriate form(s). Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing. Please refer to the appendix for the Diocesan Technology Use policy, which frames our technology and telecommunications expectations and in which all students and families agree to abide by.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Diocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. Students are personally responsible for their actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

As a representative of SGCS, students are also expected to adhere to the technology and telecommunication expectations while using the Internet outside of school. Unauthorized use of the school's name, name(s) of school personnel, and/or name(s) of other students in any way that is detrimental to the school, faculty or students is strictly prohibited. Any threats, defamatory statements, or conduct on the Internet that is not reflective of Christian values will be considered in violation of the school's technology and telecommunications policy.

Internet & E-mail

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow for access to the Internet.

What are the rules?

Electronic Communication: Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy: Students will not post personal contact information about themselves or others including full names, addresses, telephone numbers, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Technology should not be used to harm other people or their work. Students should respect the rights of others and not trespass in another person's folders, work or files.

Social Networking: Accessing social networking websites, blogs, video sites (e.g. Facebook, YouTube, Friendster, Tagged, etc. except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal Copying/Downloading: Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage. Students should not copy other people's work or intrude into other people's files. The download/upload of any material in violation of any US, State, Board, Diocesan, or

school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Accessing or downloading games and music from the Internet is prohibited unless directed by a teacher.

Inappropriate Material or Language: No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is prohibited. A good rule to follow is never view, send or access materials or images, which you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately. Use of any electronic device to transmit unacceptable language and/or images that are harmful to self, other students, and/or to other people is prohibited.

Students should follow the guidelines below to prevent the loss of technology privileges at school.

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or pictures.
6. Do not share your passwords and personal information or in any way obtain another person's password and personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. Be prepared to be held accountable for your actions and for the loss of privileges if the Acceptable Use Policy is violated.

EXTRACURRICULAR ACTIVITIES

St. George offers extracurricular programs and activities to meet the interests of students. Opportunities are given for students to participate in Spelling Bees, History Fair, Science Fair, essay contests, art contest, etc. Students can serve the school community through activities such as Altar Servers and lectures. Students share their musical and theatre talents through the Christmas Program and other school productions. Students can participate in other activities such as, various after school clubs, Student Council©, and National Junior Honor Society©. Students in 6th-8th grade may participate in the athletic program. Some sports are open to 5th grade. Extracurricular activities can be offered

before, during, or after the school day. Additional programs and activities are added as interests develop and resources become available.

ATHLETICS

SGCS belongs to the Catholic Diocese of Fort Worth athletic program. This program is a competitive league. Coaches are always needed and must complete **VIRTUS, Safe Environment** training, background check, and *Play Like a Champion* training. Participation in a sport requires a serious commitment. Academic and behavior requirements must be met for eligibility. Parents must attend *Play Like a Champion* training, provide transportation to and from games for their child, and pay the required sport's fee. The Athletics Program is under the Direction of the school's Athletic Coordinator.

FIELD TRIPS (whenever possible)

Field trips enrich our instructional program by accomplishing one or more educational objectives. Participation in field trips is a privilege and not a right. School rules, conduct/behavior, and instructional expectations apply on field trips. The classroom teacher with administrator approval shall deny a student the opportunity to participate in a field trip for a reason they deem appropriate and their parent will be notified in advance. Property damage caused by a student on a field trip is the responsibility of the student's family. Supervision for students not participating in a field trip will be provided at school.

ASSEMBLIES AND PERFORMANCES

Educational assemblies may be held during the school year for the whole school or individual grade levels. Pep rallies sponsored by Student Council are held often. An end of the year assembly is held on the last day of school to celebrate the achievements and successes of the school year.

School performances, such as the Christmas and Spring Programs are a great way for students to share their gifts and talents with the community. We encourage all students to participate in programs and performances. Performances are open to parents, family members, friends, members of the parish and larger communities. Dates, times and places are announced in school newsletters and calendars. Parents are responsible for the supervision of their children, regardless of age, during assemblies and performances.

BIRTHDAYS

Birthday Celebrations at St. George

- Birthdays are recognized during morning announcements.
- Students receive a Birthday card from the school.
- Parents may bring their child's class cupcakes during lunch time. No other type of treats allowed. Distribution of cupcakes must be during the class scheduled lunch time only.
- Fast food may not be brought in as a birthday treat for the students or the class.
- Cupcakes are provided by cafeteria staff once a month for birthday students for that month.

INVITATIONS, GIFTS, ETC.

Party invitations may not be given out at school unless all students in the class or all students of the same gender in the class are included. Party invitations are given out at dismissal time. Favors and gifts are not distributed to students, refrain from sending or bringing in these types of deliveries.

DISCIPLINE - A CALL TO RESPONSIBILITY

"I have set before you life and death...Choose life that you and your descendants may live, by loving the Lord, your God, heeding his voice, and holding fast to him. For that will mean life for you." -Deuteronomy 30:19-20

DISCIPLINE AND DISCIPLESHIP

St. George Catholic School sets high expectations for appropriate behavior of its students. Emphasis is placed on discipline through discipleship, helping students to recognize the voice of God, understanding the message, and acting upon it freely without external motivation. Growing in discipleship encourages students to make life-giving choices, to demonstrate respect and dignity for all, to build community, and to accept responsibility for words and actions fostering self-discipline and self-esteem. The Ten Commandments are the foundation from which scripture is derived and tells us what God expects from us. Therefore, scripture is an important component for our discipline program. We fulfill a key component of our mission statement when parents and teachers partner to develop the moral compass that guides students with Christ as their model.

Our approach to discipline respects each student's uniqueness and the common good of the school. With Christ as our model we strive for a positive, non-disruptive environment in which the rights, belongings, and dignity of all persons is respected. We recognize students as persons of free will. We hold them responsible for their choices, helping them

to develop a personal code of conduct and to learn cause and effect. Key to building responsibility is allowing students to experience logical and natural consequences. We strive for conversion verses compliance. Therefore, misbehavior is considered an opportunity to turn a poor choice into an experience of growth. Key to this is moral dialogue between a student and an adult that is focused on the four Rs - reflection, response, restitution, and reconciliation. We expect students to restore or replace what they damage and reconcile with those they hurt. As Jesus offers redemption, so must we offer new chances, renewed trust and forgiveness.

Key beliefs of our discipline program include:

- Our call to discipleship compliments the foundations of our discipline built upon the view that the relationship between the teacher and the student is the most critical component of discipline. Teachers spend time getting to know their students so that positive relationships can be created.
- We include the teaching of appropriate behaviors, character traits and social skills as part of our guidance curriculum. Developing these virtues and skills are important for students as they learn to function as part of a classroom, family, community, and society.
- Structure and limits provide security for children. Children should be allowed to make mistakes in a safe environment when the cost of learning about the real world is small since the cost factor only increases as they grow older. Students are given opportunities to make decisions and live with the consequences of their choices, be they good or bad.
- When consequences and correction are necessary, they are carried out in a firm, fair, caring, and consistent way. School problems are handled by school personnel. Criminal activity will be referred to the proper authorities.

STUDENT PLEDGE

STUDENT PLEDGE

The student pledge at St. George helps our students and all members of our community to strengthen their ability to make good decisions about basic matters of right and wrong. As part of our commitment to the moral and spiritual development of our students, we strive to develop the students' understanding of the pledge and their responsibilities to it. All students, parents and staff members are expected to make a personal commitment to the school's student pledge. To foster honor throughout the school community, it is expected that students abide by the following Student Pledge daily:

"I pledge to respect myself and others in words and actions. To help others in need. To work with love and sincerity. To come to school ready to learn. To think before I act; and to act as Jesus would."

– *Written by SGCS student Daniela Le and the Class of 2006*

Implementing the Pledge: The Student Pledge is:

- Recited daily during Morning Prayer.
- Teachers are encouraged to remind students of the Student Pledge frequently.

CHARACTER TRAITS, SOCIAL SKILLS, & MANNERS

Crucial to the development of a culture of discipleship is reverence for the dignity of each person. Development of Christ-like character traits, social skills, and manners lead students to becoming true disciples of Christ who act in love, respectful of themselves and all they meet. St. George is dedicated to partnering with parents to teach Christ-like character traits, social skills, and manners. These are taught through example and direct instruction. Modeling and acknowledging others' use of them are important as well. Therefore, we include in our curriculum the teaching of Christ-like character traits and social skills, including manners.

A list of Christ-like character traits and social skills taught and reinforced at St. George include the following.

1. The aims of education and classroom discipline are the same; to help children and youth become self-directing people.
2. Discipline is inseparable from teaching.
3. Discipline should change with a person's stage of development and help them move to the next stage.
4. Appropriate behavior is determined by the rational demands of specific situations.
5. Ways of dealing with misbehavior should align with developmental goals.
6. A hierarchy of skills can be identified and aligned with a person's growth and development to provide an objective standard for defining self-disciplined behavior.

DISCIPLINE STEPS

The teacher will follow the following 5 step discipline cycle in response to student misbehavior:

Step 1: Verbal Warning

Step 2: Reflection Card (if a student receives 2 cards in a day, or 3 cards in a week, one-on-one discussion with student/parent contact, then they will be given an Office Referral)

Step 3: Office Referral/parent contact with administration

Step 4: In-School Suspension

Step 5: Out of School Suspension

Note: Steps can be repeated if a student can demonstrate that progress is being made, and is willing to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, then the school's removal plan may be enforced.

An ***Office Referral*** is given if a student does not respond to repeated efforts by the teacher to encourage appropriate behavior; a student's behavior disrupts learning of others or when a serious offense occurs. A referral to administration is made at the teacher's discretion. Administration will meet with the student to discuss the incident or behavior. **If needed, administration may investigate the situation further and discuss the incident with possible witnesses or other participants.** At the administrator's discretion, the student's consequences or disciplinary actions takes into consideration the student and situation at hand.

Note that the Diocese of Fort Worth forbids the use of corporal punishment.

Suspension and Expulsion

St. George Catholic School sets high standards of conduct for its students. When behavioral and/or social problems persist beyond this p

oint the following methods or procedures may be initiated: referral for testing or evaluation, in-school suspension, out-of-school suspension, or expulsion. Administration takes into consideration the seriousness of the offense, age of the student, frequency of misconduct, attitude of the student and degree of cooperation are considered in determining which action is to be taken.

Behaviors that may result in **suspension** include but are not limited to the following actions:

- Insolence, disrespect, or insubordination
- Threatening, intimidating, fighting or causing bodily harm to any person
- Threat of self harm
- Any sexual innuendo, comments, gestures or contact made to other students, staff, or community members.
- Possession or transmitting of any pornographic material on school grounds and at any school activities.
- Leaving a classroom or leaving school grounds without permission from the teacher or principal.
- Forgery
- Profanity, crude, or vulgar language.

- Patterns (3 or disciplinary actions) indicating dishonesty, disrespect, or non-Christian behavior (i.e. cheating or disruptive behavior)

If it is necessary to remove a student from the school, the parent or guardian will be contacted immediately. A conference will be held with those having pertinent information about the circumstances, such as the principal or acting principal, student and parent or guardian.

When such behaviors occur, the school will immediately contact the parent or parental representative who may be asked to take the student home for the remainder of that school day. If the student cannot be removed from the building on the day of their infraction, they will be expected to serve their suspension at home on the following day.

Behaviors that may result in a student being **expelled** include, but are not limited to, the following actions:

- Vandalizing, damaging, or stealing school or private property
- Possession, handling, or transmission of a weapon or other potentially dangerous items such as explosive devices
- Sexual comments, innuendo, gestures or contact made to other students, staff or community members
- Possession or transmission of any pornographic material on school grounds and at school activities
- Possession, transmission or use of tobacco, drugs or alcohol
- Extreme cases of disrespect to any person at St. George Catholic School

Any criminal act, on or off campus, may result in criminal prosecution or constitute sufficient cause for discipline, suspension, or expulsion from St. George Catholic School.

HARASSMENT

The Diocese considers harassment, including bullying, as a severe infraction. A **referral to administration** occurs when a student engages in harassment. Consequences up to and including expulsion, may be taken against a student who engages in any type of harassment. Harassment, includes, but is not necessarily limited to, the following behaviors:

- Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms – physical, verbal, relational, etc.
- Cyber-bullying defined as the use of the internet, cell phone or other electronic device to send or post messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:
 - sending cruel instant messaging or threatening emails
 - sending mean, repeated cell phone text messages
 - creating websites for the purpose of mocking students or school personnel

- posting humiliating or digitally modified images of students or school personnel
- forwarding private photos or videos to others
- pretending to be someone else by using their online screen
- Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student’s work, study, or play.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

EXPECTATIONS SGCS Students will...	Be Respectful	Be Responsible	Be Safe
COMMON AREAS (Before, During & After School, including athletic & fine arts events)	<ul style="list-style-type: none"> ● Use kind words, actions, & manners ● Follow adult directions ● Respect others, their space & property ● Use quiet voices ● Be inclusive ● Gum is prohibited on campus ● Wait patiently to be acknowledged before speaking 	<ul style="list-style-type: none"> ● Take care of personal & school property ● Take care of personal needs & respect self ● Wear full & proper uniform daily & adhere to free dress guidelines ● Obey Honor Code ● Be punctual ● Leave inappropriate items at home 	<ul style="list-style-type: none"> ● Keep hands, feet & objects to self ● Walk forward at all times ● Use materials & equipment safely ● Report unsafe situations ● Be supervised by an adult
ARRIVAL	<ul style="list-style-type: none"> ● Greet others appropriately ● Use indoor voices ● Follow adult directions 	<ul style="list-style-type: none"> ● Arrive on time ● Go directly to cafeteria ● Have materials ready to learn by 7:45 am 	<ul style="list-style-type: none"> ● Exit vehicles onto sidewalk ● Walk on sidewalk to building ● Enter through front doors only ● Follow hallway expectations
HALLWAYS, STAIRWAYS, & SIDEWALKS	<ul style="list-style-type: none"> ● Quiet Zones ● Respond appropriately to adults ● Hold doors for others ● Respect other people’s space 	<ul style="list-style-type: none"> ● Keep hands & feet to self & away from walls & windows ● Go directly & promptly to your destination ● Keep areas clean 	<ul style="list-style-type: none"> ● Walk to the right ● Walk facing forward & in line ● Step on every step & hold handrail ● Report unsafe situations
OFFICE	<ul style="list-style-type: none"> ● Wait your turn ● Wait to be acknowledged ● Get permission to use a phone 	<ul style="list-style-type: none"> ● Quiet zone ● Return to your classroom promptly 	<ul style="list-style-type: none"> ● Stay inside building ● Walk at all times
CAFETERIA	<ul style="list-style-type: none"> ● Use good table manners ● Respect cafeteria staff ● Respect others’ food & personal space 	<ul style="list-style-type: none"> ● Wait patiently in lines ● Sit in assigned area ● Use your time wisely ● Clean your area, table, & floor 	<ul style="list-style-type: none"> ● Stay in line with hands & feet to self ● Report spills & messes

	<ul style="list-style-type: none"> Follow adult directions Raise hand for help 		
PLAYGROUND & SOCIAL AREAS	<ul style="list-style-type: none"> Be inclusive Use appropriate physical contact Show sportsmanship 	<ul style="list-style-type: none"> Use play equipment for intended purpose Return play equipment to proper place Line up at first signal Keep areas clean 	<ul style="list-style-type: none"> Stay in approved areas Keep nature on the ground Report unsafe conditions Games such as football & soccer should not be played on concrete Limit physical contact
ASSEMBLIES	<ul style="list-style-type: none"> Respond to quiet signals Be active listeners Use applause only 	<ul style="list-style-type: none"> Ask appropriate questions Give appropriate answers 	<ul style="list-style-type: none"> Keep hands, feet, & objects to self Enter & exit in orderly manner Sit in assigned areas
CHURCH & WORSHIP SPACES	<ul style="list-style-type: none"> Be reverent Follow the lead of the cantor Enter & exit prayerfully & silently 	<ul style="list-style-type: none"> Participate actively & appropriately Wear official uniforms 	<ul style="list-style-type: none"> Lower kneelers & replace books safely & quietly
RESTROOMS & WATER FOUNTAINS	<ul style="list-style-type: none"> Respect privacy of others Silent zone Use materials & equipment appropriately Keep clean 	<ul style="list-style-type: none"> Water fountains are only for drinking 5-second rule at water fountains Flush toilet after use Wash hands Return to class promptly 	<ul style="list-style-type: none"> Report unsafe conditions or behavior Keep feet on floor Keep water in sink or water fountain
DISMISSAL	<ul style="list-style-type: none"> Listen & follow directions Exit quietly 	<ul style="list-style-type: none"> Take care of belongings Keep belongings in backpack Food & drink prohibited 	<ul style="list-style-type: none"> Remain with class until called Stay with parent/guardian Enter vehicles through passenger door
<p>Each classroom defines their expectations for being RESPECTFUL, RESPONSIBLE, and SAFE. Students at St. George abide by the school's HONOR CODE.</p>			
<p>Students are expected to conduct themselves in a Christ-like manner, whether inside or outside school, or at sponsored activities. A Christ-like manner compliments the philosophy, expected behaviors, and reputation of a Catholic school. When behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.</p>			

DIOCESAN APPENDIX

NOTICE: This handbook does not constitute a contract, expressed or implied, between any applicant, student/parent, or faculty/staff member and the school or Catholic Diocese of Fort

Worth. The school reserves the right to change, alter, amend, discontinue, abolish, or depart from this handbook or any of the policies, rules, regulations, standards of conduct, protocols, services, programs, or activities within it at any time, without notice, at its discretion. The school provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.

1240 NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

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

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

3240 INTERNAL INFORMATION

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

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

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

5000 ADMISSION OF STUDENTS

It is a privilege and a grace to be educated in a Catholic school. The schools and the Diocese retain the right to disallow a student to attend, continue attending, or to reenroll in a school. Any enrollment prior to the first day of school, including but not limited to advanced enrollment, pre-enrollment, or continuing enrollment of a student, is a conditional enrollment subject to review and termination by the school at any time. Prior to the first day of school, the school does not have to state the

reasons, or have grounds, for revoking or denying a conditional enrollment of a student. The school does not have to state the reasons for denying enrollment of a student at any point during the year. The conduct of a student or a parent/guardian of the student (including any lifestyle, other conduct, or advocacy of a matter that is contrary to the Catholic faith or that may cause scandal, disruption, or confusion within the school community) may be grounds for the school revoking or denying the enrollment of a student at any time.¹ All decisions of admission, including revocation of admission, are guided by the Catholic faith and are necessarily ecclesiastical in nature.

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

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

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

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

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

MISSON POLICY IN RELATION TO ADMISSIONS

Parents of students enrolling their children in a Catholic school must understand, affirm, and support the school's role and primary mission as guided by the teachings of the Catholic Church. Parents must acknowledge that they have read and understand, affirm, and support the expectations

and the mission of the school as guided by the teachings of the Catholic Church. Parents or students who the school determines are not able to meet these expectations or support the mission of the school and teachings of the Catholic Church may not be admitted to the school. Students who are experiencing confusion regarding their sexual identity may be admitted as long as they are open to being accompanied and guided according to the Gospel as upheld in the teachings of the Catholic Church and will follow the mission and policies of the school. Any student whose gender has been legally changed from their biological sex, or who has chemically or surgically altered their God-given biology, may not be eligible for enrollment.

WITHDRAWAL

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

IMPLEMENTATION

PRIVILEGE

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

PARISHIONERS – NON-PARISHIONERS

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

AGE

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

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

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

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

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

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

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

Diocese Appeal 5220

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

5230 WITHDRAWAL AND TRANSFER

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

TRANSFER is the voluntary termination of a student's enrollment by the parents or guardian with provision for the student to be enrolled in another school. A parent or guardian may decide to

transfer a student at any time and for any reason or the principal and parents may mutually agree that the needs of a student will best be served in another school setting.

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

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

IMPLEMENTATION

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

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

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

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

5235 REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEYS' FEES

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

From time to time, the School is required to retain outside legal counsel to respond to parent requests or demands, attorney requests or demands on behalf of a parent or student, requests or

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

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

5280 HUMAN SEXUALITY

Reasons for a Policy on Human Sexuality

As the Congregation for Catholic Education noted in its 2019 instruction entitled "*Male and Female He Created Them*" *Towards a Path of Dialogue on the Question of Gender Theory in Education*, "It is becoming increasingly clear that we are now facing with what might accurately be called an *educational crisis*, especially in the field of affectivity and sexuality" (*Male and Female*, #1). It expounded upon the scope of the crisis stemming from an emerging radical view of human sexuality, noting:

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

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

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

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

Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.” (CCC, #2393). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (*Ibid.*). All persons are called to chastity, to be lived out according to one’s state in life (CCC, #2337-2359).

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

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

5281 BULLYING/HARASSMENT/VIOLENCE AND HUMAN SEXUALITY

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

5282 CHASTITY

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

5283 SEXUAL ORIENTATION AND SAME-SEX ATTRACTION

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

5284 GENDER DYSPHORIA (TRANSGENDERISM)

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

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

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

5285 ATHLETICS & OTHER EXTRA CURRICULARS

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

5286 FACILITIES USE

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

5287 FORMAL TITLES AND NAMES

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

5288 MISSION INTEGRITY

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

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

5289 OFFICIAL SCHOOL DOCUMENTS

Diplomas, transcripts, school records, and any other official documents of the school ("official school documents") shall be issued in conformity with the student's God-given biological sex. Official school documents are also historical documents and, as such, must accurately reflect the name and identity of the alumnus/alumna during the time in which he/she was enrolled at and graduated from the school. If after graduation an alumnus/alumna legally changes his/her name, for whatever reason, and requests new versions of his/her official school documents, the official school documents may be issued in the following format: "Original Name, n/k/a. New Legal Name."

5290 DRESS

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

5315 SUBSTANCE ABUSE POLICY

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

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

IMPLEMENTATION

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

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

Students do not have an expectation of privacy in any property or items brought onto School premises or to school-related events. The School reserves the right to search lockers, coats, bags, automobiles, and other personal belongings of students at the School or at school-related events. Students who do not cooperate with the search or search request will be subject to disciplinary action.

The refusal of the student, or a parent/guardian of the student, to comply with this policy or submit to the School's requirements or requests will result in disciplinary action, which may include losing

the privilege of participating in extracurricular activities or athletic programs, probation, suspension, or expulsion from school.

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE CHANGES TO THE HANDBOOK AT ANYTIME. NOTIFICATION WILL BE GIVEN FOR ANY CHANGES MADE.

SCHOOL HANDBOOK ACKNOWLEDGMENT

Diocese of Fort Worth – Catholic Schools

School: _____ School Year: _____

Student's Name: _____ Grade: _____

Optional: Use the lines below to include other children instead of filling out a separate form

Print Student's Name and Grade Level

Print Student's Name and Grade Level

Print Student's Name and Grade Level

Print Student's Name and Grade Level

Mother's Name: _____

Father's Name: _____

PARENT/GUARDIAN ACKNOWLEDGMENT

The registration and attendance of a student at the School constitutes an expressed agreement on the part of the student, as well as the student's parents/guardians, to comply with the School's Handbook, policies, and procedures and to demonstrate a commitment to the School's mission.

I, the undersigned parent, on behalf of myself, my spouse, and my family, acknowledge that we have received and agree to be governed by the parent-student/family handbook ("Handbook").

We have read and reviewed the Handbook with Student(s). We accept and understand the policies and procedures of the School, and we accept and understand that failure to adhere to these policies and procedures is sufficient reason for dismissal, withdrawal, or non-renewal of Student(s) at the School.

We understand, acknowledge, and agree that, as the School is part of the Diocese of Fort Worth, any student/parent information or records possessed by the School may, when appropriate, be shared internally within the Diocese of Fort Worth, including its other schools, and we hereby give permission and authorize the School and Diocese to share or disclose such information in accordance with the Internal Information policy.

We understand and acknowledge that the School, being Catholic in nature, will exercise its responsibility to teach Catholic faith and morals in the fullness of truth and charity, especially as expressed in the *Catechism of the Catholic Church*. We will not publicly repudiate the teachings or traditions of the Catholic Church or act in ways that contradict the Catholic nature of the School. We will affirm, respect, and support the School's unique identity, role, and mission derived from the Catholic faith. We will cooperate fully with the School, and Student(s) will participate in all required School programming, including instruction in the Catholic faith and attendance at Mass. As the primary educator of Student(s), we agree to act in ways that promote the best interests of the Church and the School, and we will comply with the policies of the School and Diocese.

Parent/Guardian Signature

Parent/Guardian Signature

Date

Date

*All parents/guardians with legal authority to make educational and religious decisions on behalf of the child(ren) must sign this form.