



HOLY FAMILY SCHOOL

215 Orchard Street • Grand Blanc, MI 48439
(810) 694-9072 • www.hfsgb.org

Student-Parent Handbook

2026 – 2027

Mrs. Cindy Brendel, Principal
Fr. Joseph Krupp, Pastor • Fr. Leronio Vodivodi, Parochial Vicar

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Our Mission & Identity

Mission Statement

Holy Family, believing that each student is a child of God, challenges each to embrace the Gospel message through the traditions of the Catholic faith, to achieve academic excellence and to grow as saints.

About Holy Family School

Holy Family School opened its doors in September 1956 through the vision of Fr. John Bush, founding pastor from 1946 to 1983. A beloved parish community resource since its beginning, the school grew significantly with a twelve-classroom addition completed in 1998 under Fr. James Swiat.

Today, Holy Family School serves students from Preschool through 8th Grade, supported not only by school families but by the entire Holy Family Parish — because Catholic education is a ministry of the Church and the ideal way to pass on the faith to the next generation.

Accreditation & Memberships

- Accredited through the Michigan Nonpublic Schools Accrediting Association (MNSAA)
- Member of the Michigan Association of Nonpublic Schools (MANS)
- Member of the National Catholic Education Association (NCEA)
- Member of the Genesee County Catholic Schools (GCCS)
- All classroom teachers are certified by the State of Michigan

Welcome to Holy Family School

Welcome to another blessed year at Holy Family School! This handbook has been prepared to give you clear, helpful information about our school's policies, procedures, and programs. Please read through it with your child and keep it handy throughout the year.

We are grateful for the partnership between home and school. Together — parents, students, faculty, and staff — we walk side by side in forming young people in faith, knowledge, and virtue. Please know that our doors are always open, and our staff is always here to support your family.

A Word from Our Pastor

Holy Family School exists to educate students in the context of our Catholic Faith and values. Whatever your personal or family faith, you are welcome here.

For those who are Catholic and members of Holy Family Church, it is our sincerest hope that you regularly pray Mass with the community and sacrifice for its good by giving of your time, talent, and treasure.

For those who are Catholic and members of a different Catholic community, and for those who are of another faith, we hope you are active in the life of your religious assembly.

— Fr. Joseph Krupp, Pastor

Parents as Partners

At Holy Family School, we believe parents are the primary educators of their children. By choosing Holy Family, you have made a beautiful commitment — not simply to a school, but to a community of faith that walks alongside your family in forming your child in wisdom, virtue, and love of God. We are genuinely grateful for your trust, and we promise to honor it.

This partnership is most fruitful when home and school move together in the same direction. We invite you to nurture your child's faith at home by attending Mass and praying together as a family, and to actively support the religious and educational goals of our school. Your child thrives when they arrive rested, on time, and dressed in proper uniform — ready to learn and grow. We ask that you stay engaged in their learning, attend Parent-Teacher Conferences, and monitor academic progress regularly. Keeping the school informed of any changes — contact information, health concerns, or family circumstances — helps us serve your child well. We also ask that financial obligations be met on time, and that all members of our community — teachers, staff, and fellow families — be treated with the respect and courtesy that reflects our shared Catholic values. When questions or concerns arise, we welcome you to bring them directly to your child's teacher first, trusting that together we will always seek the best for your child.

Staff Directory

Our complete staff directory — including teacher emails and specialist staff — is maintained on our school website. Please visit <https://hfsgb.org/about-us/staff/> for the most up-to-date information.

- Main Office: (810) 694-9072
- Fax: (810) 694-9405
- Website: www.hfsgb.org
- Address: 215 Orchard Street, Grand Blanc, MI 48439
- Office Hours: 7:15 a.m. – 3:30 p.m.
- Principal: Mrs. Cindy Brendel — cbrendel@hfsgb.org
- Pastor: Fr. Joseph Krupp

Admissions & Enrollment

All application forms, required documents, and step-by-step admission instructions are available on our website. Please visit <https://hfsgb.org/prospective-families/admissions/> or contact Mrs. Linda Wehner at lwehner@hfsgb.org to begin the process. We look forward to welcoming your family!

Admissions

- Acceptance is based on enrollment policy and order of application.
- No child shall be denied admission to Holy Family School on the basis of sex, race, color, national origin, or religious affiliation. Priority is given to Catholic children; non-Catholic students are welcomed when space permits. (Diocesan Policy #5117.1)

Age Requirements

- Kindergarten: Child must be 5 years old by September 1st
- Grade 1: Child must be 6 years old by September 1st

Enrollment

Enrollment packets are sent to families upon completion of application forms.

Families are automatically re-enrolled by FACTS for the following school year, and will continue to be billed in the manner previously chosen. Changes can be made to payment plans within the FACTS Family Portal, and/or by contacting the school office.

Emergency Contacts

At the beginning of each school year, families will be asked to provide contact information for up to three trusted individuals to be reached in an emergency when parents cannot be contacted. Children are released only to those listed as emergency contacts. Please notify the school promptly of any changes to this information.

Tuition, Fundraisers & Financial Aid

We understand that choosing Holy Family School is a significant and prayerful investment in your child's education and faith formation. We are deeply grateful for your trust and are committed to being faithful stewards of the resources you entrust to us. Complete and up-to-date information about tuition rates, payment options, financial aid, and our annual fundraiser is available on our school website.

⚠ IMPORTANT: All tuition payments are processed through FACTS Tuition Management at factsmgt.com. No payments are accepted at the school office. All outstanding tuition and fees must be paid in full by July 1st, or enrollment for the following year may be affected.

Mandatory Fundraiser

Holy Family School has an annual mandatory fundraiser called the Panther Draw. Each family will be assigned a quota of raffle tickets to sell or purchase. Any portion of the family quota not met will be billed to the family and must be paid in full by March 1 of that school year. The tickets are distributed in the fall, and selling opportunities will be available. All financial obligations must be met before re-enrollment for the following school year.

For tuition rates, payment options, financial aid applications, and Panther Draw information, please contact Mrs. Linda Wehner at lwehner@hfsgb.org or (810) 694-9072, Ext. 2143.

School Calendar & Hours

Our live school calendar is always current on our website. Please visit www.hfsgb.org/calendar for up-to-date school dates, events, and activities.

Daily School Hours

Schedule	Time
School Office Hours	7:15 a.m. – 3:30 p.m.
Doors Open (K–8)	7:20 a.m.
First Bell / Students proceed to Classrooms	7:25 a.m.
Warning Bell	7:35 a.m.
K–8 School Day Begins	7:40 a.m.

Schedule	Time
Bus Riders Dismissal	2:50 p.m. (Half Day: 11:15 a.m.)
Parent Pickup Dismissal	2:55 p.m. (Half Day: 11:20 a.m.)
Preschool 3-yr (M/W or T/Th)	8:00 a.m. – 11:00 a.m.
Preschool 4-yr (T/W/Th)	11:45 a.m. – 2:45 p.m.
Preschool 4-yr (M–F)	8:00 a.m. – 11:00 a.m.
K Prep (M–F)	7:45 a.m. – 2:45 p.m.

Drop-Off & Dismissal

Student drop-off begins at 7:20 a.m. There are two drop-off locations: Orchard Street doors and the Main Lobby Doors. Orchard Street is one-way from 7:00–8:00 a.m. and again from 2:30–3:00 p.m. Please exit via the church driveway or Orchard Street exit.

- Morning drop-off is curbside ONLY — please do not park and walk your child in
- Drive slowly, carefully, and remain alert at all times
- The lower parking area (Father Bush Parish Center) is reserved for **bus drop-off and pick-up only**
- Parents may only use the lower lot for Extended Care drop-off or pick-up.

If your child normally rides the bus but you wish to pick them up, please notify the school office by **2:00 p.m.** For K–4th Grade students, any change in transportation at dismissal requires a written note sent with the student to their teacher.

⚠ IMPORTANT: Students not picked up by 3:00 p.m. (11:30 a.m. on a half day) will be taken to Extended Care and charged a \$35 (family: \$50) Registration Fee plus the \$7/hour drop-in rate.

Transportation

Bus schedules, routes, and stops are established by the Grand Blanc Schools Transportation Department. Students may not change buses without prior approval. To request an emergency bus pass, contact the Transportation Office at (810) 591-8965. Only the Transportation Department may authorize a student to change buses.

Extended Care Program

Holy Family School's Extended Care Program provides a safe, nurturing environment for students before and after school. We offer full-time, part-time, and drop-in enrollment options to accommodate a variety of family schedules. The program is supervised by trained and caring staff who extend the spirit of our school community into before- and after-school hours.

Families must register for Extended Care and complete all required forms every school year. All accounts are managed through FACTS. Accounts must remain in good standing to continue using Extended Care services, and a late fee applies to past-due accounts.

For current rates, registration forms, and monthly schedule submission, please visit www.hfsgb.org/extended-care or contact Mrs. Holly Farmer, Extended Care Supervisor, at hfarmer@hfsgb.org.

Faith Formation

The heart of Holy Family School is our Catholic faith. Parents are the primary educators of their children's faith. We ask that families support religious formation at home by attending Mass together, praying daily, and living the Gospel values we teach at school.

Faith is woven into every dimension of our school day. Students attend weekly Mass, participate in Adoration of the Blessed Sacrament, pray throughout the day, celebrate the sacraments, and engage in service projects. Second Grade students prepare for and receive the Sacraments of Reconciliation and First Holy Eucharist. Eighth Grade students prepare for the Sacrament of Confirmation. For a full description of our faith life and liturgical calendar, please visit hfgb.org.

Academics

Our Vision: Catholic Liberal Arts Education

Under the plan and direction of the Diocese of Lansing, Holy Family School is embracing an authentically Catholic Liberal Arts education — a time-honored approach rooted in 2,000 years of the Church's commitment to forming the whole child: mind, heart, and soul.

What Is Catholic Liberal Arts Education?

The Catholic Church has been invested in the work of education for over 2,000 years. The term 'Catholic Liberal Arts' simply refers to an authentically Catholic education as practiced by the Church throughout that time — one steeped in the sacraments, virtue, and the pursuit of truth. It is not something new or invented; it is simply a good Catholic education.

A Catholic Liberal Arts education keeps the eyes of students fixed on Jesus Christ, who is Truth, as they grow academically, spiritually, and emotionally. The word 'liberal' here carries no political meaning — it comes from the Latin root *liber*, meaning 'free.' Ultimately, a Catholic Liberal Arts education frees students to pursue Truth, Beauty, and Goodness by providing them with the foundational knowledge they need to be great readers, writers, thinkers, problem solvers, and — most importantly — great disciples.

This Journey at Holy Family

The reclaiming of the Catholic Liberal Arts has been underway for many years, both at Holy Family and across the Diocese of Lansing. Here is a glimpse of how this rich vision has been unfolding in our school community:

When	What Has Happened at Holy Family
~12 Years Ago	An intentional effort began to deepen sacramental life in every Catholic school. Students began attending Mass regularly, participating in Adoration, and receiving more frequent opportunities for Reconciliation.
~4 Years Ago	Holy Family embraced a new religious curricular framework that covers not only the facts of the faith, but encourages an authentic encounter with the Lord through prayer, Scripture, liturgy, and personal witness — including the incorporation of Pope St. John Paul II's teaching on the Theology of the Body, forming students in a proper understanding of what it means to be a beloved son or daughter of God.
~2 Years Ago	Holy Family was blessed with a partnership with the Dominican Sisters of Mary, Mother of the Eucharist, introducing the Raised in Grace curriculum to teach our students how to live a virtuous life.

When	What Has Happened at Holy Family
Just Completed	Holy Family completed a three-year formation program through the Institute for Catholic Liberal Education (ICLE). Our teachers engaged with ICLE presenters to learn the philosophy and teaching practices of the Catholic Liberal Arts, leading students to discover truth joyfully — whether that truth is $2 + 2 = 4$ or that Jesus Christ is the Word made flesh who died and rose to win salvation for us all.

Why This Matters

In a world increasingly driven by artificial intelligence and technological solutions, university presidents and employers are openly declaring the need for students formed in the liberal arts. Only an education that forms mind, body, and soul can truly address the challenges of our time. At Holy Family, we are deeply grateful to Bishop Boyea and the Diocese of Lansing for their leadership in this vision, and to Fr. Joseph Krupp for his enthusiastic commitment to bringing this gift to our school community.

Please join us in praying for our students at Holy Family and across the Diocese of Lansing — that through their Catholic education, they may be led to a life-changing encounter with Jesus Christ as they are immersed in the rich academic and spiritual formation of the Catholic Liberal Arts.

Curriculum

Holy Family School offers a rich, comprehensive curriculum designed to challenge and inspire every student. Grounded in the Catholic Liberal Arts, our curriculum integrates faith across all subjects, cultivates virtue alongside academic excellence, and forms students who are great readers, writers, thinkers, and disciples. For full curriculum information by grade level, please visit <https://www.dioceseoflansing.org/education/catholic-school-curriculum>.

Grading Scales

Grades 4–8

Grade	Percentage
A	92% – 100%
B	82% – 91%
C	72% – 81%
D	62% – 71%
E	61% and below

Grades 1–3 (Standards-Based)

Mark	Level	Range
4	Applying	97%–100%
3	Mastery	94%–96%
2	Developing	65%–93%
1	Beginning	64% and below

Mark	Level	Range
NY	Not Yet Introduced	—

Report Cards & Academic Monitoring

- Printed report cards are sent home at the end of each quarter
- Year-end report cards are mailed to families approximately one week after the last day of school
- Parents of students in all grades may access classroom information through the FACTS Family Portal
- Parents of students in Grades 4–8 are expected to monitor their child's grades regularly in FACTS

Academic Progress & Intervention

- If a student fails a class during the school year, the student, parent(s)/guardian(s), the classroom teacher, and an administrator will be required to meet to develop an Academic Success Plan. This plan will identify areas of concern, establish expectations, and outline interventions and supports designed to promote future academic success.
- If a student fails a class again after an Academic Success Plan has been implemented, additional interventions may be required. These interventions may include, but are not limited to, mandatory tutoring, summer school, or grade retention. All decisions regarding academic interventions and promotion or retention will be made on an individual basis, taking into consideration the student's academic performance, progress, and overall educational needs.

Standardized Testing

- NWEA Assessment: Administered three times per year for students in Grades 1–8
- ARK Test: Administered each spring for students in Grades 2–8
- Pre-ACT: Administered to 8th-grade students through Powers Catholic High School

Parent-Teacher Conferences

Formal Parent-Teacher Conferences are held in the Fall and in the Spring. Additional conferences may be requested at any time by contacting your child's teacher. Teachers may also initiate conference requests throughout the year.

Special Services

Holy Family School provides math and reading intervention services to support students who demonstrate academic need.

Testing for Special Services — including Speech and Language, Learning Disabilities, and Psychological evaluations — may be requested in writing by parents through the school office or the student's teacher. This testing is conducted through the Grand Blanc Schools Special Education Office.

Academic Awards (Grades 5–8)

Students in Grades 5–8 are recognized at the end of each marking period for academic achievement. To qualify, a student must:

- Maintain an 82% or higher average in all subjects
- Earn satisfactory marks in all social skills and work habits

National Junior Honor Society

Students in Grades 6–8 are selected for the National Junior Honor Society in recognition of excellence in scholarship, leadership, service, citizenship, and character. New members are chosen after the first semester each school year. Eligibility criteria and bylaws are shared with students annually.

Homework Policy

Homework is an extension of classroom learning. Teachers assign meaningful homework to reinforce skills and encourage responsibility. Parents are asked to provide a quiet, distraction-free space for homework completion and to monitor that assignments are completed on time.

Chromebook & Textbook Care

Parents are financially responsible for any damage to school-issued Chromebooks. All books must be kept in the best possible condition — no writing in or on hardcover books. Fines will be assessed for damaged or lost books.

School Supplies

Current supply lists for all grades are available on the school website at www.hfsgb.org.

Recommendations & Records

All requests for letters of recommendation or academic records for high school applications or school transfers must be made a minimum of two weeks before the deadline. Records are sent directly to the receiving school — no records will be given to students or parents directly.

Attendance

Research consistently shows that students learn best when they attend school regularly. Chronic absenteeism — missing 10 or more days for any reason — negatively affects social, emotional, and academic development. Our goal at Holy Family is to partner with families to build a strong foundation for lifelong learning.

Students are expected to be on time and ready to learn every day. If your child will be absent, please complete the Student Absent Reporting Form on the Holy Family website under Current Families > Attendance Forms. For late arrivals or early dismissals, use the Early Dismissal/Late Arrival Form on the same page.

Absence Consequences

Total Absences	Action Taken
5 (before Dec. 1)	Notification Letter 1 sent to family
10	Notification Letter 2 sent to family
15	Required meeting with the Principal
20	Summer school will be required
30	Retention

Absences due to medical reasons must be accompanied by proper medical documentation upon the student's return.

Tardiness & Early Dismissal

Tardies are disruptive to instruction and should be avoided. A tardy is defined as any arrival after or departure before the official start or end of the school day.

Arrival / Departure Time	Classification
Arrival between 7:40 a.m. – 8:10 a.m.	A.M. Tardy
Departure between 2:20 p.m. – 2:50 p.m.	P.M. Early Dismissal
Absence greater than 30 minutes either end	½ Day Absence
Total Tardies	Consequence
10	+1 absence added to total
20	+2 absences added / Notification Letter sent
30	+3 absences added / Notification Letter sent
40	+4 absences added / Meeting with Principal required

Vacations During the School Year

Vacations are expected to be taken during scheduled school breaks. Days missed for family vacations are counted as absences and follow the table above. Students are responsible for making up all work missed.

Absences & Extra-Curricular Participation

- Students must be in school by 11:00 a.m. to participate in after-school activities (athletics, dances, holiday programs, etc.)
- A student absent on Friday is not eligible to participate in weekend athletic events
- Attendance at band and choir concerts is mandatory for Grades 4–8 — these are part of the curriculum

Make-Up Work

Students must complete and return all missed work in a timely manner, based on the teacher's classroom policy.

Health & Wellness

When to Keep Your Child Home

For the health of all our students, please follow these guidelines from the Michigan Health Department:

Condition	Guideline
Fever	Keep home until fever-free (below 100.4°F) for 24 hours WITHOUT medication.

Condition	Guideline
Vomiting	Keep home for at least 24 hours after vomiting stops. Consult physician if it persists.
Diarrhea	Keep home until stools are formed and physician approves return.
Strep Throat	Keep home for at least 24 hours after starting antibiotics.
Pink Eye	Keep home for the first 24 hours after treatment begins.
Chickenpox	Keep home until all sores are completely dry and scabbed over.
Rash	Do not send until your physician says it is safe to return.
Severe Cough/Cold	Keep home — even without fever — to prevent spread.
Mild Cold	May attend school if nasal drainage is clear and cough is mild.
Headache	Usually not a reason to stay home. See medication policy for pain relief.
Earache	Consult your physician for guidance.

If a child becomes ill during the school day, a parent, relative, or designated Emergency Contact will be notified to pick them up.

Medical Action Plans for Chronic Health Conditions

Students diagnosed with asthma, severe food or bee sting allergies, seizures, diabetes, or other chronic health conditions that may require emergency intervention must submit a current Action Plan (or Emergency Care Plan) to the school nurse. This plan must be:

- Completed and signed by the student's physician
- Reviewed and updated annually (or as the student's condition changes)
- Accompanied by any required medications, supplies, or authorizations (e.g., inhalers, EpiPens, glucagon, seizure rescue medication)

Parents/guardians are responsible for ensuring the school has the most up-to-date information so that appropriate care can be provided in the event of an emergency. The school nurse is available to assist families with this process.

Medication Policy

By law, the school may not administer any medication — prescription or non-prescription — without written parent/guardian permission. Whenever possible, medication should be administered at home.

Medication Requirements

- All medications must be brought to and from school by a parent — not by the student
- Medications must be in their original, labeled containers
- Both prescription and non-prescription medications require written, signed authorization from a physician AND a parent/guardian. Forms are available at hfs.gb.org.
- Physician orders must match the prescription label on the container
- Tablets requiring splitting must be pre-cut before arriving at school
- Students must provide their own measuring cup or spoon if needed

- Expired medications will not be administered
- All medications not picked up by the last day of school will be discarded
- It is the student's responsibility to report to the office at the scheduled medication time
- Prescription refills are the parent's responsibility

Self-Administration of Inhalers & Epi-Pens

Students may be permitted to carry and self-administer an asthma inhaler or epinephrine auto-injector when the following conditions are met:

- Written approval from the student's physician and parent/guardian is on file
- The "Procedure for Student Self Administration/Self Possession of Medication" form is submitted to the school office
- A written emergency care plan is on file in the school office

Head Lice

If your child contracts head lice, contact the school office immediately. A child found to have head lice during the school day will be sent home. A variety of over-the-counter and prescription treatments are available. Your child must be cleared by the school office before returning to class. The school office can answer additional questions.

Meningitis

Please notify the school office immediately of any suspected or confirmed case of meningitis. The treating physician will determine when the child may return to school. The office will notify all school families of any suspected or confirmed cases.

Immunizations

Michigan law requires all students to be immunized against vaccine-preventable diseases. Proof of immunization records must be provided by the first day of school. Students with incomplete records will be excluded from school until immunizations are up to date.

Holy Family School reports immunization compliance on November 1st each year, covering Preschool, Kindergarten, new students, and 7th Grade. For questions about vaccine schedules or exemptions, contact your healthcare provider, local health department, or visit www.cdc.gov/vaccines.

Food Allergies

Due to the prevalence of severe allergies, peanuts, tree nuts, and nut products are NOT allowed in any classroom. In the cafeteria, a designated Peanut-Free and Shellfish-Free table is available for students with severe allergies.

Birthdays

We love celebrating our students! Because classrooms are nut-free, please bring only non-food treats for classroom celebrations. We are unable to accept edible treats or the delivery of balloons or flower bouquets due to latex and floral allergies. Treats should be small and individually wrapped.

Party Invitations

Party invitations should not be distributed at school. A school directory is available through the FACTS Family Portal. Limousines, party buses, or similar vehicles are not permitted on school property for student drop-off or pick-up.

Dress Code

Holy Family School's dress code promotes a spirit of unity, modesty, and pride in our school community. Students are expected to arrive dressed appropriately each day. Dress code details and uniform vendors are available on the school website at www.hfsgb.org.

Dress code violations will be addressed by asking the student to correct the issue before returning to class. Repeated violations will be referred to the school office.

General Policy

- As children of God, all students will present themselves in modest attire, including styles, cut, and fit.
- Staff will determine appropriateness when necessary.

Bottoms

Item	Color	Requirements
Pants	Navy or khaki	No logos; may be purchased anywhere; no cargo style
Skirts/Skorts	Navy or khaki	Knee-length , modest fit; may be purchased anywhere
Plaid Jumpers & Skirts	—	Knee-length ; must be purchased from Tommy Hilfiger; collared shirt worn underneath
Leggings	Black, white, or navy	No logos, cut-outs, or decorations; worn only under skirts/jumpers; required Nov. 1 – Mar. 31
Shorts	Navy or khaki	Knee-length ; no cargo/athletic style; not permitted Nov. 1 – Mar. 31

Knee-length shorts and skirts will be **strictly** enforced beginning 2027-2028 school year

Tops & Outerwear

Item	Color	Requirements
Shirt	Navy, white, or yellow	Collared; must have HFS logo; purchased from Tommy Hilfiger or the Used Uniform Store; length must be able to cover waistband at all times.
Sweater	Navy	Must have HFS logo; purchased from Tommy Hilfiger; worn over a collared uniform shirt
Zip Jacket	Navy	Must have HFS logo; purchased from Tommy Hilfiger or Hoyt; worn over a collared uniform shirt

Uniform vendor — Tommy Hilfiger: <https://www.globalschoolwear.com/>

Accessories & Grooming

Item	Guidelines
Belt	Optional; brown or black
Socks	Black, white, navy, khaki or gray; logos should be minimal
Shoes	Athletic or dress shoes without a heel
Hair	Clean and neat; natural color; should not distract from learning. Girls: hair accessories should be minimal. Boys: must be cut above the collar — ponytails, buns, mohawks, fauxhawks, shaved logos/symbols, and mullets are not allowed. No facial hair.
Makeup	May be worn in moderation for Grades 6–8 only; must be applied at home
Perfume & Cologne	Deodorant should be used when age-appropriate; perfume, cologne, body spray, and heavily scented lotions should not be worn
Jewelry	Minimal; must be moderate in size and style
Watches	Analog watches allowed; no smart watches, Fitbits, or exercise trackers
Piercings/Tattoos	No tattoos — permanent, temporary, or henna; girls may have ear piercings only

Gym Clothes (Grades 5–8 only)

- T-shirts and sweatshirts free from objectionable slogans or logos
- Sweatpants, joggers, and modest-length shorts

Special Dress Days

Day Type	Guidelines
Spirit Days	Holy Family spirit wear top with jeans (free of rips, holes, and tears) or uniform bottoms
Casual Panther Days	Students may wear jeans (free from rips, holes, and tears), sweatpants, joggers, dress pants, dresses (knee-length), skirts (knee-length), or shorts (knee-length — not allowed Nov. 1–Mar. 31). T-shirts, sweatshirts, or sweaters must be free from objectionable slogans and logos (including alcohol, tobacco, politics, music/concert, and wrestling). Shirts must always be long enough to cover the waistband of pants.
Dress-Up Days / 8th Grade Graduation	Dresses must be knee-length front and back, free from "cut-outs," and have straps at least 1" wide. Shoulders must be covered for Mass. Skirts must be knee-length front and back. No heels or wedges higher than 2 inches for girls. Dress pants and khakis may be worn — no jeans. Boys' shirts must have a collar; if the shirt is tucked in, a belt must be worn. Shirt, tie, and suit are acceptable.
Athletic Uniforms	Athletes in Grades 5–8 are expected to wear their team jersey over their school uniform on game days or on the Friday before a weekend game. Details will be given by the coach or athletic director.

Student Conduct & Discipline

Students at Holy Family School are called to act in ways that reflect the values of the Gospel and the teachings of the Catholic Church. We ask all students to treat every person they encounter — teachers, staff, classmates, bus drivers, volunteers, coaches, and visitors — with respect, courtesy, and Christian charity.

Our school-wide behavior system emphasizes consistency, accountability, and growth in virtue. Most minor behaviors are addressed progressively by the classroom teacher. Serious or repeated behaviors are referred to the principal. Consequences are always determined with the goal of helping students learn and maintaining a safe, respectful, faith-filled community.

The Code of Discipline applies to all school and school-sponsored programs and activities, whether on school/parish property or at another location. It is based on policies established by the Diocese of Lansing (Diocesan Policies #1531 and #5144).

Concerns

If a social, behavioral, or academic concern arises, please follow these steps:

- Contact the teacher directly to discuss the concern
- If unresolved, schedule a meeting with both the teacher and the Principal
- If still unresolved, appeal to the Pastor
- A final appeal may be made to the Superintendent of the Department of Education and Catechesis at the Diocese of Lansing (Diocesan Policy #2450b)

Bullying

Bullying is defined as repeated behavior that is dehumanizing, intimidating, hostile, humiliating, or threatening — whether physical, verbal, emotional, or digital. All reports of bullying are taken seriously, fully investigated, and addressed with appropriate consequences.

Bullying prevention is rooted in our culture of Christian virtue. At Holy Family, we strive to live out respect, kindness, charity, and dignity for all — values that stand in direct opposition to bullying. These values are consistently taught, modeled, and expected throughout all areas of school life.

Personal Property

Students must not disturb the property of others — including items in lockers, hallways, or desks. Students and their belongings (backpacks, purses, etc.) may be searched if staff have reasonable cause to believe a student possesses illegal, unauthorized, or hazardous items.

Cell Phones & Mobile Devices

All electronic devices — including cell phones and smart watches — must remain turned off and stored in backpacks before entering the building at the beginning of the day and until they have exited the building at the end of the day. Under the guidance of State Law, devices may not be used at any time during the school day.

Offense	Consequence
1st	Device returned to student at end of day. Reflection Sheet completed.
2nd	Parent must retrieve device from the school office. Reflection Sheet completed.

Offense	Consequence
3rd	Student loses the privilege of bringing device to school.

Suspension

Suspension is an action taken when other means of guidance have failed, or when circumstances involving serious misconduct require immediate removal from the school environment. During suspension, the student is expected to complete all assigned classwork.

Expulsion

Expulsion is the permanent dismissal of a student from Holy Family School. It is enacted only as a last resort when all other means of correction have failed, or when circumstances of serious misconduct or disruption require it. Expulsion involves:

- Prior notice to parents/guardians of the offense
- Referral to the Diocesan Superintendent or delegate
- Notification of the appeal process (Diocesan Policy #5114.4)

The Pastor and Principal reserve the right to waive or deviate from standard disciplinary procedures at their discretion in the best interest of the school.

Threat of Harm

If a student makes a credible threat of harm to self or others, the student will be placed on suspension pending the completion of an investigation.

Mandatory Reportable Incidents

The following incidents must be reported to law enforcement as required by Michigan law:

- Weapons on school property
- Bomb threats, arson, explosions, or hostage situations
- Sexual assault
- Drug possession, sale, use, or overdose
- Alcohol or tobacco possession by a minor
- Theft, robbery, or significant vandalism
- Suicide threats or attempts
- Dangerous bus incidents
- Serious social media threats or inappropriate electronic communications (including sexting)
- Any incident posing an immediate threat to students, staff, or school property

In the event of alleged serious misconduct, the student will be removed from class or school for a minimum of one day while an investigation is conducted (Diocesan Administrative Regulations, Policy #5131-C). The Grand Blanc Police Department and School Liaison Officer notify school officials of crimes on school property and off-campus incidents that may present an imminent threat to school safety.

Alcohol, Drugs & Vaping

Students may not possess, use, purchase, sell, or be under the influence of alcohol or controlled substances on school property, school buses, or at school-sponsored events. (Diocesan Policy #5131-A)

Vaping and possession of vaping devices or materials are strictly prohibited. Consequences include parent notification, confiscation of the device, suspension, and additional disciplinary action.

Sexual Harassment & Sexual Abuse

Holy Family School and the Diocese of Lansing prohibit all forms of sexual harassment, including unwelcome advances, inappropriate comments or gestures, obscene language, displaying offensive materials, and unwanted physical contact. Substantiated complaints will result in appropriate disciplinary action. (Diocesan Policy #5141.2)

The Diocese of Lansing has zero tolerance for the sexual abuse of minors or vulnerable adults. Any suspected abuse must be reported immediately to civil and Church authorities in accordance with Michigan's Child Protection Law (Act 238 of 1975).

Vandalism

Students and their parents/guardians are financially responsible for intentional damage to school property, including books, Chromebooks, supplies, equipment, buildings, and grounds. (Diocesan Policy #5131.5)

Weapons - Mandatory Expulsion

Michigan law mandates expulsion for students who possess a dangerous weapon on school property or commit arson or criminal sexual conduct at school. Dangerous weapons include firearms, daggers, stilettos, knives with blades longer than three inches, switchblades, iron bars, and brass knuckles (P.A. 328). State law allows possible reinstatement after 90 school days (Grades K–5) or 180 school days (Grades 6–12). During the expulsion period, students may not enroll in any Michigan public school. (Diocesan Policy #5131-B)

Safety & Security

Child Protection

Michigan's Child Protection Law (Act 238 of 1975) requires all school personnel to immediately report any reasonable suspicion of child abuse or neglect. Reports are made by phone to the Department of Social Services and to the school administrator, followed by a written report within 72 hours. (Diocesan Policy #5142.1)

Personal Safety

Please remind your child never to accept a ride from a stranger. If such a situation occurs, law enforcement and the school should be notified immediately. We also encourage every family to establish a plan for what your child should do if school is dismissed early and a parent is not home.

Non-Custodial Parents

Holy Family School abides by the Family Educational Rights and Privacy Act (FERPA). In the absence of a court order, non-custodial parents have access to their child's academic records and school information. If a court order restricts such access, it is the custodial parent's responsibility to provide the school with a complete, official copy of that order.

Visitors

Visitors are always welcome at Holy Family School! To protect our students and minimize classroom disruption, all classroom visits must be arranged in advance with the school office or the teacher. All visitors must sign in at the lobby desk and wear the provided name badge. Identification is required.

Volunteers

The gifts of our parent volunteers are a true blessing at Holy Family School! While we do not require a set number of volunteer hours, our continued growth and success depend on your generous participation. All volunteers — including coaches — must meet the following requirements before volunteering:

- Complete one 3-hour Protecting God's Children session or the equivalent online program at www.virtusonline.org
- Sign a criminal background release form
- Read and sign the Pastoral Code of Conduct
- Respect the dignity of all — including maintaining confidentiality

Field Trips

All field trips require a signed parental permission form. Students are transported by school bus. If a parent wishes to attend, they may drive themselves but may only transport their own child. All chaperones must meet volunteer requirements (see Volunteers above).

Weather & Emergency Closings

If Holy Family School must close due to weather or another emergency, families will receive a notification via text and/or email. Closings are also announced on WJRT-TV 12, WNEM-TV 5, and WEYI TV 25. When Grand Blanc Schools are closed due to weather, Holy Family School is also closed. All school activities — day and evening — are canceled when school is canceled.

Tornado Procedures

Tornado WARNING: School will not be dismissed and buses will not run until the warning is officially canceled. Students are released only to parents/guardians from the school lobby when an Early Dismissal Form has been submitted online.

Tornado WATCH: School proceeds normally and students are dismissed at the regular time.

Lockdown & Shelter-in-Place

Holy Family School has comprehensive lockdown and shelter-in-place procedures, with regular practice drills. A parent notification procedure is in place. No one — including parents — may enter the building during a lockdown.

Emergency Drills & Procedures

In accordance with the State of Michigan requirements, we conduct regular emergency drills throughout the school year. These drills are held unannounced to realistically assess our readiness and ensure everyone is well-prepared. We appreciate your partnership in helping our students respond calmly and confidently.

Smoke-Free Campus

Holy Family is a smoke-free and vape-free campus.

Communication

Staying Connected

Holy Family School is committed to keeping families informed and engaged. Here's how we communicate:

Channel	How It Works
Panther Press	The weekly Newsletter will include notes from our school Principal as well as meeting notes from our Holy Family Executive Team, Communication Team, and Liturgy Team
FACTS Family Portal	Secure online system for grades, attendance, lunch accounts, forms, and school communications. Log in at hfs.gb.org .
School Website	www.hfs.gb.org — updated calendar, lunch menus, Spirit Wear, attendance forms, and other resources.
Emails & Texts	FACTS is used for email and text alerts for weather closings and emergency situations.
Bulletin	www.hfs.gb.org

Messages & Deliveries

To reach your child during the school day, please call the school office at (810) 694-9072, Ext. 2140. Notify the office by 2:00 p.m. if you need to change your child's after-school transportation. To avoid disrupting instruction, deliveries for students must be left with the lobby receptionist, who will arrange delivery to the classroom.

Social Media Policy

This policy applies to all social media platforms, whether managed by Holy Family or used personally by members of our community — including Facebook, Snapchat, X, Instagram, and any emerging platforms.

- The Holy Family name or logo may not be used without prior written approval from school administration.
- All official Holy Family social media accounts are moderated — anonymous comments are not permitted. Comments that are profane, defamatory, off-topic, or that misrepresent the school or parish will be removed.
- Users must comply fully with copyright law when sharing content.
- Personally identifiable information must not be disclosed without written consent.
- Holy Family's social media platforms are not intended for children under age 13.
- Report any policy violations to the school administration immediately.

Media Release

Holy Family School designates photographs and video recordings of students in school activities as "directory information" under FERPA (20 USC 1232g). These may be shared without individual written consent unless a parent opts out via the opt-out option located in the Back-to-School packet.

Programs & Services

Cafeteria

For lunch menus and FACTS lunch account management, please visit <https://hfsgb.org/lunch-program-menu/>.

Lost & Found

Please label all clothing and belongings with your child's name. Lost and found items are kept near the Orchard Street doors. Unclaimed items are donated to charity three times a year.

Diocesan Policies & Additional Information

Human Person & Gender Dysphoria

Diocesan schools partner with families to educate and form students in accordance with the teachings of Jesus Christ and His Church. Families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents/guardians are expected to conduct themselves consistent with their God-given biological sex.

Diocese of Lansing Policy: The Human Person & Gender Dysphoria:
<https://dioceseoflansing.org/news/love-truth-authentic-happiness-new-policy-human-person-and-gender-dysphoria>

FERPA (Family Educational Rights & Privacy Act)

Holy Family School complies fully with FERPA, which grants parents the right to access, review, and request amendments to their child's educational records. Records are kept confidential and released only in accordance with federal law.

Technology Acceptable Use Policy

Students and families review and sign the Diocese of Lansing Technology Acceptable Use Policy annually as part of back-to-school forms. Students are expected to use technology in a manner reflecting our Catholic values — with respect, responsibility, and integrity.

Diocese of Lansing Portable Electronic Devices Policy:
<https://drive.google.com/file/d/15l-eS7y5gkyZBrBbhlGpUvtd4JL2s1u/view>

Asbestos Program

In 1998, Holy Family removed all friable asbestos from classrooms and hallways. The EPA requires re-inspections every three years, conducted by W.M.I. Environmental Services of Kalamazoo under contract with the Diocese of Lansing. Inspection results are on file in the school office and available for review during normal school hours.

Pesticide Notice

As required by the Michigan Department of Agriculture, parents have the right to be informed of any pesticide applications made to school grounds or buildings. In emergencies, applications may occur without prior notice. Contact the school if you wish to receive advance notification.

Diocesan Policy Reference List

The following Diocesan policies are referenced throughout this handbook:

Policy #	Topic
#1531	Student Conduct — Christian Discipline
#2450b	Diocesan Superintendent Appeal Process
#5114.4	Expulsion — Notification & Appeal
#5117.1	Enrollment — Non-Discrimination
#5131-A	Alcohol and Drugs
#5131-B	Weapons — Mandatory Expulsion
#5131-C	Serious Misconduct Investigation
#5131.5	Vandalism
#5141.2	Sexual Harassment
#5142.1	Child Protection Reporting
#5144	Discipline — Respect for Student Dignity

† Holy Family School • 215 Orchard Street • Grand Blanc, MI 48439 †

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"Holy Family, believing that each student is a child of God, challenges each to grow as saints."

Family Acknowledgment & Signature Page

Please read the following statement carefully and follow the link to submit your signatures by the first Friday of the school year. By signing, you confirm that you and your child have read and agree to abide by the policies in this handbook.

Family Statement of Understanding

We, the undersigned parent(s)/guardian(s) and student, have read and reviewed the Holy Family School Student-Parent Policy Handbook for the 2026–2027 school year. We understand and agree to abide by all policies, procedures, and expectations contained herein, including but not limited to:

- The Mission and Catholic identity of Holy Family School
- The Admissions, Enrollment, and Financial policies
- The Attendance policy and consequences
- The Dress Code
- The Code of Discipline and Student Conduct expectations
- The Health, Safety, and Medication policies
- The Technology Acceptable Use Policy (Diocese of Lansing)
- The Social Media Policy
- The Mandatory Fundraiser (Panther Draw) obligation
- All referenced Diocesan Policies

We understand that the policies in this handbook apply to all school and school-sponsored activities, whether on or off school property. We understand that the school administration reserves the right to make final decisions in situations not explicitly covered by this handbook.

Signatures required:

After reading this handbook, please log in to the FACTS Family Portal to electronically sign (Parents and Students) confirming that you have read, understand, and agree to its contents. Signatures must be submitted by the first school day of the current school year.

Thank you for your partnership in this important work. We are honored to serve your family.