



*Outstanding Catholic Education*  
*Faith Formation-Academic Excellence*

**Student-Parent  
Handbook**

**2019-2020**

## HOLY FAMILY SCHOOL

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Grand Blanc, MI 48439  
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### Introduction

The information contained in the Holy Family School Handbook has been prepared to provide you with important information concerning Holy Family School. The school policies and procedures were instituted to provide your children with a safe, comfortable, orderly, Catholic environment in which to learn and grow.

The framework established by the policies and procedures will not cover every situation that might be encountered during the school year. Should a situation arise which is not covered under policy or procedure, the school administration will make the final interpretation and decision. As with all policies and procedures, the school administration reserves the right to make final decisions in any situation.

Please review the contents of this handbook with your child(ren). We ask the parents' support, cooperation, and assistance in seeing that the school policies and procedures are followed by the children.

Please retain this handbook for easy reference throughout the year.

Dear Families of Holy Family Catholic School,

Welcome! We are looking forward to a wonderful year of growing and learning together in Christ. The following pages provide information that is beneficial to you and your child(ren). It includes rules and regulations that are necessary to maintain a cooperative spirit and the best learning atmosphere for our students. We encourage you to share this information with your child(ren) and become familiar with the policies of our school. We ask that you refer to this handbook for the duration of the school year. May God continue to send his blessings upon us and guide us in ways that challenge us academically, build communities and draw us closer to Him.

Partnering in the Ministry of Catholic Education,  
The Staff of Holy Family Catholic School

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## **Mission Statement**

The Holy Family Catholic School Community, believing that each student is a child of God, challenges each student to embrace the Gospel message, to achieve academic excellence, and to make a difference in the world.

## **Profile**

Holy Family School is a parish school operated by Holy Family Parish. The school is supported by the whole parish-those who have children in the school as well as those who do not-because the parish sees Catholic education as a ministry of the Church and the ideal way to pass on the Catholic faith to the children of the parish. The school exists to provide a Catholic environment by which parents are supported in their primary duty to educate their children in faith and morals. The school has a Preschool, a Kindergarten, and a First through Eighth grade program. There is also an Extended Care Program available before and after school.

Holy Family opened its doors in September of 1956. The opening of the school and its subsequent additions were the result of the vision and work of Father John Bush, the founding pastor of Holy Family and pastor of Holy Family from 1946 to 1983. A further addition of twelve classrooms was completed in 1998 under the guidance of Holy Family's former pastor, Father James Swiat.

Sister Genofeva was the first principal. Sister Genofeva along with Sisters Blanche and Mary Shawn, Sisters of St. Joseph of Nazareth, Michigan, made up the first Holy Family faculty. The first enrollment consisted of 125 children in grades 1-6 with two grades per classroom. The first graduating class was in June of 1957.

## **Staff**

All teachers are certified by the state of Michigan. Included among the teachers are the physical education teacher, music teacher, Spanish teacher, and technology teacher.

## **Accreditation**

Holy Family School is accredited through the Michigan Nonpublic Schools Accrediting Association. Holy Family School is a member of the Michigan Association of Nonpublic Schools (MANS) and the National Catholic Education Association (NCEA).

## **Curriculum**

Art	Media	Reading/Math Assistance	Technology
History	Music, Vocal, Band	Religion	
Language Arts	Phonics	Science	
Literature	Physical Education	Social Studies	
Mathematics	Reading	Spanish	

## Holy Family Parish Membership and Stewardship

When we speak of a Holy Family parishioner in good-standing, we mean a baptized Catholic and a registered member of Holy Family Church who participates weekly in Sunday Mass and contributes time, talent, and treasure through the parish Stewardship program.

The principle that guides us at Holy Family is the principle of Stewardship. We are God's stewards. We believe that all we are and all we have comes from God. As stewards we are called to acknowledge God's gifts to us and respond gratefully by using them for the benefit of others and to accomplish God's work in the world.

Our Parish Stewardship program helps us to recognize what God has given us. Our Time, our Talent, and our Treasure are a sacred trust. One day we must account to God for how we use them. When we make the most of our time, develop our talents, and share our treasure in response to God's call, we are being faithful stewards. Stewardship is the way Christians live.

Holy Family Parish believes in and practices tithing stewardship. By stewardship we understand returning to God the first tenth of all He has given to us-5% through our Church and 5% through other charitable giving. This is the kind of Stewardship recommended in the Bible. Each November all Holy Family Parishioners are asked to make their stewardship pledges for the coming year. When a parish family enrolls children in Holy Family School, their parish membership and regular stewardship are reviewed.

Tithing 5% to the church is simple to compute. If a family's income is \$30,000, their 5% tithe would be \$30 each week. A family with a \$75,000 per year income would tithe 5% by giving \$75 per week. Holy Family school parents must maintain a minimum 3% tithing level to receive reduced tuition.

Holy Family School exists to provide a Catholic environment by which parents are supported in their primary duty to educate their children in faith and morals. Holy Family is committed to the Catholic education of children as one of its primary ministries. Because of the active and generous stewardship of Holy Family parishioners, all parish families receive a discount on tuition. There are further discounts available to active/participating members of Holy Family Parish. All others agree to pay the full cost of education. There are limited financial aid funds available to families in severe financial need. Catholic families relocating to the Grand Blanc area should submit a letter from their previous pastor indicating their active/participating support of their former parish in order to qualify for priority admission and participating parishioner's rate.

Holy Family is a parish school-not a private school. Private schools are usually supported by the money collected from those who use them. On the other hand, a parish school is supported by a whole community of people-those who may have children in the school as well as those who do not-because we see Catholic education as a ministry of our Church and the ideal way we pass on our Catholic Faith to the children in our community.

## Tuition

ALL FAMILIES' TUITION AND/OR ANY OUTSTANDING FEES MUST BE PAID IN FULL BY JULY 1 OR YOUR STUDENT(S) MAY BE EXCLUDED FROM ATTENDING SCHOOL.

Tuition may be paid in full on or before July 1<sup>st</sup>, or in twelve monthly payments. Monthly payments begin in July. **All** families are required to register with and pay through the FACTS tuition management program at [factsmgt.com](https://factsmgt.com) by July 1<sup>st</sup>.

FACTS Management Company is a nationally recognized tuition management firm used by private and Catholic schools for collecting tuition. There is a nominal onetime fee to make payments through FACTS.

Tuition is broken into two categories. Category 1 (Holy Family In-Parish Tuition\*) and Category 2 (Out-of-Parish Tuition). **\*To qualify for and maintain Category 1 Tuition, an active and participating member of Holy Family Church must meet the following criteria:**

- Participate in weekly Sunday Mass- Envelopes are required to be placed in baskets each time you attend Mass for record keeping.
- Actively contribute time and talent to the parish/school functions
- Participate in stewardship joyfully, spiritually and sacrificially to the needs of our Church and School each week through online giving or church envelopes. Your stewardship is tracked through your parish number.

### Financial Aid:

In addition to the parish discounts, there is limited financial aid available. Financial aid eligibility is based on the Holy Family School Financial Aid Form and information through FACTS Grant and Aid Services. Please contact the school office for the necessary form.

- Tuition assistance awards will not be granted to families who do not submit the HFS Financial Aid Form and the online application to FACTS Grant and Aid Services by March 1.
- The Financial Aid Committee meets in late May to review applicants and award funds.
- Applicants will be notified of financial aid awards in writing, no later than July 1.

**PLEASE NOTE: In addition to forms stated above, only those families current with their financial obligations to Holy Family School are eligible for financial aid and scholarship funds.**



## Enrollment Policy

No child whose parents desire to enroll him/her in any Catholic School of the Diocese of Lansing shall be denied admission on the basis of sex, race, color, national origin, or religious affiliation. Priority is to be given to Catholic children. Non-Catholics will be accepted if the school possesses capacity for additional enrollees. (Diocesan Policy #5117.1) Students will be admitted according to the following priority:

- Children of parish families currently enrolled in Holy Family School, including preschool.
- Children of parish families whose children are not currently enrolled in Holy Family School.
- Children of families who are members of a Catholic parish other than Holy Family who have children currently enrolled in Holy Family School, including preschool.
- Children of families who are members of a Catholic parish other than Holy Family who do not have children currently enrolled in Holy Family School.\*
- Children of families who are not members of a Catholic parish and who currently have children enrolled in Holy Family School.
- Children of families who are not members of a Catholic parish who do not have children currently enrolled in Holy Family School.\*

\*Families who previously had children attending Holy Family will be given first priority.

Holy Family School is a member of the Genesee County Catholic Schools (GCCS). It is the policy of all schools in this membership to verify that all financial obligations to one school/parish are met before a family may enroll their student in another school in our membership. These schools have a right to notify each other when a family that is leaving a school has not met all of its obligations. **If you withdraw your student from Holy Family School after December 1<sup>st</sup>, there are no tuition refunds.**

### **Mandatory School Fundraiser: Panther Draw**

Holy Family School has ONE annual **mandatory** fundraiser. It is 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 September and selling opportunities will be available. The drawing is held after our annual Christmas Program in December. All financial obligations must be met before a family can register for the following school year.

### **Kindergarten Registration**

Kindergarten registration is held in March. A letter is sent to parishioners announcing the dates and times of registration. Registration information is also placed in the parish bulletin. Registration for Kindergarten is not accepted prior to the start of registration in March.

### **New Student Registration**

Registration for Grades 1-8 is accepted starting in January prior to the fall when the new school year begins. Students are accepted based on the enrollment policy and the order of registration. Acceptance of students into Grades 1-8 will also include:

- A meeting with the principal
- A review of his/her previous school academic and conduct records
- A review of existing IEP's/Accommodation records
- Grade Level Placement tests administered to determine grade level placement

Acceptance of a new student into Holy Family is not final until the parents are notified either by letter or phone.

Kindergarten: To register for Kindergarten, a child must be five years old by September first of the year the child enters school.

Grade 1: To register for first grade, a child must be six years of age by September first of the year the child enters school.

The following information is needed when registering K-8

- Copy of the Birth Certificate issued by the County Clerk
- Copy of the Baptismal Certificate
- Copy of immunization record
- Holy Family Parish envelope number (if applicable)
- Copy of the latest Report Card (Grades 1-8 only)
- Health Appraisal & Hearing/Vision Screening (Grade K only)

## **Probationary Period for New Students**

The first 90 calendar days in attendance will be considered probationary for all students on the basis of the ability to be successful within the academic and behavioral standards of Holy Family Catholic School. The student's ability to function in an acceptable manner physically, socially, emotionally, and academically will be evaluated by the classroom teacher, parents, and principal during 90 calendar days. At the end of or during this period, a determination will be made whether Holy Family Catholic School is the "right fit."

If the student is unable to fully participate in the assigned grade level due to weak academic skills, the student may be asked to transfer to a lower grade level. It may be recommended that the student also be transferred to another school with a program that provides more support for the specific needs of the student. If the student is unable to follow the behavioral standards of the school, counseling, a written contract, or release from the school are all options.

## **Faith Formation**

The purpose of Holy Family School is to educate our Catholic young people in their faith and to encourage the growth of the church. The school provides opportunities for the students to grow in their faith through their religion class, participation at Mass, Assembly, prayer services, and opportunities to receive the sacraments.

As aptly stated in Church documents, it is parents who are the primary educators of their children. Therefore, it is essential that you, as parents, provide faith formation experiences for your children, witness to your faith through your own Christian living, develop and foster a commitment to prayer, and participate actively and regularly as a family in a weekend Holy Family Parish liturgy.

- Adoration: Students in grades K-8 take the opportunity once a week to gather in church for Adoration of the Blessed Sacrament.
- Assembly: The students in Grades K-8 gather once a month for assembly. Assembly is a time for prayer as a school community.
- Mass/Prayer Services: Students in Grades K-8 attend an All-School Mass weekly, a grade level Mass monthly, and Mass on Holy and Feast Days.
- Stewardship: Students have the opportunity to share their time, talent, and treasure through service projects during the year.
- Reconciliation: The students are given the opportunity to receive the Sacrament of Reconciliation during the school year.
- Sacramental Preparation: Students in Second Grade prepare for and receive the sacraments of Reconciliation and Holy Eucharist. Students prepare for the sacrament of Confirmation in Eighth Grade.

## **Parent-Teacher Organization**

The Parent-Teacher Organization is a vital part of the life of Holy Family School. Through its fund-raising and volunteer work, it provides many benefits for both students and teachers. All parents and guardians whose children attend Holy Family School are automatically members as well as the priests, administrators, and teachers.

### Parent-Teacher Organization Objectives:

- To provide a medium for parents and faculty to work together for the benefit of Holy Family School in the areas of communications, public relations, fund-raising, and special programs.
- To assist the faculty and staff in providing a spiritual and academic environment.
- To increase parent and teacher participation by attending meetings and sharing time and talents.
- To promote goodwill and cooperation within the Holy Family Community

## **Holy Family Athletic Boosters**

The Holy Family Athletic Boosters is a parish-wide organization and the force behind many parish activities. Our Athletic Program is funded by the Holy Family Athletic Boosters. Because of their support, any student in 4<sup>th</sup> – 8<sup>th</sup> Grade can be part of an athletic program. All school families are encouraged to join the Holy Family Athletic Boosters.

## **Advancement Committee**

The Holy Family School Advancement Committee was formed in October 2005 to assure the continuing existence of Holy Family School through marketing and long-term financial support. The Advancement Committee’s mission is to be an advisory group to the school administration, to help promote Holy Family School, and to aid in securing financial support for its future growth and development. The Committee reports up through the parish Education Commission and meets monthly during the school year to make decisions that carry out the purpose of the Committee.

## **School Hours**

School office hours	7:30 A.M.—3:30 P.M.
K—8	7:40 A.M.—2:56 P.M. (Half Day Dismissal 11:23 A.M.)
Preschool hours	8:00 A.M.—11:00 A.M. (3 yr. Tues. & Thurs.)
	8:00 A.M.—11:00 A.M. (4 yr. Mon-Wed-Fri)
	8:00 A.M.—11:00 A.M. (4 yr. 5 Day M-F)
	11:45 A.M.—2:45 P.M. (K Prep M-F)

## School Calendar

Mon., Aug. 26, 2019	First day of school (Kindergarten Prep, K-8)
Tuesday, Sept. 3, 2019	First day of school (3 Year Old Preschool and 4 Year Old Preschool/5days)
Wed., Sept. 4, 2019	First day of school (4 Year Old Preschool/3 days)
Fri., Dec. 20, 2019	Christmas break begins <b>at the end of the school day</b>
Mon., Jan. 6, 2020	School resumes
Mon., March 30, 2020	Spring break
Mon., April 6, 2020	School resumes
Fri., June 12, 2020	Last day of school for K-7 <sup>th</sup> Grade, 1/2 day

**Full Calendar can be viewed on our website, [www.hfsqgb.org](http://www.hfsqgb.org).**

## Start of School

The bell for the students to enter school rings at **7:40 A.M.**

**Instruction begins at 7:45 A.M.**

The buses drop off the students in the lower parking lot. When students are dropped off they should go directly to their classroom.

Walkers should not be dropped off before 7:30 A.M as there is no adult supervision before that time. The students are to remain outside until the bell rings.

When dropping students off in the morning, drivers are to use the northern-most driveway across from the Hill Funeral Home to enter the parking lot. There are two drop off locations, Orchard Street or lobby doors. Orchard Street is a one way street from 7:15 A.M. to 8:15 A.M. and again from 2:30 P.M. to 3:15 P.M. Please exit the parking lot by using the driveway adjacent to the Church or by the Orchard Street exit. We encourage you to use the DROPOFF ZONE and not walk your child(ren) up to the school. For the safety of everyone involved, it is necessary for everyone to follow the path and drop off in the designated areas ONLY! If you choose to walk your child to the door, you must park in the St. Joseph Center lot and walk around the building. **The lower parking area is reserved for bus service.**

## Dismissal

Bus riders Dismissal: 2:51 P.M. (Half Day Dismissal 11:18 A.M.)

Walkers Dismissal: 2:56 P.M. (Half Day Dismissal 11:23 A.M.)

Students riding the buses board the buses in the lower parking lot by the Father Bush Parish Center. The buses then take the students home. **If your child is normally bused, and you wish to pick him/her up after school, it is necessary to call the school office by 1:00 P.M.** All bus riders will ride the bus unless the teacher receives a note or the office is called notifying us that the student is to be a walker. If we do not have a note or receive a call, the student will be put on a bus.

At dismissal, walkers should be picked up in the upper parking lot. **The lower parking lot is reserved for bus service.** Parents picking students up after school will meet their child(ren) outside of the school building. Students in Grades K-1, and Grades 6-8 will dismiss outside the lobby doors. Students in Grades 2-5 will be dismissed outside the Orchard Street doors. This procedure will allow for an orderly dismissal.

You are to exit the parking lot using the driveway adjacent to the Church or by the Orchard Street exit. If your child cannot be picked up by 3:10 P.M., please make other arrangements. **Students not picked up by 3:10 P.M. will be taken to Extended Care and charged a Registration Fee and \$6/hour rate.** Our Extended Care Program is open from 6:00 A.M. to 6:00 P.M.

If there is a change in a K-4th Grade student’s method of transportation at dismissal, a written note must be sent in to the student’s teacher with this information.

**It is very important for you to drive carefully, slowly, and alertly, and follow the marked roadway.**

### **Financial Policy**

Holy Family expects each family to paying all fees incurred (library book fines, extended care, etc.) during the school year in full and in a timely manner. **Extended Care drop-ins must pay upon arrival. An account may be set up for pre-payment.** If there is a family circumstance that arises which makes it difficult to fulfill financial obligations, it is your responsibility to contact the Holy Family pastor and principal to make specific arrangements for resolution. Outstanding balances may prevent participation in school/school activities. **ALL** payments (excluding lunch accounts) will be made through your FACTS account. NO payments will be accepted at the school. Lunch accounts should be kept current each month and processed through Lunch Program & Menu tab on the hfs.gb.org website.

### **Transportation**

The Transportation Department of the Grand Blanc Schools establishes the bus schedules and determines the bus stops and routes.

Students may not change busses without a serious reason. All requests for an “emergency” bus pass to ride another bus should be made through the Transportation Office (810-591-8965). If approved, the Emergency Pass will be issued by the Transportation Department, who will notify the school office and the bus driver. **Only the Transportation Department can give permission for a student to change buses or ride a bus.**

## **Emergency Card**

At the beginning of each school year, an emergency data card must be filled out for each child by the custodial parent(s) or guardian(s). These cards are used in cases of emergency when it is crucial that the school be able to immediately contact you or your designee. Please inform the school of any changes of information pertinent to the emergency card that may occur during the year. Children are only released to those designated on the emergency card.

## **Non-Custodial Parent**

Holy Family School abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, Holy Family will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, or that one parent does not have legal access, it is the responsibility of the custodial parent to provide the school with an official copy of the court order in its entirety.

## **Child Protection Law**

The Child Protection Law requires the reporting of child abuse and neglect. School personnel are required to report any reasonable cause to suspect child abuse or neglect immediately. Reports are made by telephone or orally to the Department of Social Services and to the school administrator. A written report must follow within 72 hours. Further information concerning this law is found in Diocesan Policy #5142.1.

## **Attendance Policy**

Regular student attendance, an essential cornerstone of learning, is based upon a partnership between home and school. Together, they can help to develop responsible habits for future schooling and employment. The attendance habits that are developed in elementary school will continue through middle school, high school, and college. Students who are encouraged to be in school are likely to value the importance of education. They have a better chance at success due to these values.

Consistent, regular attendance is essential if a student is to achieve academic success. When a student is absent, it places that student behind what his/her classmates are learning. Not only does the student need to make up the material from the day that he/she was absent, but it also places him/her at a disadvantage for the current day's work because the student doesn't have the previous day's knowledge on which to build. In some subjects, such as math, this is crucial.

When a student is absent from school, parents should notify the school by phone using extension 2400 to leave a message and to request homework **prior to 10:00 A.M. for the absence to be considered excused.** We recognize the following as excused absences:

1. Absence due to personal illness of student.
2. Absence due to sickness or death in the family.
3. Absence for doctor or dental appointments that need to be scheduled during school hours.
4. A doctor's note must be presented to the school office to be excused.

**If an absence is not reported, the absence will be considered unexcused.**

Students must be in school on the day of an extracurricular event in order to participate. Students tardy due to illness or other appointments must be in school by 11:00 A.M. to participate in after school activities (i.e. athletics, dances, etc.) Students must finish the day to participate in after-school or evening activities.

### **Vacations**

**Every effort should be made to schedule family vacations on non-school days.** (Please refer to our school calendar.) **Vacations encompassing school days are highly discouraged.**

A child who has been absent is always at a disadvantage because it is impossible for a teacher to repeat the experiences of the classroom. It is acknowledged that absences beyond five (5) school days may be difficult to make up and can compromise a student's academic progress. Some of the work missed because of an extended absence is very difficult to complete. Class discussions, oral recitations, and science experiments are virtually impossible to make up.

It should be understood that it is not always appropriate to assign work prior to instruction. Upon return to school, it is the student's responsibility to make arrangements with the teacher(s) for obtaining and submitting make-up work. The student will have one (1) school day for each day absent, up to a maximum of five (5) days, to make up the work.

**Assignments given before the student was absent are due the day the student returns to school.** Changes may occur at teacher's discretion.

### **Absences/Tardiness**

A student who arrives to school more than one hour late, leaves during the day for more than one hour, or leaves at the end of the day more than one hour early will be marked a 1/2 day absence.



### Absences:

In order to fully partner with you and to remain compliant with the Michigan Compulsory Attendance Laws, we use these guidelines:

1. At 4 unexcused absences, we notify the parent/guardian.
2. At 7 unexcused absences, we notify the parent/guardian and request a meeting.
3. At 10 unexcused absences, we notify the parent/guardian to schedule a meeting to discuss if your student will be able to remain at Holy Family School.
4. At 15 absences, we notify the truancy officer for Genesee County.
5. At 19 absences, we notify the parent/guardian/child to formally acknowledge noncompliance. Grade level promotion will be contingent upon successful completion of summer school.

### Tardies:

A student is tardy if they arrive in class after 7:45 A.M. or if they leave before 2:56 P.M.

Three (3) tardies will equal one (1) absence. The school day begins with the bell at 7:40 A.M. A student shall be considered tardy if he/she is not present in the classroom at the time instruction begins at 7:45 A.M.

If a student arrives late for school, the student should report to the lobby and get a classroom admittance slip from the receptionist.

If it is necessary for a student to leave school during the day (i.e. doctor/dentist appointment), a note or explanation must be presented to the teacher/office. A note from the doctor/dentist is acceptable. The student must be picked up in the office and signed out. We do not permit students to be dismissed from the playground or anyplace other than the office. Students that leave campus for any reason, including lunch, are marked tardy.

If the student returns to the school before the end of the day, he/she should stop at the lobby desk and get a classroom admittance slip from the receptionist. Doctor/dentist notes may be presented at this time.

### **Quarterly Perfect Attendance**

A student will receive a quarterly perfect attendance award if he/she is present for all class time during that quarter. Students will be recognized each quarter at a school assembly. A tardy will disqualify a student from receiving perfect attendance.

## Student Illness

If your child is ill, a parent/guardian must call the school attendance line (ext. 2400) prior to 10:00 A.M. to report the absence.

**Please be aware that it is necessary that a child be without fever for a full 24 hours after an illness before returning to school.** In addition, if an antibiotic has been prescribed, it is recommended that the doctor's instructions be followed as to when the student should return to school.

Following below is a summary of the Health Department publication entitled "When to Keep Your Child Home". Holy Family School will use these guidelines to determine if a child should be sent home from school as well.

- **FEVER/COLD:** Do not allow child to return to school until fever-free for 24 hours. "Heavy cough" and hacking cough-please keep home in bed even if there is no fever
- **SORE THROAT:** Sore throat, but NO other symptoms, send to school. If your child has been diagnosed with strep throat, keep your child home for at least 24 hours after starting antibiotics.
- **RASH:** Do not send a child with a rash to school until your physician has said it is safe to do so.
- **HEADACHE:** Usually does not need to be kept home. (If you wish your child to take medication for a headache, you will need to bring the medication to the office in a labeled container and complete a Medication Administration Release Form).
- **EARACHE:** Consult with your physician.
- **VOMITING:** Keep the child home for at least 24 hours. Consult your physician if it persists.
- **DIARRHEA:** Keep children home until stools are formed and your physician gives the okay.
- **SEVERE COUGH AND COLD:** Keep child at home so the virus is not spread.
- **PINKEYE:** If your child has been diagnosed with Pinkeye (conjunctivitis), keep your child home for the first 24 hours after treatment begins.
- **MILD COLD/RESPIRATORY SYMPTOMS:** No reason to keep children at home so long as their nasal drainage is clear and their cough is mild.

If a child becomes ill during the school day, a parent, relative, or person designated on the child's Emergency Card will be notified to come get him/her.

## Medication

By law, the school cannot administer any medication without written permission of a parent/guardian. By definition, medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler,

those which are injectable (epi-pen), applied as drops to eye or nose, or applied to the skin. Any medication should be taken at home if at all possible.

If you wish your child to take medication at school, please follow the following principles:

**Medications needing to be given at school are to be brought to and from school by a parent.**

- Medications must be in their original containers.
- Medications (prescription and non-prescription) must be accompanied by written, signed instructions from a physician and signed authorization by a parent/guardian. Forms to be signed by the parent and physician may be obtained from the school office, or on PowerSchool. These forms must be renewed at the beginning of each school year.
- Physician written orders must match prescription instructions on the container’s label.
- Tablets must be sized for proper dosage (e.g. cut in half, etc.) prior to bringing medicine to school.
- Students must provide their own measuring cup or spoon if needed.
  
- Medications will be kept in the school office for the student to take with supervision by administration or trained staff. Emergency medications will be kept in the office area and other locations as necessary.
- Parents may request permission for a student to carry and self-administer their own asthma inhaler or epi-pen if written permission is presented from the physician and parent, and notification is provided to the principal and classroom teacher.
- **It is the responsibility of the student to report to the office at the time the medicine is to be taken**, unless prevented by a disability or other principal approved reason.
- *Refill of the prescription is the responsibility of the parent.*
- Expired medications will NOT be administered.
- **Medicine will be discarded if not picked up on or before the last day of school.**

Prescription Medication:

If it is necessary for a student to take prescription medication during school hours, the law requires that the school receive written authorization from both the parent and the doctor, as well as the doctor’s instructions for administering the medication and the dosage. The school office will provide a form for this. The form “Prescription Medication Authorization Form” may also be found on our website, hfsgb.org. Upon entering the school, the parent/guardian must report to the

school office with the medication. The medication must be taken in the presence of designated school personnel.

Non-Prescription Medication:

The parent/guardian must provide the school with written permission to administer non-prescription medication (i.e. Tylenol, Benadryl, nasal sprays, cough drops, etc.) The “Non-Prescription Medication Authorization Form” must be filled out in the office when leaving the medication. Upon entering the school, the parent/guardian must report to the school office with the medication. **The medication must be in the original packaging** and must be taken in the presence of designated school personnel.

Student Self-Administered/Self Possession of Medication:

By definition, self-administration means that the student is able to apply a metered dose inhaler or dry powdered inhaler to alleviate their asthmatic symptoms, or an epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis (a severe allergic reaction that can range from mild to life-threatening with symptoms that include itchy hives; swelling of the lips, tongue, or eyes; throat swelling; nausea and vomiting; and wheezing and difficulty breathing) in the same manner directed by his/her physician without any additional assistance or direction.

Self-possession means, that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration. In order to self-administer medication, all of the following criteria must be met:

- The student has written approval to possess and use the inhaler or epinephrine auto-injector from the student’s physician or other health care provider authorized by law to prescribe an inhaler or epinephrine auto-injector and, from the student’s parent/legal guardian.
- The principal/school office has received a copy of the “Procedure for Student Self Administration/Self Possession of Medication” form, available in the school office or on PowerSchool.
- There is on file in the school office a written emergency care plan that contains specific instructions for the pupil’s needs that is prepared by a physician licensed in this state in collaboration with the student and the student’s parent/legal guardian, and that is updated as necessary for changing circumstances. Forms may be obtained in the school office or on the school website, [www.hfsgb.org](http://www.hfsgb.org).

**Any medical concerns need to be documented for the school office via the emergency cards and medical concern found on our website, [hfsgb.org](http://hfsgb.org).**

## **Chicken Pox**

Before a child with chicken pox may return to school, all sores must be completely dry. Sores should be scabbed over and scabs should be falling off.

## **Head Lice**

If your child does contract head lice, you are to contact the school office immediately. If your child develops/contracts head lice during the school day, the child will be sent home that day. There are a variety of medications to kill head lice available for purchase over the counter or by prescription from the doctor.

**Your child must be cleared by the school office before returning to class.** It is important to monitor the effectiveness of the medication for a couple of days.

The school office can answer any further questions you may have.

## **Meningitis**

It is necessary to inform the school office if there is a suspected or confirmed case of meningitis. Information as to when a child can return to school shall be determined by his/her doctor. The office will inform all school families of any suspected or confirmed cases.

## **Homework Policy**

Students are expected to complete all assignments given by the classroom teachers and returned the following school day.

## **Make-Up Work**

Teachers will provide students with assignments missed during an absence. They shall accept a student's work for credit that was due during the time of their absence. The work may be made up prior to, during, or immediately following the absence, by arrangement with the teacher involved.

It is important to note that it is the *responsibility of the student* to arrange with the teacher for obtaining and submitting any make-up work for an absence. Work should be made up within the following timeline:

**There is one school day grace period for each day absent up to a maximum of five (5). Assignments given before the student was absent are due the day the student returns to school.**

Requesting make-up work must be done when the parent/guardian calls in the child's absence to the office. When requesting make-up work, it is important to indicate whether the work is to be sent to another student or to the school lobby. Any work sent to the lobby will be available for pick up between 3:00 - 3:30 P.M.

## **Textbook Policies**

All hardcover books are to be covered. Covering of soft cover books is up to the discretion of the teacher. All books are to be kept in the best possible condition with no writing in or on the books. Fines will be assessed for damaged books.

## Extended Care Policy

Fees for our Extended Care Program vary based on the schedule a parent/guardian submits for the child(ren) monthly. **Monthly schedules are due one week PRIOR TO the next month.** We offer full-time, part-time and drop-in enrollment options to meet your needs. We understand that schedules may change, so we will change your status ONE TIME, at NO CHARGE. If you need to change again, you will be required to re-register and pay an additional registration fee.

Accounts are billed on the **SECOND MONDAY** of each month for our full and part-time families. Drop-ins MUST be paid UPON ARRIVAL. Accounts must be in good standing to continue to use Extended Care services. There will be a \$15 late fee for all accounts that are PAST DUE.

Full-time\*: \$5.00/hour (one child)  
\$4.50/hour (second child)  
\$4.25/hour (third child)  
\$4.00/hour (fourth child)

\*Full-time = 4 hours per week or more; or 5 hours total per family

Part-time\*\*: \$5.50/hour/child  
\*\*Part-time = less than 4 hours per week

Drop-in\*\*\*: \$6.00/hour/child  
\*\*\*Drop-in = Submitted schedule is less than 4 hours per week for the month OR No prior schedule submitted; MUST CALL Extended Care to confirm availability prior to “dropping in”

Failure to comply may result in the discontinuation of Extended Care services. Any family account that is not paid current may not be allowed to attend Extended Care until balance is paid in full.

## Standardized Tests

The ACT/Aspire assessment is administered in the spring to students in grades 7-8. The NWEA assessment is administered three times a year for students in grades 3-6. Attendance at school is very important during this time period.

## Special Services

Testing for Special Services, such as Speech and Language, Learning Disabilities, and Psychological Testing, may be requested by parents through the school office

or the student's teacher. This testing is done through the Grand Blanc Schools' Special Education Office.

### **Report Cards**

Report cards are issued in November, January, April, and June. All report cards are available online through your PowerSchool account. The final report card may not be issued if there are any outstanding financial obligations, library/class books or athletic equipment has not been returned.

### **PowerSchool**

Parents of students in all grades will have access to classroom information through PowerSchool. Parent of students in grades 4-8 will have access to their child's academic progress posted on PowerSchool each month.

PowerSchool will also provide phone, email and text messages for any mass communication needed for weather or emergency situations.

### **Academic Awards (Grades 6-8)**

A student will receive an academic achievement award at the end of the marking period if he/she has met all of the following criteria:

- 85% or higher grade average in all academic subjects
- Maintaining a satisfactory average in P.E., music, and computers

### **National Junior Honor Society**

Students in Grades 6-8 are selected for this honor by the Faculty Council in recognition of their achievements in scholarship, leadership, service, citizenship and character. Regular meetings, activities and events take place and a ceremony is held for new and existing members each year. Criteria for membership in the NJHS is listed in the bylaws and shared with the students in the above grades each year. New members are chosen after the first semester each school year.

### **Conferences**

Formal Parent-Teacher Conferences are held after the First and Third Marking Period in November and March. Teachers use Sign Up Genius to schedule conferences. Requests for conferences at other times during the school year may be made by contacting your child's teacher.

### **Recommendations/Records**

Any requests for recommendations or records for High School or school transfers must be made a minimum of 2 weeks in advance of deadline date. Any such records will be mailed/faxed directly to that school. **NO RECORDS WILL BE GIVEN DIRECTLY TO ANY STUDENT OR PARENT.**

## Voice Mail/E-mail

To access a teacher's voice mail, call 694-9072, and then enter the teacher's extension number. You may refer to the Holy Family School Directory for e-mail addresses and a complete list of extension numbers. This information can also be found on the school website at: [www.hfsgb.org](http://www.hfsgb.org)

## Online Communications

- A weekly email will contain the Panther Press Newsletter (the principal's weekly newsletter) and all other pertinent information for parents and students. It is sent to every family by 4:00 P.M. on Friday of each week. It is the responsibility of the parents and students to read the weekly attachments.
- **PowerSchool** This is a school management software system that provides a secure data base with personal logins so that students and parents can receive current information from teachers and administrators, including grades. To log into PowerSchool a link is provided on the school website. Your secure username and password will be emailed to you
- **School Website** Please check [www.hfsgb.org](http://www.hfsgb.org) for updated calendar events, Spirit Wear, and other forms.

## School Supplies

The current supply lists for Grades K-8 may be found on [hfsgb.org](http://hfsgb.org) website.

## Cafeteria

The school cafeteria serves lunch each day (milk, water or juice included) and also offers a la carte items, including milk, and other beverages. **A monthly lunch menu will be emailed to all families. Lunch menus may also be found on the school's website [hfsgb.org](http://hfsgb.org).**

Contact the food service director to set up an account so you may view your child(ren)'s account at any time. The price of lunch is \$3.00. Lunch and a la carte items are purchased through a debit system. Each student has a separate account. Parents are required to keep a minimum balance of \$3.00 in their student's account. If account falls below the minimum, your child will be given a peanut butter sandwich and a milk. Students with an allergy to peanuts will be given a cheese or jelly sandwich and milk. The cost of each sandwich is \$1.00 and .25 for each milk. Adequate funds must be deposited to cover the cost of the sandwich/milk along with the required minimum balance.

All accounts must be settled at the end of the school year. Letters will be sent home before the last day of school for students with balances on their account. Balances over \$10.00 will result in report cards being held until the balance is paid



in full. Balances may be checked at any time by e-mailing bleroy@hfsgeb.org or call the Food Service Director at 810-694-9072 x 2147.

Students are welcome to bring lunches. There are two microwaves available to reheat food for the students. Parent volunteers assist reheating for students in Grades K-4.

**ALL LUNCH DEPOSITS ARE TO BE MADE ONLINE. GO DIRECTLY TO THE SCHOOL WEBSITE, HFSGB.ORG, AND SELECT "LUNCH PROGRAM & MENU" TAB. THERE IS A \$2 PROCESSING FEE FOR EACH DEPOSIT. NO DEPOSITS WILL BE ACCEPTED IN THE SCHOOL OFFICE OR CAFETERIA.**

### **Food Allergies**

Holy Family School understands that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and physicians to minimize risks and provide a safe educational environment for food-allergic students. The Superintendent shall direct the person in charge of food service programs and general staff members to act affirmatively and work closely with parent(s)/guardian(s) to assure that the dietary needs of food-allergic students are taken into consideration. Due to increased peanut/tree nut allergies, we do not allow peanuts, tree nuts or nut products in any classroom. However, in the lunch room, there will continue to be a "Peanut Free" area for students with severe allergies to sit and eat, free from exposure.

### **Birthdays**

We recognize that each student is special. Each month, those students who will be celebrating their birthdays, will be acknowledged during Assembly. Prayer intentions honoring birthdays will be made each week. **Due to our nut-free classrooms, non-food treats may be brought in to celebrate. Please do not send in edible treats.** Treats should be small. We do not allow the delivery of balloons or flower bouquets to school for birthdays due to latex and flower allergies.

### **Party Invitations**

We request that party invitations not be given out at school. We do this to avoid hurt feelings among the children. A class list can be found in the school directory. **NO limousines, party buses or similar modes of transportation are allowed to drop off or pick up students on school property.**

### **Messages/Deliveries**

If you need to get a message to your child during the day, you are to call the school office at 694-9072, ext. 2100.

**If you wish to pick up your child after school, or want to tell them to take the bus home, you are to call the school office by 1:00 P.M.**

Making deliveries to a student during class time should be avoided, as to not disrupt instruction. **All items should be left with the School Lobby Receptionist.** The receptionist will make arrangements to have the items delivered to your child.

### Visitors

Visitors are always welcome at Holy Family School. **So as not to disturb class instruction, any visits to your child's classroom must be planned and arranged and confirmed with the school office or teacher.** In order to ensure the children's welfare and the proper operation of the school, we require all visitors to sign in at the desk in the school lobby and wear the provided name badge. **The receptionist reserves the right to ask for proper identification of any visitor.**

### Personal Safety

It is important to review with your child that he/she should reject a ride home from a stranger. Law enforcement officials and the school should be notified immediately if such a situation occurs.

Does your child know where to go if there is an emergency and school is dismissed early? A plan should be established of what your child should do if school is dismissed early and you are not home when they arrive.

### Weather/Emergency Dismissal

If it is necessary to close Holy Family School because of weather or for any other reason, you will receive a message from PowerSchool. It will also be announced on radio stations WCRZ 108 FM as well as on WJRT-TV 12, WNEM-TV 5, and WEYI TV 25. When the Grand Blanc Schools are closed because of weather conditions, Holy Family School is also closed.

When school is cancelled because of weather conditions, all school activities (day and evening) are also cancelled (practices, games, meeting, etc.).

In the event of a TORNADO WARNING, school will not be dismissed and buses will not run until the warning is officially cancelled. Children will be released only to the care of parents/guardians, and only at the school office.

During a Tornado watch, school will proceed as usual and students will be dismissed at the normal time.

### Lockdown and Shelter in Place Drills and Procedures

The school has extensive procedures in place with practice drills. We have a procedure for notification of parents. **NO ONE** (including parents) is allowed to enter the building while it is in lockdown.

## Field Trips

All field trips require a parental permission form. For many field trips requiring transportation, we are dependent upon your generous cooperation in providing the vehicle for students.

- Drivers must be qualified volunteers\*, have a valid driver's license, carry the required amount of insurance mandated by the Diocese of Lansing (\$250,000/\$500,000) and fill out a Volunteer Driver's Form (Diocese of Lansing policy #6135).
- Drivers must present a valid driver's license to the lobby receptionist on the day of field trip.
- Booster seats are required until a student is 8 years old or 4'9".
- No open top jeeps or convertibles with tops down may be used to transport students.
- Drivers must arrive at school on time with a full tank of gas.
- Drivers must drive carefully, within the speed limit, and follow the route given by the supervising teacher.
- Drivers may not show videos in their vehicles.
- Drivers may not make any unscheduled stops. (Unless the entire class is stopping for a lunch or a snack, please do not stop with your car.)
- All passengers must wear seatbelts; children under age 12 may not sit in front of air bag.
- Spirit wear is to be worn on field trips unless otherwise noted on permission form.
- Younger siblings may not attend field trips.
- Do not smoke while transporting students or assisting on the field trip.
- Please do not allow food or drink in the car.
- Cell phones cannot be used when driving.

## Volunteers (Parent Involvement Program=PIP)

God has blessed the parents of Holy Family School with an abundance of talents and treasures. Although Holy Family School does not require a certain amount of volunteer hours, the continued growth and success of Holy Family School is relying upon them. Please refer to the PIP Volunteer Opportunity Booklet for a list of various opportunities and programs we would like to continue to offer with your help.

All volunteers, including coaches at Holy Family School, must meet the following criteria:

1. Attend one three (3) hour session or Protecting God's Children, or the equivalent online program that is offered at [www.virtusonline.org](http://www.virtusonline.org).
2. Sign a criminal background release form.
3. Read and sign the Pastoral Code of Conduct.
4. Keep the dignity and respect of all. (Confidentiality Clause)

## **Uniform**

Our uniform code is designed to promote neatness, cleanliness and modesty, and is intended to promote an environment conducive to learning and distinguishable from recreation.

Students in Grades K-8 are required to wear a uniform. The uniform tops are to be purchased ONLY from Tommy Hilfiger and must have school logo. The website is [www.globalschoolwear.com](http://www.globalschoolwear.com).

**Uniform bottoms may be purchased through any vendor, however, must be free of logos.** Uniform bottoms must be navy blue or khaki **dress slacks**. (Please see examples of approved style on the website noted above.) The only approved jumper is plaid and must be purchased through Tommy Hilfiger. Plaid skirts are also approved only through Tommy Hilfiger.

Gently worn uniform clothing may be donated throughout the school year. Donations may be dropped off in the school lobby and left with the receptionist. Used uniform clothing is available for purchase or exchange all year in the school store.

## **Dress Code**

### Shirts/Golf Shirts/Blouses

Uniform tops must have the HFS logo and be of sufficient length to be tucked into the student's pants, crop pants, skort, shorts or skirt.

### Sweaters

In cold weather students may wear uniform sweaters with the HFS logo only over a uniform top with the HFS logo. Spirit wear tops/sweatshirts may be worn for Spirit Days only. Sweaters or sweatshirts are not to be worn tied around the shoulder or waist.

### Pants/Crop Pants/Shorts/Skorts/Skirts/Jumpers

Shorts should have an inseam of at least 5 inches. Skorts, skirts, and jumpers should be **knee length - width of a 3x5 card from top of knee to the hem. Please check often, as students are growing.** Uniform crop pants and shorts may be worn September through October, and April through June.

### Belts

A belt must be worn with shorts, pants, or skirts that have belt loops.

### Socks/Tights/Leggings

All students must wear socks or tights. No show footies, anklets, tights, knees highs, and mid-calf socks are approved. (Socks free of logos/small logos are approved. See below.) Leggings in black, khaki and navy may be worn under skirts, skorts or jumpers. Leggings must be free of tears or holes.



### Shoes

Dress shoes, athletic shoes and sandals with a back-strap are acceptable. Lace up shoes must be laced and tied. Only shoes with **non-marking soles** will be allowed **in the school building and the gym.**

The following are not allowed:

- \*thin high heels
- \*shoes with heels or wedges higher than 2 inches
- \*backless shoes
- \*Crocs of any kind
- \*boots, booties or boot-like of any kind, in the classroom

See below for examples:

The following shoes (in all colors) are NOT allowed:



### Hair

Hair should be clean, groomed and not cover a student's face or cause a distraction. Bangs should not obstruct vision. They should be kept short or pulled back. Distractions include, but are not limited to unnatural hair color (Blue, pink, etc.) or haircuts such as mohawks, etc. Boy's hair must be cut above the eyes and off the collar. Young men should be clean shaven.

### Make-Up/Jewelry

Make-up may be worn in moderation in grades 6-8. Bringing make-up and hairspray to school is discouraged.

Jewelry must be moderate in size and style. No jewelry may be worn in physical education classes.

### Piercings

Girls only may have pierced ears. No other piercings are allowed.

### Picture Days

On Fall Picture Day, students are to wear their school uniforms.

On Spring Picture Day, students may wear casual clothing in accordance with the listed dress code:

Shoulders must be covered

Clothing should be free of tears and rips

No objectionable logos on shirts

### Special Dress Days

On special dress days, the students are to wear their uniform pants, skirts, skorts, crop pants, or shorts (when in season).

Students are allowed to wear a sweater, sweatshirt, T-shirt or special collared shirt (solid, striped, checked) with sleeves. Tops are to be free of alcohol/tobacco advertisements and objectionable slogans/designs. Shirts promoting rock, rap, or wrestling groups are also not acceptable.

Halloween: Halloween shirts/sweaters/sweatshirts/T-shirts or Halloween colors

College Day: U of M, MSU or other college shirts/sweaters/sweatshirts/T-shirts

Christmas: Christmas shirts/sweaters/sweatshirts/T-shirts or Christmas colors

Christmas Program: Christmas best

K-5, 7<sup>th</sup> Grade: Christmas themed dresses, skirts, slacks, dress shirts, blouses, ties

6<sup>th</sup> Grade ONLY: Ugly sweater OR red or green top with uniform bottoms or dress pants

8<sup>th</sup> Grade ONLY: White blouses for girls, white dress shirt for boys, holiday **red** scarves or ties, black pants or skirts\*(This attire will be worn again (minus the red accents) for Living Stations performance during Lent.)

St. Valentine's Day: St. Valentine's Day themed shirts/sweaters/sweatshirts/T-shirts or Valentine's colors

St. Patrick's Day: St. Patrick's Day or green shirts/sweaters/sweatshirts/T-shirts

Recorder/Band Concert: School uniform

Spirit Day: The first Friday of each month is a School Spirit Day. On School Spirit Days, students may wear any shirts with a Holy Family logo including sweatshirts, hoodies, T-shirts or their uniform shirts. Students may wear cargo pants or jeans. Pants are to be of appropriate length and fit. They are not to be

camouflaged, low rise, frayed, ripped or torn. During shorts season, students may wear cargo, jean, plaid or striped shorts or capris of appropriate length and fit.

P2 Day (Positivity Project): P2 GREEN shirt and uniform bottom

Dress Up Day: Dresses no more than 3” above the knee (front & back), shoulders must be covered, no backless dresses or shirts, dress pants, **NO JEANS are allowed**, boys shirts must have a collar and be tucked into their dress pants with a belt.

Pep Rally: Spirit wear attire and/or jerseys. Face painting and hair coloring is reserved for the 7<sup>th</sup> and 8<sup>th</sup> Graders.

Athletic Uniforms

Student athletes in Grades 5-8 are expected to wear their school issued uniform jersey over a dress code shirt and with dress code bottoms on the day of their sporting event. Cheerleaders may wear their school issued jacket/sweatshirt over a uniform shirt. Volleyball players may wear their school issued hitting shirt over a uniform shirt. If an athletic event is held on a Saturday or Sunday, the expected dress code will be worn on the last school day prior to the event.

Scout Uniforms

Any student involved in Boy Scouts or Girl Scouts is invited to wear the traditional Scout uniform top/vest or sash worn over a dress code shirt and with Holy Family uniform bottoms on the day of the meeting. If the meeting or event is held on a Saturday or Sunday, the expected dress code will be worn on the last school day prior to the event.

Eighth Grade Graduation Dress Code

This dress code reflects the Graduation Mass and an 8<sup>th</sup> Grade dance. The goal is for students to celebrate and enjoy a fun-filled night to mark the end of their school years here at Holy Family.

Acceptable Attire for Girls

- Dresses with at least 1” straps (shoulders must be covered for Mass)
- Skirts and blouses
- Dress pants, khakis
- Dresses and skirts of appropriate length

Acceptable Attire for Boys

- Dress pants, khakis
- Shirt and tie
- Sport coat, shirt and tie
- Suit

Unacceptable Attire for Girls

- Floor length dresses
- Backless, low cut (no cleavage),
- Cut-outs, sheer panels,
- exposed bra straps, strapless, or halter style tops or bare midriffs
- High slits
- Miniskirts

Unacceptable Attire for Boys

- Tuxedos
- Jeans
- Shirts without collars
- Tennis shoes
- Tank tops
- T-shirts

### **Consequences of uniform/dress code violation:**

- 1<sup>st</sup> offense: warning with specific violation emailed to parent
- 2<sup>nd</sup> offense: Student will be given a temporary uniform replacement item and the specific violation will be emailed to the parent
- 3<sup>rd</sup> offense: Parents are called. Student to wait in office for parent to bring uniform adjustment. Classwork missed is the student's responsibility to make up. The student will not be able to participate in the next Spirit Day.
- 4<sup>th</sup> offense: All of the above along with a parent conference with the Principal

### **Lost and Found**

Every article of clothing should be marked with the student's name. Lost and found articles can be found in the cubbies near the Orchard Street door. Parents are encouraged to check for missing items before the end of the month. At the end of each month, everything is donated to charity.

### **Student Conduct and Behavior**

Guides of conduct and behavior have been established to maintain order and safety for all students and school personnel, to create a positive educational atmosphere, and to promote pride in Holy Family School.

All parents are expected to be knowledgeable of the guidelines for student conduct and behavior and support the school in the enforcement of discipline. All students are to know and comply with the guidelines for student conduct and behavior. If a student or parent is aware of a serious infraction of school rules, the student or parent should contact the teacher or principal. The responsibility of ensuring a safe school is the responsibility of the faculty and administration as well as students and parents.

### **Code of Discipline**

The Code of Discipline has been established to maintain order and safety for all students and school personnel, to create a positive educational atmosphere, and to promote pride in Holy Family School. The essence of Christian discipline is self-discipline. Students at Holy Family School are expected to act in a fashion that their behavior reflects the values and principles of the Christian Gospel and the teachings of the Catholic Church. Students must show consideration to all persons who are members of the educational community and contribute to an atmosphere conducive to learning. (Diocesan Policy #1531).



The essence of Christian discipline is self-discipline wherein a student is brought to awareness that true freedom and the ability to direct one's actions responsibly are synonymous. In order to assist the student to achieve such discipline, clearly stated expectations and responsibilities are necessary. Respect for the dignity of the student precludes the use of corporal punishment as a means of seeking adherence to the rules and regulations of the school (Diocesan Policy #5144).

Students at Holy Family School are expected to conduct themselves as courteous, respectful, and cooperative Christian young people at all times. This implies that respect and cooperation should be shown to all teachers, school personnel, bus drivers, parent supervisors and volunteers, coaches, other students, and visitors to the school and parish. Students are expected to possess self-discipline and to be respectful, considerate, and cordial toward each other in the classroom, cafeteria, on the playground, on the bus and on athletic teams. **In particular, reverent participation is expected at Mass and at all liturgical functions.**

The Code of Discipline applies to all school and school sponsored programs and activities, whether held on school/parish property, or at another location. The Code of Discipline is based on policies and guidelines established by the Diocese of Lansing.

Serious infractions, insubordination, persistent discipline problems or exceptional cases of misbehavior are referred to the principal. In general, classroom teachers handle the discipline of the class.

If a social, behavioral, academic, or any related concern should develop regarding a child, the following procedure should be followed:

1. Contact the teacher to discuss the concern.
2. If after a conference with the teacher the concern has not been resolved, make an appointment to meet with both the teacher and principal. All parental concerns will be given courteous consideration and careful investigation by the principal and teachers, and a satisfactory resolution will be sought.
3. If contact with the teacher and the principal has not resulted in the matter being satisfactorily resolved, parents may appeal to the pastor.
4. In the event that a satisfactory resolution of the problem is not obtained, an appeal may be made to the Chairperson of the Department of Education and catechesis of the Diocese of Lansing (Diocesan policy #2450b).

## **Bullying**

“Bullying” is conduct that meets the following criteria:

- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress
- Is directed at one or more pupils;
- Is conveyed through physical, verbal, technological or emotional means;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress, and;
- Is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

**Any instances of bullying at school will be taken seriously, investigated and appropriate consequences will be given.**

## **How do we prevent bullying at Holy Family Catholic School?**

*Strategies to prevent bullying will only be effective when placed within the context of a culture in which respect for others is consistently taught and demonstrated across all facets of school life. The Christian values, which represent the antitheses of bullying, must be continually affirmed in words and actions.*

### **The Role of Teachers:**

- Act as role models of caring and tolerant behavior
- Listen to reports of bullying
- Protect the victim from further harm
- Act to stop the behavior from recurring
- Raising awareness through the curriculum

### **The Role of Students:**

- Students who are being bullied must speak to their teacher and give him/her full details of the event
- Students who witness the bullying will intervene if they are able or immediately seek teacher assistance if they can’t intervene.

## **The Role of Parents:**

Parents play a key role in support of both the victims and perpetrators of bullying. The school must work in partnership with parents, and parents must work in partnership with other parents in the disciplinary process.

- Let your child know that bullying in any form is never acceptable. Listen to your child and take his/her feelings and fears seriously.
- Make sure your child knows that being bullied is not his/her fault
- Avoid calling your children names like “weak.” Don’t tell them “not to worry, to forget it, to toughen up.”
- Avoid bullying tactics around your children, so they don’t get mixed messages.
- If bullying is verbal, help your child develop the skills to respond to bullying. Practice a supply of quick (not insulting) responses-for example: “that’s your opinion.”
- Avoid the urge to take everything into your own hands unless absolutely necessary, as this will make your child feel less in control.
- Help your child feel good about the other things in his/her life. Feed his/her self-esteem.
- When it is clear that your own child is the bully, recognize the seriousness of the issue and support the school in implementing this policy.

## **General School Rules**

- Be respectful, courteous, and cooperative at all times and in all places.
- Maintain regular and punctual attendance.
- Comply with uniform dress code.
- Follow directions.
- Stay in designated areas.
- Keep hands, feet, and objects to self.
- Maintain a low voice level inside the school building.
- Use respectful language at all times.
- Observe and maintain quiet in the “Quiet Zone”.
- Use all materials, equipment, and property appropriately and with care
- Consume all food and drink in designated areas.
- Gum is not allowed in school.
- Do not bring unnecessary personal items to school.
- Do not bring toys and stuffed animals to school unless given prior permission from teacher.
- Do not bring roller blades and skateboards to school.
- Follow generally accepted classroom procedures and rules.

- No public displays of affection are allowed, including kissing.
- **No electronic devices, including cell phones, may be used during school hours without staff permission.** Every classroom has a phone that is available for the student's use with teacher permission.

### **Personal Property/Property of Others**

Students are not allowed to turn on and/or use unnecessary personal items during school hours without permission from a staff member. This includes all electronic devices such as iPods, headphones, cell phones, and hand-held games. Toys, roller blades and skateboards are also not allowed.

School personnel will confiscate all such items. Confiscated items will be held in the school office until picked up by a parent or guardian within 7 days.

The property of other students and adults is not to be disturbed or touched, including items in a locker, closet, hallways, or on/in a student's or teacher's desk.

Students and their personal property (backpacks, purses, etc.) are subject to search if a school official has reasonable cause to believe that a student is in possession of illegal, unauthorized (stolen), hazardous, or contraband (substances/materials prohibited by school policy or state policy) items. Lockers are the property of the school and may be inspected at any time by school personnel.

Students should not bring fund-raising items (candy, popcorn, etc.) to sell at school. Students may take orders, but the product itself should not be sold at school.

### **Cell Phones/Mobile Devices/Apple Watches/Ear Buds/Headphones**

Cell phones/mobile devices/Apple watches/Ear buds/Headphones are a privilege that parents provide for their children. They are not a necessary tool for attending Holy Family School. Holy Family School provides any needed technology for students to enhance their learning. If you choose to provide your child with a cell phone/mobile device/Apple watch/Ear buds/Headphones and he/she brings it to school, the following rules will apply.

- Cell phone/mobile device must remain in back pack and turned off for the entire school day from the hours of 7:40 A.M. – 3:05 P.M.
- Anyone caught having a cell phone/mobile device out and/or using it during the school day or on school property will result in the phone/device being confiscated and placed in a safe in the school office.
  - **First Offense:** Parents will be notified and must come to the school office to retrieve the device.
  - **Second Offense:** Parents will be notified and must come to the school office to retrieve the device. The student will be given a

one day at home school suspension. This progressive discipline is subject to the severity of the offense.

- Apple Watches: Texting must be disabled for the entire school day from the hours of 7:40 A.M. – 3:05 P.M.

### **Classroom Behavior**

The teacher has the authority in the classroom and handles the discipline of the class. Respect and consideration for the rights of all students must be exhibited by application to study and proper behavior in the classroom. Any student who cannot conduct himself/herself properly and/or interferes with the learning atmosphere will be asked to leave the classroom and report to the principal. If there is no improvement in behavior, the parents will be notified.

### **Cafeteria Behavior**

There are volunteers daily in the cafeteria to supervise and to assist the students. These volunteers should be shown respect and cooperation by the students.

Students who cannot follow the cafeteria guidelines or cooperate with the cafeteria volunteers and workers will be reported to the office and parents will be notified. Students may lose cafeteria privileges for improper behavior.

1. Students should remain seated at their assigned tables.
2. There should be no shouting-students are to talk in a normal voice.
3. Students are not to throw or “flick” food, or to take food from others.
4. If a student needs assistance, he/she should raise their hand and a cafeteria volunteer will assist them. Students should remain at their places until dismissed. Students may get up to throw away their sacks/trays and use the restroom, but they should return to their places immediately afterwards.
5. Students are to clean their own area before leaving the cafeteria.
6. Students should not bring food/drinks into the restroom or hang out in the restroom.
7. No food or drink is to be brought back to the classrooms or out onto the playground.
8. Students are to walk as they move through the cafeteria.

### **Playground Behavior**

The students go outside every day, weather permitting. During the winter months the students will go out on the playground even if it is for a short time. We ask that you make sure your children are dressed warmly, and when there is snow on the ground, that they wear boots. If the temperature is 10°F or the wind chill is

10°F, the students do not go outside.

There are playground supervisors on the playground every day. These supervisors are in authority during the playground period, and the students should discuss playground problems with them. The students are to show respect towards the playground supervisors and follow their directives.

1. Students are to remain in the designated play area.
2. Students are to play safely. Tackle games, keep away, and rough play are not allowed.
3. Throwing of stones or snow, in any form, is not allowed.
4. Students are not to go after balls that may go out in the street.
5. Students should not interfere with others' games.
6. Physical or verbal abuse of others will not be tolerated. **PUSHING AND SHOVING ARE NOT ALLOWED.**
7. No food or drink is allowed on the playground.
8. No baseballs or softballs are allowed on the playground
9. Headphones, hand-held games, toys, roller-blades, skateboards, cell phones, etc. are not allowed on the playground
10. Playground equipment:
  - There should be no running up the slides.
  - The students should not go down the slide until it is clear of other students.
  - No going down the slide head first or on the stomach.
  - The students should not be pulling on other students as they climb on playground equipment.
11. When the whistle blows, students are to return equipment to the playground supervisors and line up promptly.

### **Bus Behavior**

Students are to be courteous and cooperative with the bus drivers and follow the regulations set by the Grand Blanc Schools.

If a student misbehaves on the bus, a written report is sent to Holy Family.

The following disciplinary steps will be taken upon receipt of such reports:

1. First Report– The principal will discuss the infraction with the student.
2. Second Report–The parents will be notified.
3. Third Report–The student may be suspended from riding the bus for a specified length of time.

The following infractions, because of their severity, will be treated as Third Reports:

- Behavior of any kind which serves to distract the bus driver and thereby threatens the safety of the bus occupants
- Throwing of objects
- Rowdiness or screaming
- Fighting
- Possession of firearms, explosives, spray, chemical irritants, or other weapons
- Disrespect
- Vandalism

**Matter for Disciplinary Action (general)**

- Lack of respect, courtesy, or cooperation
- Action not in accord with Christian values and principles
- Use of inappropriate language (i.e. name calling, teasing, etc.)
- Use of physical violence (i.e. pushing, tackling, tripping, kicking, pulling)
- Not in compliance with school uniform dress code
- Disruptive behavior
- Cheating (see Appendix A)
- Misuse of property, equipment, materials
- Throwing or kicking inappropriate objects (i.e. rocks, snow, ice, food, milk, etc.)
- Not in designated area
- Loud voice level
- Use of chewing gum
- Not in compliance with general school/classroom rules
- Bringing unacceptable item into school
- Level I or Level II behaviors from rubrics (see Appendix B, C, & D)

**Disciplinary Action (general)**

Discipline actions will include one or more of the following measures:

- Verbal warning
- Notification of parents
- Removal from class
- Removal from other students at lunch/recess
- Detention
- Teacher-student conference
- Behavioral contract with parent notification
- Persistent warnings result in a conduct referral to be signed by parent
- School personnel will confiscate unacceptable items

- Parents may pick confiscated items up at the end of the school day, within 7 days
- Behavior report with specified consequences

This list does not preclude the use of other strategies or approaches which are reasonable and purposeful. As with all policies and procedures, the school administration reserves the right to make final decisions in any given situation.

### **Matters for Disciplinary Action (serious)**

Serious misbehavior, as evaluated by the principal or designee, is disruptive to the educational process and will be dealt with immediately in collaboration with the Grand Blanc Liaison Officer. Although not an inclusive list, the following indicates examples of misconduct which will result in serious disciplinary action, up to and including suspension or expulsion include:

- Attendance violations (i.e. repeated tardiness, truancy)
- Defiance of authority (i.e. persistent disobedience, disruptive behavior, violation of school rules, disrespect for school personnel, either during or after school hours, and either on or off school property)
- Indecent Conduct (i.e. actions/language considered to be indecent, obscene, immoral, vulgar, swearing/profane language, lewd, or suggestive remarks or sounds, remarks with sexual or demeaning implications, inappropriate physical contact such as touching, pinching, patting, brushing the body, etc., possession or circulation of pornographic material, sexual jokes, posters, cartoons, etc.).
- Use, possession, distribution of illegal materials (i.e. tobacco products, alcohol, drugs, weapons, firearms, materials/chemicals that could cause physical/property harm)
- Offensive Physical/Verbal actions (i.e. threatening, harassing, or intimidating others on or off school premises, fighting/threat of physical harm, defacing property/vandalism/theft, false alarm threat or any report indicating danger to safety of persons/school, gambling, gang activity)
- Misuse of Technology
- Criminal actions reportable to local police department
- Level III or Level IV behaviors from rubric (see Appendix B, C, & D)



### **Disciplinary Action (serious)**

Disciplinary actions will include one or more of the following measures, with parent notification:

- 1-10 day detention (before/after school, during lunch/recess, special events/activities, etc.)
- 1-10 day suspension (from classes or the school)
- Loss of privileges (i.e. school events, extracurricular activities, restricted lunch/recess, etc.)
- Community/School Service
- Student/Parent/Principal conference with signed behavior contract
- Behavioral probation (for a designated length of time)
- Expulsion
- Behavior report with specified consequences

In the event of an alleged serious misconduct, the student will be removed from class/school for a minimum of one day so that an investigation can be made by the school administration. This will insure the safety of the student body while investigating the validity of the accusation (Based on Administrative Regulations of Diocesan Policy #5131-C).

### **Reportable Incidents to the Grand Blanc Police Department**

- |   |                                  |
|---|----------------------------------|
| *Armed subject or hostage                         | *Arson                           |
| *Bomb Threat                                      | *Bus incident (dangerous)        |
| *Death or homicide                                | *Destruction of property         |
| *Explosion  | *Vandalism                       |
| *Intruders  | *Drug possession or sale         |
| *Drive-by shooting                                | *Illegal drug use or overdose    |
| *Physical assault                                 | *Larceny, robbery, or theft      |
| *Suicide attempt                                  | *Extortion                       |
| *Threat of suicide                                | *Suspected armed student         |
| *Weapons on school property                       | *Unauthorized removal of student |
| *Sexual Texting (sexting)                         | *Sexual assault (criminal        |
| *Minor in possession of alcohol /tobacco products | sexual conduct)                  |

A local law enforcement agency with jurisdiction over a building in a school district, Grand Blanc Liaison Officer, Detective Ryan Rouse, shall report to school officials crimes committed on school property. They shall also report crimes to school officials committed off school property that they have reason to believe may pose a threat of imminent danger to students, staff or school property.

## **Weapons**

Students participating in school, religious education, or youth ministry programs are prohibited from bringing weapons into the school or parish buildings, onto school or parish premises or in the immediate vicinity of the school or parish; at school, religious education or youth ministry sponsored activities; onto a school bus or in route to or from school, religious education or youth ministry programs. Violations of this policy render the student liable to immediate expulsion.

State law requires the expulsion of students who possess a dangerous weapon on school/parish property (including a bus) or at school activities or who commit arson or rape in a school or on school grounds.

A “dangerous weapon” refers to a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device (switch blade), iron bar, or brass knuckles. This law (P.A. 328) provides for the permanent expulsion of students who violate its provision. The expulsion is mandatory, meaning the school must expel the student.

Michigan law does provide for possible reinstatement after a certain period. If the student is in grade six or above, the student may be readmitted after one hundred eighty (180) school days. If the student is in kindergarten through grade five, reinstatement is possible after a ninety (90) school day suspension. It is important for parents and students to know that the expulsion applies to all Michigan schools. A student cannot be admitted to any public school in Michigan during the expulsion period (Diocesan Policy #5131-B).

## **Alcoholic Beverages/Narcotics/Vaping**

No alcoholic beverages shall be carried onto, purchased, sold or consumed by students on any property under the jurisdiction of this board or at events or activities carried on under its auspices. Nor shall any student who is under the influence of alcoholic beverages be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

Narcotics (controlled substances) as defined by law, shall not be carried onto, purchased, sold or consumed by any student on property under the jurisdiction of this board or any events or activities carried on under its auspices. Nor shall any student who is under the influence of such narcotics be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion (Diocesan Policy #5131-A).

Vaping is prohibited. While we try to proactively educate to prevent any incidents, there will be consequences if a student vapes on school property or possesses vaping materials. The consequences for vaping or possession of such items will include a phone call home, confiscation, and/or suspension.

## **Vandalism**

Students and their parent(s) shall be financially liable for any damage to property under the jurisdiction of this board as may be intentionally inflicted by such students. This liability applies to items such as, but is not limited to, books, supplies, equipment, buildings, and ground. (Diocesan Policy #5131.5).

## **Sexual Harassment**

The Diocese of Lansing absolutely prohibits sexual harassment of any kind in the work place. Unwelcome sexual advances and verbal or physical conduct of a sexual nature will be considered sexual harassment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, “practical jokes” about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another’s body.

A substantial charge against a staff member or a student in the Diocese of Lansing shall subject such person to disciplinary action (Diocesan Policy #5141.2).

Sexual abuse is any sexual contact in violation of the laws of the state of Michigan between any person covered by this policy (clerics, religious, employees, seminarians, students, volunteers) who has reached the age of majority and a minor or vulnerable adult. Alleged sexual abuse demands an immediate response. It must be reported to civil and church authorities. There must also be a response to the damage inflicted on the victim, the victim’s family, and the community.

The Diocese of Lansing will comply with the laws of the United States, the state of Michigan, and all other applicable civil and criminal laws.

Any cleric, employee, seminarian, volunteer, or student of the Diocese of Lansing who knows, or has reason to believe, that an incident of sexual abuse of a minor has occurred shall comply with state reporting requirements, specifically Child Protection Law (Act 238 of 1975).

## **Student Suspension**

Each school, realizing its obligation to the students, must extend every reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend should follow only after other means of motivation have failed and/or attendant circumstances of crime, scandal, morality, or disruption necessitate this extreme disciplinary action.

In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body (Diocesan Policy #51411).

When a student is suspended from class, he/she is expected to complete all assigned work. The student should be prepared for class upon his/her return with all work completed. Make-up work will receive partial credit (50%).

Tests made up will be reduced by one letter grade. Long-term assignments/projects that encompass work assigned before/during suspension will be accepted for full credit.

### **Student Expulsion**

Expulsion shall be defined as the permanent dismissal of a student from the school. It shall be enacted only as a last resort after other means of motivation and correction have failed and/or attendant circumstances of crime, scandal, morality, or disruption necessitate this extreme disciplinary action.

An expulsion must involve: (1) prior notice to parent/guardian of the general nature of the punishable offense and violation; (2) referral to the Diocesan Superintendent or his/her delegate; (3) notification of an appeal process (Diocesan policy #5114.4).

The pastor or principal reserves the right at his or her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

### **Athletic Program**

Holy Family School is a member of the Genesee County Catholic School League and participates in the following sports:

- Track Club (Girls and Boys), Grades 4-8
- Cross Country Club (Girls and Boys), Grades 4-8
- Baseball (Boys), Grades 5-8
- Basketball (Girls and Boys), Grades 5-8
- Cheerleading (Girls), Grades 7-8
- Flag Football (Girls & Boys), Grades 5-6
- Football (Boys), Grades 7-8
- Softball (Girls), Grades 5-8
- Volleyball (Girls), Grades 7-8

Holy Family School has a no-cut policy for team participation and if the numbers warrant, the students may be divided into more than one team.

The total cost of our athletic program is entirely underwritten by the Holy Family Athletic Boosters.

### **Athletic Eligibility**

Each student must have an athletic physical form on file with the school **BEFORE** they are allowed to practice or play any sport. These forms can be downloaded from [www.hfssports.com](http://www.hfssports.com) or obtained from your physician's office. The physical must be dated April 15 or after of the current calendar year.

Attendance: Athletes must be in school on the day of a game. Athletes tardy due to illness or other appointments must be in school by 11:00 A.M. to participate in a

game. Athletes must also finish the school day in order to participate in a game. Any absence on the day of a game must be pre-approved by the Athletic Director or Principal before the athlete will be permitted to participate.

In the case of a doctor's appointment, a doctor's statement must be presented upon an athlete's return. All athletes are expected to be in school the day following an athletic event.

### Academic Eligibility:

- A. In order to help parents and students evaluate whether involvement in Holy Family athletics is affecting academic performance, a progress report will be sent home every two weeks for any student who is in academic jeopardy (65-74%) or is failing (64% or below) a class.
- B. If a student is failing a class, he/she will be suspended from the team for one week. In that week, the student will need to improve their academic standing to passing grades in order to return to the team or activity. After a week, if the student is still failing a subject, he/she will be removed from the team for the remainder of the season.

Example: Progress Report showing failing grade given to student on a Friday, Sept. 6. Mandatory removal would begin on Monday, Sept. 9. Student has from Sept. 9-12 to earn passing grade (65% or better). New Progress Report will be printed and given to student on Sept. 13. If earning 65% or better, student is welcome back to team and may participate in weekend game and practices the following week, Sept. 16. If student maintained failing grade, student will no longer be eligible to play for the remainder of that season.

- C. If a student fails a class at the end of the marking period, he/she will not be allowed to participate in a sport, the following quarter.
- D. If a student fails two classes for the year, he/she will be required to attend summer school in order to regain eligibility for the following year.
- E. Study habits, attitude, effort and conduct ratings need to be satisfactory in order to remain on a team.

### Diocese of Lansing Acceptable Use Contract for Student Technology

The Diocese of Lansing, Department of Education and Formation, encourages and strongly promotes the use of technology in the Catholic schools and Parish Education Programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocese's and school's terms, conditions, and regulations for the use of Internet and other technologies, including but not limited to computers, telephones, watches, video, fax, and digital camera.

**THESE PROCEDURES APPLY TO ALL COMPUTERS/TECHNOLOGIES WHETHER LOCATED AT THE SCHOOL, PARISH CENTER, OFFICE, HOME OR ANYWHERE ELSE.**

1. I will not use a computer on school/parish grounds unless an adult is present.
2. I will follow the Diocese of Lansing's and the school's and parish's code of ethics for Internet and technologies (Diocesan Policy #6142.1 and Administrative Regulations).
3. I will use only authorized computer flash drives. I will not use a flash drive from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.
4. I will respect the privacy of others. I will not use another's computer or computer flash drives without permission. I will not use another's password or identity code. I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address, or phone number of others through the use of technology without their permission. I will not transmit or use photographs of others without their permission.
5. I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted material, threatening, violent, or harassing material; obscene material; and material protected by trade secret.
6. I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of controlled substance.
7. I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the school's or parish's or anyone's data, software, hardware, or technological equipment.
8. I will attend and participate in one training session on acceptable use of the Internet and local area networks before I am granted the privilege of access.

Access and use of the Internet, local area networks, computers, and other technologies is a privilege for the user.

**Asbestos Program**

In 1998 Holy Family removed all friable asbestos from the classrooms, halls, etc. The Environmental Protection Agency requires us to perform re-inspections of our building every three years. The Diocese of Lansing has contracted the W. M. I. Environmental Services of Kalamazoo to do these re-inspections. The results of the re-inspections are on file in the management plan in the school office and may be reviewed 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 the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice. If you need prior notification, please contact the school. Holy Family School has rarely had any type of pesticide application.

**Media Release Form**

Parents and guardians should take note that Holy Family School designates photographs and video recordings of students engaged in school activities as a category of “directory information”. Therefore, these photographs and video recordings may be disclosed without written consent under the Family Educational Rights and Privacy Act, 20 USC 1232g. Further, please note that parents and guardians may opt out or deny consent to the release of such information on the form sent home in the fall.

**Smoke Free Building**

Holy Family School is considered a smoke free campus. There is no smoking/vaping permitted in the following buildings: school, gym, St. Joseph Center, and Father Bush Parish Center.





## APPENDIX A

### Cheating Policy

Academic integrity in student work means that the product comes from a student's own mind and effort. Cheating denies all students the equal opportunity for success. It compromises learning and integrity and is in conflict with our Catholic teaching. We define cheating as the use of unfair means in an attempt to enhance performance such as:

- Copying from another student or sharing work with another student
- Unfair use of calculators or communication devices (i.e. cell phones, PDA's, e-mails, text messages, etc.)
- Communicating with another student during or about tests
- Making use of notes or text books during a test unless specified by the teacher
- Having another person, including a parent, provide answers or complete work for a student
- Taking credit for a project when letting a project partner do your share of the work
- Plagiarism: Written work needs to reflect a student's ideas, organization, punctuation, and sentence structure
- Checking one's own work with deliberate inaccuracy

### The consequences of cheating will be:

#### 1st incident

- Zero on test/assignment
- Parent contact
- Report to administration

#### 2nd incident

- Zero on test/assignment
- Parent contact
- Report to administration
- Silent supervised lunch and recess
- Time to Think form

#### 3rd incident

- Zero on test/assignment
- Parent contact
- Report to administration
- Ineligibility for Honor Roll for current marking period
- Ineligibility for sports for current marking period
- In-school suspension

## APPENDIX B: HOLY FAMILY SCHOOL AGGRESSIVE BEHAVIOR

	First time	Second time
<p><b>Level 1</b> Behavior that would hurt the Feelings/body of others</p> <ul style="list-style-type: none"> <li>• Unkind gestures or looks</li> <li>• “Horseplay”</li> <li>• Name calling/teasing</li> <li>• Excluding others</li> <li>• Behaviors that hurt feelings of others</li> <li>• Swearing</li> <li>• Destruction of property</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Restate definition of mean behavior</li> <li>• Discuss an alternate action to mean behavior</li> <li>• Opportunity for apology and/or make it right</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Restate definition of mean behavior</li> <li>• Time Out</li> <li>• Discuss an alternate action to mean behavior</li> <li>• Parent notification</li> <li>• Opportunity for apology and/or make it right</li> </ul>
<p><b>Level II</b> Behavior that could injure others</p> <ul style="list-style-type: none"> <li>• Pushing</li> <li>• Shoving</li> <li>• Grabbing</li> <li>• Pinching</li> <li>• Play fighting</li> <li>• Disrespect to others</li> <li>• Spitting</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Restate definition of mean behavior</li> <li>• Time Out</li> <li>• Discuss/practice an alternate action to mean behavior</li> <li>• Parent Notification</li> <li>• Opportunity for apology and/or make it right</li> <li>• Behavior report</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Restate definition of mean behavior</li> <li>• Time Out</li> <li>• Discuss/practice an alternate action to mean behavior</li> <li>• “Time to Think” form</li> <li>• Parent notification</li> <li>• Opportunity for apology and/or make it right</li> <li>• Behavior report</li> </ul>
<p><b>Level III</b> Purposeful behavior that could cause injury or damage</p> <ul style="list-style-type: none"> <li>• Biting</li> <li>• Punching</li> <li>• Hitting</li> <li>• Kicking</li> <li>• Any behavior that causes physical and/or emotional distress or risk of injury to person or belongings</li> <li>• Inappropriate Touch</li> <li>• Spitting on or at someone</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Discussion with principal</li> <li>• Restate definition of mean behavior</li> <li>• Immediate Time Out</li> <li>• Discuss/practice an alternate action to mean behavior</li> <li>• Loss of one recess or playtime</li> <li>• Parent notification</li> <li>• Opportunity for apology and/or make it right</li> <li>• Behavior report</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Discussion with principal</li> <li>• Restate definition of mean behavior</li> <li>• Immediate Time Out</li> <li>• Discuss/practice an alternate action to mean behavior</li> <li>• Loss of two recesses or playtimes</li> <li>• Parental conference</li> <li>• Opportunity for apology and/or make it right</li> <li>• Behavior report</li> </ul>

**CONSEQUENCE RUBRIC FOR KINDERGARTEN -2<sup>nd</sup> GRADE**

Third Time	Fourth Time
<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Restate definition of mean behavior</li> <li>• Time Out</li> <li>• Discuss an alternate action to mean behavior</li> <li>• Parent notification</li> <li>• Opportunity for apology and/or make it right</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Restate definition of mean behavior</li> <li>• Loss of one recess or playtime</li> <li>• Discussion with principal</li> <li>• Parent notification</li> <li>• Opportunity for apology and/or make it right</li> <li>• Behavior report</li> </ul>
<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Discussion with principal</li> <li>• Restate definition of mean behavior</li> <li>• Loss of one recess or playtime</li> <li>• Parent notification</li> <li>• Opportunity for apology and/or make it right</li> <li>• Behavior report</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Discussion with principal</li> <li>• Restate definition of mean behavior</li> <li>• Loss of two recesses or playtimes</li> <li>• Parent conference</li> <li>• Opportunity for apology and/or make it right</li> <li>• Behavior report</li> </ul>
<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Discussion with principal</li> <li>• Restate definition of mean behavior</li> <li>• Immediate Time Out</li> <li>• Discuss/practice an alternate action to mean behavior</li> <li>• Loss of three recesses or playtimes</li> <li>• Parent conference</li> <li>• Opportunity for apology and/or make it right</li> <li>• Possible 90 min in-school suspension at principal's discretion</li> <li>• Behavior report</li> </ul>	<ul style="list-style-type: none"> <li>• One day in-school or out-of-school suspension at principal's discretion</li> <li>• Behavior report</li> </ul>

Notes:

15 second intervention:

“I saw you do \_\_\_\_.  
That is mean/hurtful behavior. I would never let someone do that to you. We don’t do that at Holy Family School. That needs to stop.

Restate definition of mean/hurtful behavior:

“Mean or hurtful behavior is any mean look, work, or action that hurts a persons’ body, feelings, friendships, or things.”

Please note: The pastor or principal reserves the right at his/her discretion in the best interest of the school to wave and/or deviate from any and all disciplinary rules, practices or procedures.

Revised 6/14/16

## APPENDIX C: HOLY FAMILY AGGRESSIVE

APPENDIX C:	First time	Second time
<p><b>Level I</b> Behavior that is horseplay</p> <ul style="list-style-type: none"> <li>• Goofing around</li> <li>• Shoving</li> <li>• Grabbing</li> <li>• Pushing</li> <li>• Tripping</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Apology of Action</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Student calls parent</li> <li>• Apology of Action</li> </ul>
<p><b>Level II</b> Behavior that would hurt the feelings/body of others</p> <ul style="list-style-type: none"> <li>• Teasing</li> <li>• Name-calling</li> <li>• Put-downs</li> <li>• Insulting remarks</li> <li>• Mean/rude gestures</li> <li>• Rumors</li> <li>• Mean notes</li> <li>• Swearing</li> <li>• Graffiti</li> <li>• Planned exclusion</li> <li>• Play fighting</li> <li>• Playing a mean trick</li> <li>• Pinching</li> <li>• Spitting</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Student calls parent</li> <li>• Apology of Action</li> <li>• Silent supervised lunch &amp; recess</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Student calls parent</li> <li>• Apology of Action</li> <li>• 2 Silent supervised lunches &amp; recesses</li> <li>• Time to Think form</li> </ul>
<p><b>Level III</b> Behavior that could injure others</p> <ul style="list-style-type: none"> <li>• Swearing towards others</li> <li>• Threatening</li> <li>• Hitting/kicking</li> <li>• Pushing/tripping</li> <li>• Choking</li> <li>• Throwing objects</li> <li>• Taunting/ridiculing/humiliating</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Student calls parent</li> <li>• Apology of Action</li> <li>• Silent supervised lunch &amp; recess</li> <li>• Time to Think form</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Student calls parent</li> <li>• Apology of Action</li> <li>• 2 Silent supervised lunches &amp; recesses</li> <li>• Time to Think form</li> <li>• Parent meeting</li> </ul>
<p><b>Level IV</b></p> <ul style="list-style-type: none"> <li>• Punching/fighting</li> <li>• Biting</li> <li>• Stealing</li> <li>• Damaging property</li> <li>• Racial, ethnic, or sexual name calling</li> <li>• Severe harassment or behavior that may injure</li> <li>• Inappropriate Touch</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Administration calls parent</li> <li>• Apology of Action</li> <li>• 2 Silent supervised lunches &amp; recesses</li> <li>• Time to Think form</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Administration calls parent to pick up student</li> <li>• 1 day in-school suspension</li> <li>• Parent meeting</li> <li>• Positive Behavior Plan</li> </ul>

# BEHAVIOR CONSEQUENCE RUBRIC Grades 3-4

Third time	Fourth Time
<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Student calls parent</li> <li>•Apology of Action</li> <li>•1 Silent supervised lunch &amp; recess</li> <li>•Time to Think form</li> </ul>	<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Student calls parent</li> <li>•Apology of Action</li> <li>•2 Silent supervised lunches &amp; recesses</li> <li>•Time to Think form</li> <li>•Parent meeting</li> </ul>
<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior Report</li> <li>•Student calls parent</li> <li>•3 Silent supervised lunches &amp; recesses</li> <li>•Time to Think form</li> <li>•Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Student calls parent</li> <li>•5 Silent supervised Lunches &amp; recesses</li> <li>•Time to Think form</li> <li>•Parent meeting</li> <li>•Positive Behavior Plan</li> </ul>
<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Student calls parent</li> <li>•3 Silent supervised lunches &amp; recesses</li> <li>•Parent meeting</li> <li>•Positive Behavior Plan</li> </ul>	<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Administration calls parent to pick up student</li> <li>•1 day in-school suspension</li> <li>•Parent meeting</li> <li>•Positive Behavior Plan</li> </ul>
<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Administration calls parent to pick up student</li> <li>•2 days in-school suspension</li> <li>•Parent meeting</li> <li>•Positive behavior Plan</li> <li>•Liaison officer consultation</li> </ul>	<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Administration calls parent to pick up student</li> <li>•2 or more days out-of-school suspension</li> <li>•Parent meeting</li> <li>•Positive Behavior Plan</li> <li>•Liaison officer consultation</li> </ul>

- Notes:**
- Cyberbullying (levels II, III, IV) will follow the rubric consequences
  - See Student-Parent Hand-Book matters of disciplinary action (serious) that may result in expulsion
  - The pastor or Principal reserves the right at his/her discretion in the best interest of The school to wave and/or deviate from and all disciplinary rules, practices or procedures

## APPENDIX D: HOLY FAMILY AGGRESSIVE

	First time	Second time
<p><b>Level I</b> Behavior that is horseplay</p> <ul style="list-style-type: none"> <li>• Goofing around</li> <li>• Shoving</li> <li>• Grabbing</li> <li>• Pushing</li> <li>• Tripping</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Student calls parent</li> <li>• Silent supervised lunch &amp; recess</li> <li>• Time to Think Form</li> </ul>
<p><b>Level II</b> Behavior that would hurt the feelings/body of others</p> <ul style="list-style-type: none"> <li>• Teasing</li> <li>• Name-calling</li> <li>• Put-downs</li> <li>• Insulting remarks</li> <li>• Mean/rude gestures</li> <li>• Rumors</li> <li>• Mean notes</li> <li>• Swearing</li> <li>• Graffiti</li> <li>• Planned exclusion</li> <li>• Play fighting</li> <li>• Playing a mean trick</li> <li>• Punching</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Student calls parent</li> <li>• Silent supervised lunch &amp; recess</li> <li>• Time to Think form</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Student calls parent</li> <li>• 2 Silent supervised lunches &amp; recesses</li> <li>• Time to Think form</li> <li>• Parent Meeting</li> </ul>
<p><b>Level III</b> Behavior that could injure others</p> <ul style="list-style-type: none"> <li>• Swearing towards others</li> <li>• Threatening</li> <li>• Hitting/kicking</li> <li>• Pushing/tripping</li> <li>• Choking</li> <li>• Spitting</li> <li>• Throwing objects</li> <li>• Taunting/ridiculing/humiliating</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Student calls parent</li> <li>• 2 Silent supervised lunches &amp; recesses</li> <li>• Time to Think form</li> <li>• Parent Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Student calls parent</li> <li>• Apology of Action</li> <li>• 2 Silent supervised lunches &amp; recesses</li> <li>• Time to Think form</li> <li>• Parent meeting</li> <li>• Violence Prevention Curriculum</li> </ul>
<p><b>Level IV</b></p> <ul style="list-style-type: none"> <li>• Punching/fighting</li> <li>• Biting</li> <li>• Stealing</li> <li>• Damaging property</li> <li>• Racial, ethnic, or sexual name calling</li> <li>• Severe harassment or behavior that may injure</li> <li>• Inappropriate Touch</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Administration calls parent</li> <li>• 1 day in-school suspension</li> <li>• Parent meeting</li> <li>• Violence Prevention Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• 15 sec intervention</li> <li>• Behavior report</li> <li>• Administration calls</li> <li>• 2 days in-school suspension</li> <li>• Parent meeting</li> <li>• Positive Behavior Plan</li> <li>• Violence Prevention Curriculum</li> <li>• Possible liaison officer consultation</li> </ul>

## BEHAVIOR CONSEQUENCE RUBRIC GRADES 5-8

Third time	Fourth Time
<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Student calls parent</li> <li>•2 Silent supervised lunches &amp; recesses</li> <li>•Time to Think form</li> </ul>	<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Student calls parent</li> <li>•3 Silent supervised lunches &amp; recesses</li> <li>•Time to Think form</li> </ul>
<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior Report</li> <li>•Student calls parent</li> <li>•3 Silent supervised lunches &amp; recesses</li> <li>•Parent meeting</li> <li>•Violence Prevention Curriculum</li> <li>• 1 Day in-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Student calls parent</li> <li>•1 day in-school suspension</li> <li>•Parent meeting</li> <li>•Positive Behavior Plan</li> <li>•Violence Prevention Curriculum</li> </ul>
<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Student calls parent</li> <li>•1 day in-school suspension</li> <li>•Parent meeting</li> <li>•Positive Behavior Plan</li> <li>•Violence Prevention Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Student calls parent</li> <li>•2 days in-school suspension</li> <li>•Parent meeting</li> <li>•Positive Behavior Plan</li> <li>•Violence Prevention Curriculum</li> </ul>
<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Administration calls parent</li> <li>•2 days in-school suspension</li> <li>•Parent meeting</li> <li>•Positive behavior Plan</li> <li>•Violence Prevention Curriculum</li> <li>•Possible Liaison officer consultation</li> </ul>	<ul style="list-style-type: none"> <li>•15 sec intervention</li> <li>•Behavior report</li> <li>•Administration calls parent to pick up student</li> <li>•2 or more days out-of-school suspension</li> <li>•Parent meeting</li> <li>•Violence Prevention Curriculum</li> <li>•Liaison officer consultation</li> </ul>

### Notes:

- Cyberbullying (levels II, III, IV) will follow the rubric consequences
- See Student-Parent Hand-Book matters of disciplinary action (serious) that may result in expulsion
- The pastor or Principal reserves the right at his/her discretion in the best interest of the school to wave and/or deviate from and all disciplinary rules, practices or procedures



## Privacy and Access to Records

The privacy of student records is protected through both the *Family Educational Rights and Privacy Act (FERPA)* and the *Individuals with Disabilities Education Act (IDEA)*. The laws also give parents the right to access their children's education records.

### FERPA

Federal law about the access to educational records for all students.

### IDEA

Federal law about special education which includes privacy protections.

#### What Can Be Shared

- Schools must let you review your child's education records upon request. However, the school does not have to provide you with copies to keep. If your school does make copies, ask whether there is a charge and the approximate cost. Ask for a reduced amount if the fee causes a financial hardship.
- Any school staff may review educational records if it is related to valid educational needs.
- Schools submit information to local, state, and federal agencies for auditing and reporting.
- Testing information must be shared (or transmitted).
- Schools can share certain information (e.g., name, address, date and place

of birth, dates of attendance, sports participation, honors, awards, most recent school attended) without permission after you are informed the information is "directory information." However, you can tell the school you do not want them to share directory information.

- In all other cases, schools must have written permission from you (or your child if 18 or older) to share any information about your child's education record.

#### What Cannot Be Shared

- Schools cannot share any personal information that could allow someone to contact, identify, or locate a person. Examples are report cards, transcripts, family information, class schedules, and disciplinary records.

January 2019



1-888-320-8384  
(OSE information line)



michigan.gov/  
specialeducation-familymatters



mde-ose@  
michigan.gov

Family Matters fact sheets are intended to enhance public understanding of Michigan's special education system and are not a substitute for official laws and regulations.





## When a Student Turns 18 Years Old

- Your rights to access and allowing access to educational records transfer to your child when he or she turns 18, or enters a postsecondary educational program.
- If your child signs a release, you can still access your child's education records.
- Schools may provide you with information if you claimed your child as a "dependent" on your most current income tax form. (Your child will have the ability to waive this option.)
- Schools can share information with you regarding a health or emergency situation.
- If your child is under 21 years old, schools can share information with you about legal issues related to alcohol or controlled substance.
- School staff may share information with you that is based on the person's own knowledge or observation of your child.

## Privacy and Access to Records in a Private School Setting

The FERPA and IDEA apply to educational agencies that receive federal funding, and therefore, generally do not apply to private schools. However, your child's privacy is still protected if the public school places your child in a private school in order to provide services. If you choose on your own to enroll your child in a private school, but your child still receives services from the public school district, all information regarding those services is protected by the FERPA and IDEA.

## Resources

- [Center for Parent Information and Resources \(CPIR\): Confidentiality and Access to Student Records](#)
- [Michigan Administrative Rules for Special Education \(MARSE\)](#)
- [U.S. Department of Education — Parents' Guide to the FERPA: Rights Regarding Children's Education Records](#)



Michigan Alliance for Families  
information, support, and education

[Michigan Alliance for Families:  
Privacy and Access](#)