



Outstanding Catholic Education
Faith Formation-Academic Excellence

**Student-Parent
Handbook**

2023-2024

HOLY FAMILY SCHOOL

215 Orchard Street
Grand Blanc, MI 48439
(810) 694-9072
FAX—(810) 694-9405

Mrs. Theresa Purcell, Principal
Fr. Joseph Krupp, Pastor
Fr. Leronio Vodivodi, Parochial Vicar

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 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 School

Parents as Partners

At Holy Family School, we consider it a privilege to work with parents in the education of children. We believe that parents are the primary educators of their children. By choosing Holy Family School you have committed to helping your child recognize the importance of receiving a meaningful Catholic education in a rigorous academic environment.

Once you have chosen to enter into a partnership with us at Holy Family School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical potential. It is vital that both parents and teachers remember that allowing oneself to get caught between the student and the other partner will not have positive results. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Together, let us have a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

As partners in the educational process at Holy Family School we ask parents:

- To attend weekend Mass and all Holy Days of Obligation
- To support the religious and educational goals of the school
- To set rules, times and limits (including electronic devices) so that your child:
 - gets to bed early on school nights
 - arrives at school on time and is picked up on time at the end of the day
 - is dressed according to the school dress code
 - has adequate time to complete assignments by due dates
- To be actively involved in your child's learning
- To monitor "screen time"
- To participate in school activities such as Parent-Teacher Conferences
- To notify the school with submission of an Absence Form, Early Dismissal Form or Late Arrival Form if your child will not be attending school, leaving early or arriving late
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school on time
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To promptly complete and return to school any requested information
- To read school notes and newsletters and to show interest in the student's total education
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student

Staff Directory

Phone	Principal	Phone	Kindergarten	Phone	Media
2144	Mrs. Theresa Purcell tpurcell@hfsgeb.org	2132	Mrs. Katie Bradburn, KA (Rm 32) kbradburn@hfsgeb.org	2119	Mrs. Kate Piper (Rm 19) kpiper@hfsgeb.org
		2135	Mrs. Tami Wolfram, KB (Rm 35) twolfram@hfsgeb.org		
2100	Director of Admissions Mrs. Lisa Harvey lharry@hfsgeb.org	2133	First Grade Mrs. Maria Boggan 1A (Rm 33) mboggan@hfsgeb.org	2273	Physical Education Mr. Bret Panter, Gym bpanter@hfsgeb.org
		2134	Ms. Kristen Bluhm, 1B (Rm 34) kbluhm@hfsgeb.org		
2140	Secretary Mrs. Chasity Campbell ccampbell@hfsgeb.org	2120	Second Grade Mrs. Bethany Zloto 2A (Rm 20) bzloto@hfsgeb.org	2116	Computers Mrs. Cathy Buell (Rm 16) cbuell@hfsgeb.org
		2118	Mrs. Jill Welch 2B (Rm 18) jwelch@hfsgeb.org		
	Administrative Assistant Mrs. Cindy Jones cjones@hfsgeb.org	2125	Third Grade Mrs. Cherie King, 3A (Rm 25) cking@hfsgeb.org	2137	Music Mr. Zach Forsleff (Rm 37) zforsleff@hfsgeb.org
		2127	Ms. Nicole Gilbert, 3B (Rm 27) ngilbert@hfsgeb.org		
2143	School Nurse Mrs. Jennifer McAvoy schoolnurse@hfsgeb.org	2129	Fourth Grade Ms. Kayelin Mazur 4A (Rm 29) kmazur@hfsgeb.org	2122	Art Ms. Kendra Jozwiak (Rm 22) kjozwiak@hfsgeb.org
		2131	Mrs. Mary Heron, 4B (Rm 31) mheron@hfsgeb.org		
2142	Teacher Associate Sr. Sharon Hektor, C.S.J. shektor@hfsgeb.org	2114	Fifth Grade Mr. Luke Quaranta, 5A (Rm 14) lquaranta@hfsgeb.org	2108	Math Resource Room Mrs. Lindsay Rogers (Rm 8) lrogers@hfsgeb.org
		2112	Mrs. Laura Sturgess, 5B (Rm 12) lsturgess@hfsgeb.org		
2105	Athletic Director Mrs. Lorie Tenerelli ad@hfsgeb.org	2113	Sixth Grade Mrs. Marsha Kessler, 6A (Rm 13) mkessler@hfsgeb.org	2121	ELA Resource Room Mrs. Carol Malenich (Rm. 21) cmalenich@hfsgeb.org
		2111	Ms. Lesley LaForest, 6B (Rm 11) llaforest@hfsgeb.org		
2105	Preschool Ms. Lisa McNally, KP/P4 (Rm 5) lmcnally@hfsgeb.org	2109	Seventh Grade Mr. Dan LeBeau, 7A (Rm 9) dlebeau@hfsgeb.org	2136	Extended Care Mrs. Patti Freund, DIR (Rm 36) pfreund@hfsgeb.org
2130	Mrs. Christine Koskodan, P3 & P4/3 PM (Rm 30) ckoskodan@hfsgeb.org	2107	Mrs. Sherrie Hayduk, 7B (Rm 7) swerschky@hfsgeb.org		Mrs. Amber Hager ahager@hfsgeb.org
2128	Mrs. Allie Jurcak, P4/5 AM (Rm. 28) ajurcak@hfsgeb.org	2106	Eighth Grade Mrs. Karen Garland, 8A (Rm 6) kgarland@hfsgeb.org		Mrs. Mary O'Dell maodell@hfsgeb.org
		2110	Mrs. Cindy Bronson, 8B (Rm 10) cbronson@hfsgeb.org		Mrs. Judi Wilson jwilson@hfsgeb.org
					Mrs. Kim Lindquist klindquist@hfsgeb.org
	Custodian Mrs. Bobbie LeRoy bleroy@hfsgeb.org	2147	Cafeteria Mrs. Amber Hager ahager@hfsgeb.org Mrs. Holly Farmer hfarmer@hfsgeb.org	2152	Interventionist Mrs. Sindel Render srender@hfsgeb.org

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Mission Statement

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

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.

Diocese of Lansing Policy on the Human Person and Gender Dysphoria

Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church, and so families are expected to line in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

<https://dioceseoflansing.org/news/love-truth-authentic-happiness-new-policy-human-person-and-gender-dysphoria>

Staff

All teachers are certified by the state of Michigan. Included among the teachers are the physical education teacher, music teacher, art 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
History	Music, Vocal, Band	Religion
Language Arts	Phonics	Science
Literature	Physical Education	Social Studies
Mathematics	Reading	Technology

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 regular tithing 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 School 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 scholarships available. There are limited financial aid funds available to families in severe financial need.

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 1st, 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 by June 1st.

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

Tuition is broken into two categories, Catholic and Non-Catholic. Catholic members:

- Participate in weekly Sunday Mass.
- 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:

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.

- 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 who are 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.

Non-Acceptance of students for admission or readmission will be considered on an individual basis. Admission may be denied as deemed appropriate by school or parish administration, including but not limited to the following:

- Disciplinary or academic records that fail to meet expectations
- Accommodations or services which cannot be provided by the school or staff
- Parents and/or students who do not abide by or are disruptive in their actions toward school policies or instructional programs may be asked to withdraw from the school at any time

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 1st, 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 Application

Kindergarten applications begin in January and is on our website: hfs.gb.org and under the “Admissions” tab

New Student Application

Applications for Grades K-8 are 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 application. Acceptance of students into Grades K-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 apply for Kindergarten, a child must be five years old by September 1st of the year the child enters school.

Grade 1: To apply for First Grade, a child must be six years of age by September 1st of the year the child enters school.

The following information is needed when applying for K-8

- Copy of the Birth Certificate issued by the County Clerk
- Copy of the Baptismal Certificate
- Copy of immunization record
- Copy of most recent standardized test scores
- Copy of the latest Report Card (Grades 1-8 only)
- Health Appraisal & Hearing/Vision Screening (Grade K only)
- Completed Record Request Form (under “Admissions” tab)
- Completed Discipline Inquiry Form (under “Admissions” tab)

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 week for assembly. Assembly is a time for prayer as a school community.
- Mass/Prayer Services: Students in Grades K-8 attend an 8 a.m. Mass weekly and Mass on Holy Days of Obligation and Feast Days.
- Stewardship: Students have the opportunity to share their time, talent, and treasure through service projects throughout 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 (PTO)

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 4th – 8th 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	7:15 a.m.—3:00 p.m.
K—8	7:35 a.m.—2:50 p.m. (Half Day Dismissal 11:20 a.m.)
Preschool hours	8:00 a.m.—11:00 a.m. (3 yr. M & W or T & Th) 11:45 a.m.—2:45 p.m. (4 yr. Mon-Wed-Fri) 8:00 a.m.—11:00 a.m. (4 yr. M-F) 8:00 a.m.—2:45 p.m. (K Prep M-F)

School Calendar

Tues., Aug. 22, 2023 First day of school (KP-8); Full Day
Mon., Aug. 28, 2023 First day of school (3 Yr. M/W & 4Yr. Old Preschool)
Tues., Aug. 29, 2023 First day of school (3 Yr. Old Preschool T/TH)
Wed., Dec. 20, 2023 Christmas break begins **at the end of the school day**
Wed., Jan. 3, 2024 School resumes
Fri., March 22, 2024 ½ Day; Spring break begins **at end of the school day**
Tues., April 2, 2024 School resumes
Wed., May 22, 2024 Last day of school for 3 yr. old M/W & 4 yr. old PM
Thurs., May 23, 2024 Last day of school for 3 yr. old T/Th & 4 yr. old AM
Fri., May 31, 2024 Last day of school for K Prep
Wed., June 5, 2024 ½ day; Last day of school for K-7th Grade

Full Calendar can be viewed on our website, www.hfsgb.org.

Start of School

The bell for the students to enter school rings at **7:25 a.m.**

Instruction begins at 7:40 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.

Student drop off begins at 7:25 AM. There is no adult supervision before that time.

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 7:00 AM to 8:00 A.M. and again from 2:00 PM to 3:00 PM. Please exit the parking lot by using the driveway adjacent to the Church or by the Orchard Street exit. For the safety of everyone involved, it is necessary for everyone to follow the path and drop off in the designated areas **ONLY!** Morning dropoff is curbside **ONLY**. Do not park your car and walk your child in. **The lower parking area is reserved for bus service.**

Dismissal

Bus riders Dismissal: 2:50 p.m. (Half Day Dismissal 11:15 a.m.)

Walkers Dismissal: 2:55 p.m. (Half Day Dismissal 11:20 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 bussed, 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.

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 2:55 P.M., please make other arrangements. **Students not picked up by 3:00 p.m.**

will be taken to Extended Care and charged a \$35(Family \$50) Registration Fee and \$7/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 pay 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 Lisa Harvey 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 the 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 buses 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 Contacts (due by the first day of school)

At the beginning of each school year, a JotForm will be sent to parents requesting the contact information of up to 3 trusted individuals that can be contacted in case of emergency when the parents cannot be reached. Children are only released to those listed as emergency contacts. Please inform the school of any changes of information pertinent to the emergency contacts that may occur during the year.

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

Research has shown that students learn best when attending school regularly. Chronic absenteeism is defined as missing 10 or more days of the school year for any reason. Chronic absenteeism affects the social, emotional, and academic success of students. OUR GOAL at HFS is to work together to strengthen the foundation of education.

Students are expected to be on time and ready to learn.

- If your child will be *absent due to illness*, fill out the Student Absent Reporting form located on the Holy Family Catholic School website under the tab marked “current families.”
- If your child arrives *late*, *leaves early* or *has a doctor/dental appointment* please fill out the Early Dismissal/Late Arrival form that is also located on the school website under the “current families” tab.

<u># Yearly Absences</u>	<u>Consequence</u>
5	Parent Contact
10	Notification Letter
15	Reinforcement Letter
19+	Unable to attend end of year field trip
20	Meeting with principal
25	Summer school required
30	Retention

Tardies are disruptive and result in a lack of instruction and should be avoided. A tardy is defined as arriving later or leaving earlier than the start or dismissal times of the school day.

<u>Tardies/Early Dismissal</u>	<u>Equivalence</u>
Arrival any time between 7:40 a.m. - 8:10 a.m.	AM Tardy
Dismissal between 2:20 p.m. - 2:50 p.m.	PM tardy
Greater than 30 minutes	½ day absence

<u># Yearly Tardies</u>	<u>Consequence</u>
5 tardies	Parent Contact
10 tardies	Notification Letter
15 tardies	Reinforcement Letter
19+ tardies	Meeting with principal/teacher

Extra-curricular Activities

Students must attend school on the day of any extra-curricular activity in order to participate. Students that are tardy due to illness or other appointments, must be in school by 11:00 a.m. to participate in after school activities (athletics, dances, holiday programs, etc.) If a student is absent on Friday they are not eligible to participate in sports activities that occur that weekend.

Band and Choir Concerts

Grades 4-8: Attendance at band and choir concerts is mandatory, as it is part of the school curriculum.

Makeup Work

For each day absent, the student will have one additional day to turn in assignments missed due to the absence. Teachers are not required to give absent work in advance of planned absences. Student's work will be posted to Google Classroom (Grades 5-8) or will receive missed work when they return to school (K-8).

Vacations

Vacations are expected to be taken during scheduled school vacations, not during planned school days. Students who are absent on a school day are required to make up all the work missed while absent. "Vacation" days are considered an absence and total days absent will follow the table above.

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

Please be aware that it is necessary that a child be without fever for a full 24 hours and free from vomiting for 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 a 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 the 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.
- COVID: We follow Genesee County Health Department guidelines.

If a child becomes ill during the school day, a parent, relative, or person designated on the child's Emergency Contact 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 the eye or nose, or applied to the skin. Any medication should be taken at home if at all possible.

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 website. These forms must be renewed annually.
- 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. Medical forms can be found on our website and must be completed annually.
- **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 form "Prescription Medication Authorization Form" can 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:

At this time, Non-Prescription Medication cannot be administered.

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 on the school's website..
- The written emergency care plan is kept in the school's office. This form can be found on the school's website.

Any medical concerns need to be documented for the school office via the Medical Concern Form found on our website, hfsgb.org.

Chickenpox

Before a child with chickenpox 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.

Immunizations

Michigan law requires that all students must be immunized against vaccine preventable diseases to attend Holy Family Catholic School. Children must follow state vaccine laws to attend school. These laws are the minimum standard to help prevent disease outbreaks in school settings. Proof of immunization records must be provided to the school on the first day of school. Recommended vaccination schedule can be found at www.cdc.gov/vaccines.

Holy Family School is required to obtain vaccination records and report our compliance on November 1st of each school year. The school is required to report all student's immunization records annually for preschool, Kindergarten, any new students for the school year, and again in 7th grade. Students with incomplete vaccination records will be excluded from school until immunizations are up to date and records are complete.

If you have an objection to any of the immunizations that are required under the current Michigan Public Health Code, please contact your local health department about the procedure for completing a waiver. Contact your healthcare provider or health department to see if you are eligible for no or low-cost vaccines for your child.

Homework Policy

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

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 \$25 late fee for all accounts that are PAST DUE. Payments are managed through the Extended Care Director. Cash, Check or credit card are accepted. **All families MUST have a valid/current credit card on file.** New families to the Extended Care Program must meet with the Director for clarification details of our program.

Registration Fee: \$35/student(\$50/family)

Full-time*: \$5.50/hour (one child)
\$5.00/hour (second child)
\$4.75/hour (third child)
\$4.50/hour (fourth child)

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

Part-time:** \$6.00/hour/child

****Part-time = less than 4 hours per week**

Drop-in*: \$6.50/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”

Late Pick Up (after 3:00 p.m. Or on ½ days, after 11:25 a.m.):

\$35 Registration Fee + \$7/hour rate.

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

Standardized Tests

The NWEA assessment is administered three times a year for students in Grades 2-8.

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 year end report card will be mailed to families one week after school is out. 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. Quarterly report cards are posted on PowerSchool. Parents of students in Grades 4-8 will have access to their child’s academic progress posted on PowerSchool each week.

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

Academic Awards (Grades 7-8)

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., Media, Music, and Technology and Art.
- Must earn satisfactory marks in all social skills and work habits.

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

Voicemail/Email

To access a teacher's voice mail, call 694-9072, and then enter the teacher's extension number. This information can be found on the school website at: www.hfsgb.org or pages 5-6 of this handbook.

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 database 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 issued to you.
- **School Website** Please check 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 website.

Cafeteria

In the event of a pandemic, hot lunch services will not be available. However, milk, water or juice may be purchased. All students will need to provide a daily PEANUT FREE/NUT FREE lunch during this time.

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.**

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 \$3.50. 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 \$5.00 in their child's account.

All accounts must be settled at the end of the school year. An email 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 emailing lharvey@hfsgb.org or call 810-694-9072 x 2100.

Students are welcome to bring lunches. There are two microwaves available to reheat food for the students. **Please refrain from sending food items in glassware.** Parent volunteers assist reheating for students in Grades K-2.

We discourage lunch orders from local eateries delivered to the school. If you choose to use a local eatery, your order should only be for your child(ren). Please remember to include water or juice, not pop, to comply with our Wellness Policy.

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 Food Service Director and/or school nurse will 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 lunchroom, there will continue to be a "Peanut Free" and "Shellfish Free" area for students with severe allergies to sit and eat, free from exposure. (During a pandemic, the cafeteria may not be used for lunch. If the cafeteria is not in use, students will be eating in their classrooms and therefore **MUST be NUT FREE and SHELLFISH FREE.**)

Birthdays

We recognize that each student is special. Each month, those students who will be celebrating their birthdays, will be acknowledged during the 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

Party invitations should not be given out at school. We do this to avoid hurt feelings among the children. A school directory is available through PowerSchool. 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 on the cart outside of the School Lobby.** The receptionist will make arrangements to have the items delivered to your child. After 3:00 p.m., items can be picked up from the Parish Office until 5:00 p.m.

Visitors

During a pandemic, visitors are not permitted to enter the school building.

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 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 canceled because of weather conditions, all school activities (day and evening) are also canceled (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 canceled. Children will be released only to the care of parents/guardians, and only from the school lobby when the Early Dismissal form has been submitted online.

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, students are transported by bus. If bus transportation is not available, 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 the 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 an airbag.
- 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

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.

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.
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)

Holy Family Dress Code Policy

Dress Code for Girls (K-8)

All tops (shirts/sweaters) must be ordered from our uniform supplier, Tommy Hilfiger -

<https://www.globalschoolwear.com/> School Code: HOLY03

All bottoms can be purchased anywhere

<p>Jumpers</p> <ul style="list-style-type: none"> • Must be plaid and purchased from Tommy Hilfiger • Length must be within 3 in of top of knee • Collared shirt must be worn underneath <p>*November 1st to April 1st students MUST wear leggings/tights under jumpers.</p>	<p>Skirts/Skorts</p> <ul style="list-style-type: none"> • Navy or khaki skirts/skorts • Length must be within 3 inches of top of knee • Skirts and skorts must have modest fit. <p>*November 1st to April 1st students MUST wear leggings/tights under skirts.</p>	<p>Belts</p> <ul style="list-style-type: none"> • Optional - black or brown <p>Makeup</p> <ul style="list-style-type: none"> • Optional in moderation for grades 6-8 • Must be applied at home • No face glitter • No press on or acrylic nails
<p>Shirts</p> <ul style="list-style-type: none"> • ALL shirts must be purchased from Tommy Hilfiger with a HFS logo • Long enough to tuck in • Navy, white or yellow <p>Sweaters</p> <ul style="list-style-type: none"> • Purchase from Tommy Hilfiger with a HFS logo • Must have collared shirt underneath • Navy <p>Full Zip Fleece Jacket</p> <ul style="list-style-type: none"> • Purchase from Tommy Hilfiger with a HFS logo • Must have collared shirt underneath • Navy <p>*Spirit wear store items are NOT PERMITTED on uniform days.</p>	<p>Hair</p> <ul style="list-style-type: none"> • Clean, neat. Should not distract or prevent learning • Bangs should not obstruct vision • Must be a natural color <p>Hair Accessories</p> <ul style="list-style-type: none"> • Should not distract from learning • Animal ear headbands are NOT allowed 	<p>Pants</p> <ul style="list-style-type: none"> • Navy or khaki dress pants of any brand • No joggers • Must be free of logos <p>Shorts</p> <ul style="list-style-type: none"> • Khaki or navy dress shorts of any brand • No cargo or athletic style • Length must be within 3 inches of top of knee <p>*Shorts NOT allowed November 1st to April 1st</p>
	<p>Leggings/Tights</p> <ul style="list-style-type: none"> • Black, white or navy • Solid leggings (no cutouts, logos, decorations) • Must be worn under skirts, jumpers and skorts November 1st to April 1st • Leggings may NOT be worn alone. 	<p>Shoes</p> <ul style="list-style-type: none"> • Only athletic shoes or dress shoes <p>Socks</p> <ul style="list-style-type: none"> • Must be worn <p>Piercings/Tattoos</p> <ul style="list-style-type: none"> • Ear piercings ONLY • No tattoos
<p>Perfume</p> <ul style="list-style-type: none"> • Deodorant should be used by students when age appropriate. Perfume should not be worn. <p>Jewelry/Watches</p> <ul style="list-style-type: none"> • Minimal jewelry, must be moderate in size and style • Smart and Apple Watches may only be used for the purpose of telling time. Students may NOT receive messages or use other features i.e. calculators 		

Holy Family Dress Code Policy

Dress Code for Boys (K-8)

All tops (shirts/sweaters) must be ordered from our uniform supplier, Tommy Hilfiger -

<https://www.globalschoolwear.com/> School Code: HOLY03

All bottoms can be purchased anywhere

Teachers and staff will determine appropriateness when needed

Shirts

- ALL shirts must be purchased from Tommy Hilfiger with HFS logo
- Long enough to tuck in
- Navy, white or yellow

Sweaters

- Purchase from Tommy Hilfiger with a HFS logo
- Must have collared shirt underneath
- Navy

Full Zip Fleece Jacket

- Purchase from Tommy Hilfiger with a HFS logo
- Must have collared shirt underneath
- Navy

*Spirit wear store items are NOT PERMITTED on uniform days

Hair

- Clean, neat. Should not distract or prevent learning
- Bangs should not obstruct vision
- Must be cut above the collar
- Unnatural color, mohawks, fauxhawks, shaved logos, or symbols are NOT allowed
- Ponytails and buns are NOT allowed
- Must be clean shaven

Shoes

- Only athletic shoes or dress shoes

Socks

- Must be worn

Belts

- Optional - black or brown

Pants

- Navy or khaki dress pants of any brand
- No joggers
- Must be free of logos
- Can be purchased anywhere

Shorts

- Khaki or navy dress shorts of any brand
- No cargo or athletic style
- Length must be within 3 inches of top of knee

*Shorts NOT allowed November 1st to April 1st

Cologne

- Deodorant should be used by students when age appropriate. Cologne should not be worn.

Jewelry/Watches

- Minimal jewelry, must be moderate in size and style
- Smart and Apple Watches may only be used for the purpose of telling time. Students may NOT receive messages or use other features i.e. calculators

Piercings/Tattoos

- No piercings
- No tattoos

Holy Family Dress Code Policy

Dress Code for Special Days

Gym Clothes: Grades 5-8 only

- T-shirts and sweatshirts free of objectionable logos
- Slogans, sweatpants, joggers and shorts no shorter than 3 inches above the knee may be worn
- Appropriate length shorts can be purchased from the spirit wear website

Special Dress Days K-8

- Allowable dress on special dress days will be communicated to parents i.e. Halloween, Christmas

P2/Positivity Days

- Green P2 shirt with uniform bottoms (<https://shop.hoytcompany.com/holyfamily>)

Mass Days

- Students should be in school uniform when participating in the Mass (Reader, choir and altar server)
- If there is a special dress day, students will be allotted time to change after Mass

Spirit Days

- Holy Family spirit wear top with jeans, free of rips, holes and tears, or uniform bottoms

Casual Panther Days

- Students may wear jeans, sweatpants, joggers, dress pants, dresses or skirts.
 - Jeans - free of rips, holes and tears
 - Skirts and shorts - no shorter than 3 inches above the knee
 - Shorts of any style may not be worn November 1st to April 1st
- Students may wear t-shirts, collar or uncollared shirts, sweatshirts and sweaters.
 - T-shirts - free of objectionable slogans/designs, including alcohol, tobacco, politics, rock, rap and wrestling. Must be long enough to ALWAYS cover the waistband of pants.

Dress Up Days/8th Grade Graduation

- Dresses and skirts no shorter than 3 inches above the knee (front and back)
- Dresses with at least 1" straps. Shoulders must be covered for Mass.
- No backless or "cutouts" on dresses or shirts
- No heels or wedges higher than 2 inches for girls
- Dress pants and khakis may be worn. No jeans.
- Boys' shirts must have a collar. If shirt is tucked in a belt must be worn.
- Shirt, tie and suits are acceptable
- No tennis shoes

Athletic Uniforms

- Athletes in grades 5-8 are expected to wear their team jersey over their school uniform on the day of their game or the last school day prior for a weekend game.
- More details will be given by the coach or Athletic Director

Holy Family Dress Code Policy

Dress Code Violations

- **1st offense:** Verbal warning and explanation of correct dress code will be given to the student. Dress code violation form will be filled out and sent home. Parent signature is not required.
- **2nd offense:** The student will be given a temporary uniform item. Dress code violation form will be filled out and sent home. Parent signature is required. Form should be returned the following day.
- **3rd offense:** The student will wait in the office for parent/guardian to bring correct uniform item. The student is responsible for classwork missed. Dress code violation form will be filled out and sent home. Parent signature is required. Form should be returned the following day.
- **4th offense:** Dress code violation will be filled out and given to Mrs. Purcell. Parent will be notified by email of this offense. Parents will be contacted by Mrs. Purcell to discuss correct dress code options.

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 doors. Parents are encouraged to check for missing items before the end of the month. At the end of each month, unclaimed items are 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.

If a student makes a threat of self harm that is determined to be credible, the student is put on suspension and required to have an evaluation by a medical professional before he/she is permitted to return to class. If the assessment by the school authorities and the professional evaluation indicate that the student poses a threat to him/herself, or to others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. Students who are considered to pose such a threat to themselves or others may be expelled.

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 defined as repeated behavior over time and may include 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
- 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 the teacher.
- Do not bring rollerblades 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, watches, 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/Earbuds/Headphones

Cell phones/mobile devices/ watches/earbuds/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/watch/earbuds/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 7:25 a.m. – 2:55 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.
- Watches: Texting must be disabled for the entire school day from the hours of 7:25 a.m. – 2:55 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

During a pandemic, all students must wear a mask/face covering and practice social distancing.

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

Revisions are being made to the following disciplinary section during the 2023-2024 school year. Upon completion, families will be notified.

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

A local law enforcement agency with jurisdiction over a building in a school district, Grand Blanc Liaison Officer, 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 5-8

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 or obtained from your physician's office. The physical must be dated April 15 or after 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. The student has from Sept. 9-12 to earn a passing grade (65% or better). A new Progress Report will be printed and given to the student on Sept. 13. If earning 65% or better, the student is welcome back to the team and may participate in weekend games and practices the following week, Sept. 16. If a student maintains a failing grade, the 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 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 secrets.
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 substances.
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 textbooks 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
Level 1 Behavior that would hurt the Feelings/body of others <ul style="list-style-type: none"> · Unkind gestures or looks · “Horseplay” · Name calling/teasing · Excluding others · Behaviors that hurt feelings of others · Swearing · Destruction of property 	<ul style="list-style-type: none"> · 15 sec intervention · Restate definition of mean behavior · Discuss an alternate action to mean behavior · Opportunity for apology and/or make it right 	<ul style="list-style-type: none"> · 15 sec intervention · Restate definition of mean behavior · Time Out · Discuss an alternate action to mean behavior · Parent notification · Opportunity for apology and/or make it right
Level II Behavior that could injure others <ul style="list-style-type: none"> · Pushing · Shoving · Grabbing · Pinching · Play fighting · Disrespect to others · Spitting 	<ul style="list-style-type: none"> · 15 sec intervention · Restate definition of mean behavior · Time Out · Discuss/practice an alternate action to mean behavior · Parent Notification · Opportunity for apology and/or make it right · Behavior report 	<ul style="list-style-type: none"> · 15 sec intervention · Restate definition of mean behavior · Time Out · Discuss/practice an alternate action to mean behavior · “Time to Think” form · Parent notification · Opportunity for apology and/or make it right · Behavior report
Level III Purposeful behavior that could cause injury or damage <ul style="list-style-type: none"> · Biting · Punching · Hitting · Kicking · Any behavior that causes physical and/or emotional distress or risk of injury to person or belongings • Inappropriate Touch • Spitting on or at someone 	<ul style="list-style-type: none"> · 15 sec intervention · Discussion with principal · Restate definition of mean behavior · Immediate Time Out · Discuss/practice an alternate action to mean behavior · Loss of one recess or playtime · Parent notification · Opportunity for apology and/or make it right · Behavior report 	<ul style="list-style-type: none"> · 15 sec intervention · Discussion with principal · Restate definition of mean behavior · Immediate Time Out · Discuss/practice an alternate action to mean behavior · Loss of two recesses or playtimes · Parental conference · Opportunity for apology and/or make it right · Behavior report

CONSEQUENCE RUBRIC FOR KINDERGARTEN -2nd GRADE

Third Time	Fourth Time	
<ul style="list-style-type: none"> · 15 sec intervention · Restate definition of mean behavior · Time Out · Discuss an alternate action to mean behavior · Parent notification · Opportunity for apology and/or make it right 	<ul style="list-style-type: none"> · 15 sec intervention · Restate definition of mean behavior · Loss of one recess or playtime · Discussion with principal · Parent notification · Opportunity for apology and/or make it right · Behavior report 	<p>Notes:</p> <p>15 second intervention:</p> <p>"I saw you do ____.</p> <p>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.</p>
<ul style="list-style-type: none"> · 15 sec intervention · Discussion with principal · Restate definition of mean behavior · Loss of one recess or playtime · Parent notification · Opportunity for apology and/or make it right · Behavior report 	<ul style="list-style-type: none"> · 15 sec intervention · Discussion with principal · Restate definition of mean behavior · Loss of two recesses or playtimes · Parent conference · Opportunity for apology and/or make it right · Behavior report 	<p>Restate definition of mean/hurtful behavior:</p> <p>"Mean or hurtful behavior is any mean look, work, or action that hurts a persons' body, feelings, friend ships, or things."</p>
<ul style="list-style-type: none"> · 15 sec intervention · Discussion with principal · Restate definition of mean behavior · Immediate Time Out · Discuss/practice an alternate action to mean behavior · Loss of three recesses or playtimes · Parent conference · Opportunity for apology and/or make it right · Possible 90 min in-school suspension at principal's discretion · Behavior report 	<ul style="list-style-type: none"> · One day in-school or out-of-school suspension at principal's discretion · Behavior report 	<p>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.</p> <p>Revised 6/14/16</p>

APPENDIX C: HOLY FAMILY AGGRESSIVE

APPENDIX C:	First time	Second time
Level I Behavior that is horseplay • Goofing around • Shoving • Grabbing • Pushing • Tripping	• 15 sec intervention • Behavior report • Apology of Action	• 15 sec intervention • Behavior report • Student calls parent • Apology of Action
Level II Behavior that would hurt the feelings/body of others • Teasing • Name-calling • Put-downs • Insulting remarks • Mean/rude gestures • Rumors • Mean notes • Swearing • Graffiti • Planned exclusion • Play fighting • Playing a mean trick • Pinching • Spitting	• 15 sec intervention • Behavior report • Student calls parent • Apology of Action • Silent supervised lunch & recess	• 15 sec intervention • Behavior report • Student calls parent • Apology of Action • 2 Silent supervised lunches & recesses • Time to Think form
Level III Behavior that could injure others • Swearing towards others • Threatening • Hitting/kicking • Pushing/tripping • Choking • Throwing objects • Taunting/ridiculing/humiliating	• 15 sec intervention • Behavior report • Student calls parent • Apology of Action • Silent supervised lunch & recess • Time to Think form	• 15 sec intervention • Behavior report • Student calls parent • Apology of Action • 2 Silent supervised lunches & recesses • Time to Think form • Parent meeting
Level IV • Punching/fighting • Biting • Stealing • Damaging property • Racial, ethnic, or sexual name calling • Severe harassment or behavior that may injure • Inappropriate Touch	• 15 sec intervention • Behavior report • Administration calls parent • Apology of Action • 2 Silent supervised lunches & recesses • Time to Think form	• 15 sec intervention • Behavior report • Administration calls parent to pick up student • 1 day in-school suspension • Parent meeting • Positive Behavior Plan

BEHAVIOR CONSEQUENCE RUBRIC Grades 3-4

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

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
Level I Behavior that is horseplay · Goofing around · Shoving · Grabbing · Pushing · Tripping	· 15 sec intervention · Behavior report	· 15 sec intervention · Behavior report · Student calls parent · Silent supervised lunch & recess • Time to Think Form
Level II Behavior that would hurt the feelings/body of others · Teasing · Name-calling · Put-downs · Insulting remarks · Mean/rude gestures · Rumors · Mean notes · Swearing · Graffiti · Planned exclusion · Play fighting · Playing a mean trick · Punching	· 15 sec intervention · Behavior report · Student calls parent · Silent supervised lunch & recess • Time to Think form	· 15 sec intervention · Behavior report · Student calls parent · 2 Silent supervised lunches & recesses · Time to Think form • Parent Meeting
Level III Behavior that could injure others · Swearing towards others · Threatening · Hitting/kicking · Pushing/tripping · Choking • Spitting · Throwing objects · Taunting/ridiculing/humiliating	· 15 sec intervention · Behavior report · Student calls parent · 2 Silent supervised lunches & recesses · Time to Think form • Parent Meeting	· 15 sec intervention · Behavior report · Student calls parent · Apology of Action · 2 Silent supervised lunches & recesses · Time to Think form · Parent meeting · Violence Prevention Curriculum
Level IV · Punching/fighting · Biting · Stealing · Damaging property · Racial, ethnic, or sexual name calling · Severe harassment or behavior that may injure • Inappropriate Touch	· 15 sec intervention · Behavior report · Administration calls parent · 1 day in-school suspension · Parent meeting · Violence Prevention Curriculum	· 15 sec intervention · Behavior report · Administration calls · 2 days in-school suspension · Parent meeting · Positive Behavior Plan · Violence Prevention Curriculum · Possible liaison officer consultation

BEHAVIOR CONSEQUENCE RUBRIC GRADES 5-8

Third time	Fourth Time
<ul style="list-style-type: none"> •15 sec intervention •Behavior report •Student calls parent •2 Silent supervised lunches & recesses •Time to Think form 	<ul style="list-style-type: none"> •15 sec intervention •Behavior report •Student calls parent •3 Silent supervised lunches & recesses •Time to Think form
<ul style="list-style-type: none"> •15 sec intervention •Behavior Report •Student calls parent •3 Silent supervised lunches & recesses •Parent meeting •Violence Prevention Curriculum • 1 Day in-school suspension 	<ul style="list-style-type: none"> •15 sec intervention •Behavior report •Student calls parent •1 day in-school suspension •Parent meeting •Positive Behavior Plan •Violence Prevention Curriculum
<ul style="list-style-type: none"> •15 sec intervention •Behavior report •Student calls parent •1 day in-school suspension •Parent meeting •Positive Behavior Plan •Violence Prevention Curriculum 	<ul style="list-style-type: none"> •15 sec intervention •Behavior report •Student calls parent •2 days in-school suspension •Parent meeting •Positive Behavior Plan •Violence Prevention Curriculum

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.

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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:
Privacy and Access](#)